

A woman with long brown hair, wearing a blue and white striped shirt, is pointing at a whiteboard in a meeting room. The whiteboard has a large white letter 'A' on it. The background is a blurred office setting with windows.

Facilitation

ENCOURAGE
INDIVIDUAL
CONTRIBUTION

Essentials

EXPAND YOUR SKILLS WITH FACILITATION



Facilitation is more than just leading a meeting or a workshop; it's about guiding a group towards a common goal, fostering collaboration, and promoting effective communication. Our new program, 'Facilitation Essentials', is designed to help you master this skill.

'Facilitation Essentials' goes beyond the basics, offering a deep dive into the art and science of facilitation. You'll learn how to design and manage effective group processes, how to navigate group dynamics, and how to encourage participation and engagement. You'll discover how to handle difficult situations and resolve conflicts, turning challenges into opportunities for growth and learning.

Facilitation is a powerful tool for team progression and achieving objectives. A skilled facilitator can ensure that everyone's voice is heard, that ideas are shared and evaluated fairly, and that decisions are made collectively. They can keep the group focused, maintain a positive and productive atmosphere, and guide the team towards its goals.

Taking on the role of a facilitator can bring numerous benefits. It can enhance your leadership skills, boost your confidence, and improve your ability to work effectively with diverse groups. It can also increase your value within your organization, as effective facilitation can lead to better decision-making, increased productivity, and improved team dynamics.

Taking on the role of a facilitator is an opportunity to stand out, to make a difference, and to drive progress. Whether you're facilitating a meeting, a workshop, or a training session, the skills you'll learn in this program will help you guide your team to success. Embrace the challenge, master the art of facilitation, and let it be your advantage in today's collaborative work environment.

WHAT IT'S ALL ABOUT

TARGET GROUP

Everyone who wish to develop their facilitation skills – from how to facilitate meetings effectively to building confidence in running own trainings and workshops.

LEARNER'S OBJECTIVES

- Design, plan and prepare effective meetings
- Understand the role of the facilitator in each context
- Learn when and how to facilitate and when to lead in a meeting
- How to handle the dynamics of a challenging group situation
- Effectively direct the energies and talents of a group to achieve the desired outcomes.
- Facilitate group ideas to actions

FORMAT

2-days training session in the enkelfähig Academy, followed by a practical application phase back on the job. A half-day virtual meetup closes the program to debrief and share experiences.

LANGUAGE

English initially, German following later



MAKE UP OF TRAINING MODULES



← FACILITATION LEARNING JOURNEY →

Core Module

2-days onsite

Facilitation Skills

- Role of a facilitator
- Structure and format meetings and workshop
- How to lead within meetings
- Managing energy
- Facilitate ideations and decision making

Application Phase

on-the-job

Experiences

- Self-led 'trial phase'
- Application of tools, knowledge and skills, picked up in core module

Follow-up

½-day virtual

Exchange & Reflection

- Discuss real-life cases, setbacks and experiences
- Peer Coaching
- Recognizing improvements and future development opportunities

HOW IT IS ORGANIZED



Registration Process

There is two ways how you can run this program:

Open Program

Are you an individual and simply want to sign up for the training, while learning together with others from the Haniel Group? Please register by filling out the form on our website [registration-facilitation-essentials](#).

Customized Program

Are you interested to run this program with your team or in your function/area? That makes total sense – all you need to do is contact us and we'll find the right format and time for the training!

Dates and Time

We have scheduled one training for 2024. If there is more demand, we can add further dates. The Core Module will start at 10 am on the first day and end at 4 pm (CET) on the last day.



Core Module: 24.-25.09.2024, Duisburg
Follow-up: 31.10.2024, virtual (9 am – 12 pm)

Costs

500 € net program costs per participant (plus board and lodging).

Contact Persons



Nomination & Organization

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Do you want to become a facilitator?

The train the trainer process allows teams and departments to deliver the learning to entire audience, in the language you want, at the cost you can afford, with the level of customisation that suits your team, department, division or organisation. If you want to become a facilitator, please reach out to us!

Train-the-Trainer Process



1. Attend the program as a participant
2. Review trainer notes and facilitator videos and support content
3. Attend a train the trainer process, virtual or face to face
4. Deliver first program with coaching.
5. Review feedback and agree on next steps with you coach
6. Annual training review to maintain train the trainer status.

