

LEADERSHIP & MANAGEMENT

QNET presents:

ADVANCED FACILITATION SKILLS

Wednesday, November 27, 2019 – 8:15 a.m. to 4:15 p.m.

Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

Do you know the key processes and techniques that make a great facilitator? Facilitating sessions can be rewarding and successful when you have the right tools.

In this workshop, you will develop the confidence and skills you need to facilitate, teach, lead and present to audiences of any size. You will sharpen your ability to use facilitation techniques to effectively manage group dynamics and polish your questioning techniques. You will also discover how to adapt your facilitation style to accommodate the various groups you work with.

WORKSHOP OBJECTIVES:

- define the role of a facilitator
- determine what to prepare before the session to ensure its success
- create a positive environment for sharing ideas and opinions
- build trust and integrity with the group and encourage participation and engagement
- use questioning and active listening techniques to facilitate effectively and test for understanding
- select appropriate activities and facilitating them effectively
- handle a variety of difficult situations
- read the room and make design adjustments to meet the group's needs
- provide constructive feedback



DELIVERABLE: You will facilitate a session of your choice using the techniques covered in the workshop.

FACILITATOR: Marie Antaya

Marie is the Director of Eclectic Communications, a highly recognized training and consulting company. As an international speaker, author of four books and adult educator, Marie has shared her expertise with clients in private, non-profit and public sector organizations leading numerous program and course development projects. Using her combined experiences, Marie designs and delivers informative, practical online and offline programs tailored to the audience's needs. Marie has direct adult education training with her certificates in Teaching English as a Second Language, Workshop Facilitation, and Adult Education. She is certified to deliver presentations, workshops and one-on-one sessions using EQ-i 2.0 Emotional Intelligence and Myers-Briggs Type Indicator instruments. Presently, Marie is a board member with Plain Language Association International. Also, she is a Certified Training and Development Professional.

COURSE FEES & CREDITS:

This workshop is:

- One of four courses that make up the QNET Certificate in Facilitation & Design (CFD).
- An optional course in the 70 credit hour QNET Certificate in Management Development (CMD).
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education.
- This program has been approved for 8 CPHR Continued Professional Development Hours by CPHR Manitoba
- Presented by QNET in partnership with APICS Winnipeg Chapter, Manitoba Aerospace, and Manitoba Education and Training.

Course Fee includes a comprehensive manual filled with job aids, checklists and other great reference materials:

\$399.00 + GST for Members of QNET or APICS or Manitoba Aerospace / \$469.00 + GST for Non-Members

REGISTER ONLINE at QNET.ca



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