## Introduction to Facilitation 2018

## Cairns

A practical, applied course for people wanting to learn how to facilitate groups

## Thursday 24th May from 9am to 5pm and Friday 25th May from 9am to 1pm, and Thursday 19th July from am to 1pm and Friday 20th July from 9am to 1pm

## About the Course

* The purpose of this facilitation course is to assist people to intentionally develop the necessary skills and confidence to facilitate groups that support and benefit people with disabilities.
* We want people to strengthen their networks by learning together and from each other.
* The workdays will provide comprehensive teaching about foundational principles for facilitating groups of all types – formal work teams to informal community and support groups – where skilled facilitation can assist people to achieve their goals.
* The introductory course is ideal for people with minimal facilitation experience who are keen to develop their skills and increase their confidence
* Participants will be required to:
	+ Attend 3 workday workshops offered over a 2 month period, 1.5 days in May and 1.5 days in July
	+ Have an opportunity to facilitate a group of 3+ people between each of the work days
	+ Complete pre-course readings and reflections as well as take home tasks

## About the Presenter

* Catherine Allen is a highly experienced and effective facilitator and coach of leadership development programs with a strong commitment to people experiencing being empowered in their work environments and developing their own leadership abilities.
* Her communication skills and her direct, authentic approach enable her to generate strong commitment and behavioural change with leaders at all levels.
* Catherine has a post graduate diploma in Organisational Psychology and is a member of the International Association of Facilitators.
* Catherine will be assisted by CRU Consultant Lisa Bridle.

## Topics

* Essential facilitation principles
* Self as facilitator
* Stages of group development
* Group roles
* Preparation for facilitation
* Basics on how to conduct a facilitated session
* Facilitation issues that are particular to groups initiated by or including people with a disability and their families.

## Who should attend?

## People working or involved with people with disability:

## who have minimal facilitation experience

## who are keen to develop facilitation skills & confidence

## who are currently working with a group and/or have the opportunity to put course learning into practice

## e.g. community organisers, team leaders, circle facilitators, keyworkers, support group leaders, family members wanting to facilitate visioning conversations with friends & supporters

## Additional points to help you consider if this course is right for you:

### Do you find it hard to lead a group discussion or meeting?

### Do you enjoy a conversation with one or two people but freeze up when you are put in front of a group?

### Do you struggle with keeping a group focused on a task without being too bossy?

### Are there people in the groups you are part of who won’t stop talking and others who don’t say anything? Or does everyone go silent and you feel you are talking too much?

### Would you like to be able to assist a group of people to gain clarity about their situation and achieve what they want to?

* To facilitate means ‘to make easy’
	+ The group facilitator’s job is to make it easier for the group to do its work. By providing non-directive leadership, the facilitator helps the group arrive at the understanding and decision that are its task. The facilitator’s focus is on the group and its work.
	+ The role is one of assistance and guidance, not of control

## Event details

* Dates

## Thursday 24th May from 9am to 5pm and Friday 25th May from 9am to 1pm, and Thursday 19th July from am to 1pm and Friday 20th July from 9am to 1pm

* + Registration from 8:30am
* Cost
	+ Full fee: $450
	+ People with disability and family members: $225
	+ The cost of attending this event is subsidised by the Queensland Government
* RSVP: Expression of Interest form to be received by close of business Thursday 26th April

## Venue details

## Disability Services Conference Room: Ground floor, CitiCentral Building. Corner of Sheridan and Spence Streets, Cairns

## How do I apply?

## As there are a limited number of places at the event, an Expression of Interest process will be used to allocate available places.

## Expression of Interest forms are available to download from the CRU website, or by clicking here

* Please get in touch with CRU if you require any assistance in completing the Expression of Interest form

## Course numbers will be strictly limited to allow optimal involvement of all participants

## Need some assistance with fees?

* CRU has some capacity to reduce registration fees and assist with other costs, particularly for people with disability and family members not sponsored by an organisation. Contact CRU for more information.

## About Community Resource Unit Ltd.

* CRU has a 25 year track record of working across Queensland to help people with a disability take control of their lives and take their place in their community.

## Contact Community Resource Unit Ltd.

* Phone: 07 3844 2211
* Email: cru@cru.org.au
* Website: <http://cru.org.au>
* Address: Level 2, 43 Peel Street. South Brisbane. Queensland.