

FACILITATION SKILLS (CFT)



A great course for anyone...that wants to know how to facilitate groups.

Purpose:

This course is designed to develop the professional skills you need to facilitate effective group interaction and learning. By the end of the course you will have an increased understanding of audience expectations and behaviour in the training environment. You will learn how to speak the “three languages of interaction” designed to bring out the best in people, as well as comprehend how groups learn. The best ways to introduce knowledge and to tailor for individual needs will be addressed in depth. Overall, this session will help you clarify, manage and maintain effective communication in your training relationships with your clients.

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What you will learn:

- **Facilitating Skills** - facilitating means “to make easy”- Learn how to make it easy for others to understand you.
- **Interaction Skills** - how to generate, manage and maintain effective interaction in a group.
- **Sharing Knowledge** - how to organise yourself and your material for impact and how to design winning presentations.
- **Self Confidence** - realise that to feel confident you need to know and practice certain effective communication behaviours.
- During this course you will have ample opportunity to develop your "emotional intelligence" and effectiveness.
- And much, MUCH more!

Course	Code	Duration	Location	Cost	Type
Facilitation Skills	CFT	1 x 8 hr workshop	Australia-wide	\$3300	Group

Class Time:
 Classes are available weekdays between 6.00am-6.00pm
 Workshops are from 9.00am-4.30pm

Questions?
 Email: courses@thevoicebusiness.com.au or
 Phone: 1300 922 122
 Website: www.TheVoiceBusiness.com.au

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 NSW 2060, AU

CDs.Mp3 and Work notes included
 Post Course Evaluation

A Certificate of Completion will be awarded to each successful candidate.