

Short course in Facilitation



The skills to make your meetings memorable and make them matter

Along with the mountain of emails and madly busy diaries, meetings have a poor reputation in many organisations.

Yet harnessing the power of groups is at the heart of making the journey from inspiration to implementation - from having great ideas to getting things done.



Facilitators are increasingly used to help meetings run well, often brought (and bought) in from outside.

Now, at a time when the need for effective meetings has never been higher, the resources for professional and independent help can be very tight.

This course gives you the opportunity to increase your own skills in designing and running great meetings and events.

An id@nk one day development programme

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Why go on this programme?

By going on the course you will:

- develop skills for designing and running your own meetings
- be able to manage group dynamics and diverse personalities
- know how to handle difficult questions or awkward participants
- gain confidence in speaking within a group and delivering your own inputs
- have ideas to help colleagues with their meetings, as facilitator or participant
- save money by minimising spend on consultants and improving team productivity
- reduce the stress associated with overloaded diaries full of poorly designed meetings.

All of this will give you better results from all sorts of meetings that you run or take part in.

How does it work?

We have run in-house facilitation training for many years. The feedback we get is excellent. Following client requests, we have decided to offer a 1-day development programme as a public course, to allow individuals and teams from a range of organisations to learn together.

The training brings together theory, top tips, group exercises and in depth reflection. Each person gets a go in running a group meeting and receives feedback from their fellow participants and course leaders on their role and interventions. The course is a blend of many different ways of working that appeal to all learning styles and personalities.

In advance participants record their learning needs and complete an online self-assessment. For each person, we provide a selection of printed and online materials, a set of references for further reading and a course book to get you going.

Who is delivering the course?

The course is led by Phil Hadridge, one of idenk's founders.

“Phil is one of the best people globally on facilitation approaches and group dynamics. He is probably the best designer of events I've ever worked with. He is a creator of big picture possibilities but also has a meticulous attention to detail which gets great outcomes. He has a phenomenal knowledge base and translates this through expert facilitation and engagement of his audience.”

Helen Bevan, Director of Service Transformation, NHS Institute for Innovation and Improvement



What are the times and how is the day designed?

0845	Arrival - and getting going activities
0900	Welcome, introduction What is facilitation and why does it matter? Some top tips Practice and feedback #1 The 7Ps in action: the preparation, planning and delivery of this course
1030	Coffee Whole group discussion - with more tips and facilitation frameworks Practice and feedback #2 Simply the best: Learning from the best ever group experiences
1300	Lunch - and planning the Top Tip Exchange
1340	Not the graveyard slot Top Tip Exchange Practice and feedback #3: Facilitation Nightmares: Facing the fear with in-depth insight and a repertoire of new options
1530	Tea Practice and feedback #4 Peer support: putting the ideas into practice Review
1700	Close

*“I found the course hit just the right spot. Your expertise shines through to benefit all the levels of experience in the room. It is good to have some head space away from the day job to refresh the mind on good practice and effective technique.
PS loved the shoe bit!”*

How do I put it all into practice?

We suggest that pairs or groups of colleagues from the same team or organisation work as a ‘buddy’ pair or learning cell after the meeting, and as a result offer a discounted rate to encourage this.

We can also offer further help in the form of individual coaching or learning sets where requested. We also follow up with you 3 months after the course to see how you are getting on putting the skills into action!

