

NLP TRAINING INSTITUTE

Quality • Professionalism • Ethics in NLP

Facilitating with Ease

'Getting results easily and effectively
Building group alignment and synergy'

WHERE AND WHEN

Dates:
May 10th – 12th
2019

Location:
Glenroyal Hotel,
Maynooth,
Co Kildare

Other dates:
To be advised

And

**Course may be run
in-house for
organisations**

Why attend Facilitating with Ease?

The word facilitation means 'to make easy' to 'help to bring about' a result on behalf of an individual, a group or an organisation. Facilitation is a way of working with people which enables and empowers them to carry out a task. Facilitation is a skill that many people are expected to simply have in various aspects of their work, day to day. We facilitate change, meetings, planning, group sessions, brainstorming and many other aspects of group work as part of our daily life. Facilitating is a **skill** and it is useful to learn 'how' to facilitate effectively.

Why learn how to facilitate? What are the benefits?

- To achieve results using skills to enable and empower those in the team or group that you are working with
- To create buy-in, generate participation, gain group agreement in a structured organized way, building greater team cohesion and alignment
- To run powerful results-focused meetings, enabling and supporting others to function effectively and make high-quality decisions
- To manage time well and make the best use of time, people and resources available
- To create structure and method in the workplace, so that people are focused on getting things done in an organized and efficient manner

What will I learn during this training?

During this training you will learn:

- What is facilitation?
- What is the role of the facilitator?
- What are the competencies of facilitation?

Prior to Facilitation:

- Prepare, plan and organise for success
- Set clear and powerful outcomes designed to create results from facilitation session
- Design schedules that work
- Assumptions for communicating during facilitation
- Logical Levels of facilitation
- Understand team dynamics in action and what to expect from groups who know each other and groups who don't and dimensions of behavioural interactions, what to expect and how to handle it

During Facilitation

- Build rapport with the group
- Framing skills for managing the facilitation session and interactions during the facilitation
- Carry out introductions with ease
- Learn to ask powerful questions to release stuck situations
- Resolve conflict & cause conflict
- Intervention strategies for behavioural challenges
- Tracking what is going on during facilitation
- Energising the group
- Remaining focused & managing a clear, balanced and calm state throughout



*Really active training where I got to experience facilitating from the inside out. It has given me more confidence in my ability to facilitate my team.
RW, Business Owner*



*This course has increased my awareness of my communication when working with groups and as a result my confidence. It will improve my connection and communication and I'll be looking for more opportunities to facilitate within my organisation.
AP, Team Leader*

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After Facilitation

- Evaluating Facilitation
- Compiling facilitation reports
- Developing and measuring your skills as a facilitator

What happens during the training – How does this work?

Our objective is to work with you and take you to high level of confidence, ability and excellence as a facilitator, removing any concerns or unknowns about facilitating.

This training is run over three days. It is conducted by experienced NLP Trainers using a lively variety of formats including whole group presentations by the trainer, 'how to' demonstrations, small and large group exercises, practical skill-building work, and discussion. Throughout the training you will experience facilitating, feedback and coaching from qualified NLP Trainers and Coaches. This will accelerate your learning progress beyond what you thought possible.

Who should attend?

- **Anyone** who runs meetings and wants to draw consensus from groups and generate clear strong action as a result
- **Business Leaders, Directors, Managers, Entrepreneurs, Consultants, Trainers, Educators and those** who wish to achieve change and results through people creating strong results-focused teams and organisations

What if I attend this training?

'Imagine for a moment that you are about to facilitate significant change within your organisation or team... before it you are feeling prepared, clear, balanced and calm with a quiet sense of excitement. You look out at *your* team, *your* group, you *know* that they are totally connecting with you and your message, they *want to work with you*, as a facilitator, they know already you are a person who gets results while respecting every member. You *enjoy* organising the session, *offering* methods for them to develop their own answers, *empowering and enabling* them to achieve what needs to be achieved, you are having *fun* along the way, *welcoming* questions, group conflict and objections *knowing* you are personally well equipped to respond. And when you finish up you *know* you've done a fantastic job and they've achieved what they set out to achieve, effortlessly and easily, with fun and enjoyment ... '

Everyone at some point has been inspired by a facilitator who provides structure and tools, who helps the participants identify their own goals and develop their own action plans, who inspires commitment through participation, who enables them to reach a place of clarity and achieve results effortlessly and easily, who empowers those they work with. Could this facilitator be you?

Join us and find out...



This course gave me a really strong grounding in the 'how' of facilitating a group. I'm looking forward to putting them into action over the coming weeks.
RP, Trainer



These training days have refreshed my knowledge of facilitating groups and given me the opportunity to look at my skill level from different perspectives and add a new layer. Looking forward to putting it into action.
DR, Sales Director

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Booking Form – Facilitating with Ease

DATES:

May 10th to 12th 2019, Glenroyal Hotel, Maynooth, Co Kildare

SECTION 1 – YOUR DETAILS

Name:

First Name

Surname

Occupation:

Address:

Tel: (h):

(w)

Email:

Mob:

So we can ensure your name badge is correct, please print your name as you would like it to appear on your badge

Name as on badge:

First Name

Surname

SECTION 2 - PAYMENT DETAILS - please indicate how you wish to pay

- Paying by **Electronic Transfer**—Bank Details: NLP Training Institute, Bank of Ireland, Tramore. BIC BOFIE2D
IBAN IE19BOFI90470487241762
(please include your name & Course as reference)
- Enclosed is a Cheque for full payment €630
- Please invoice my company as per details in **Section 3**

If paying by **Cheque or Electronic Transfer please** fill in Section **1 & 2** - return by post or scan and return by email.

Please make cheques payable to 'NLP Training Institute'
Send this form together with your cheque(s) to:
NLP Training Institute, Administration Office
27 Pheasant Walk • Collins Ave • Dunmore Road •
Waterford • Ireland

If you would like your **Company** to be invoiced please complete sections **1, 2 & 3**

SECTION 3 – COMPANY DETAILS

Invoice for the attention of:

Department:

Address:

Purchase Order Ref:

Terms and Conditions:

Payment must be received prior to the training seminar dates. Cancellation Policy: All cancellations must be made in writing to the NLP Training Institute and made no later than 3 weeks before the training. Such cancellations may be subject to a handling and administration charge of €50 per delegate. If you are unable to attend a training programme, you may defer to a later programme or provide a substitute delegate at no extra charge. The NLP Training Institute reserves the right to make changes to the programme, location and/or trainers without prior notice.

NLP Training Institute
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