

# Learning to Facilitate

## Introductory Training Course

Cairns

May - July 2018



- 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?

This course will be led by  
Catherine Allen, Director & Management  
Coach of Callen Consulting Pty Ltd.

Catherine 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.



### **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.**

### **What participants have said about the course:**

"I now feel more confident to move forward to facilitate groups that assist people with disability to live good lives"

**"This course has greatly  
increased my understanding of  
team dynamics and strategies  
for addressing disruptive  
behaviours of group members"**

"I have learnt so much from this course that I have been able to apply in all sorts of work and family situations with great success!"

*The cost of attending this event is  
subsidised by the Queensland Government*

Community Resource Unit Ltd.

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This Facilitation Course will assist people to 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.

Community Resource Unit Ltd.

# Learning to Facilitate: *Introductory Training Course*

**Dates:** May 24<sup>th</sup> (9am-5pm) & 25<sup>th</sup> (9am-1pm) and July 26<sup>th</sup> (9am-5pm) & 27<sup>th</sup> (9am-1pm) 2018

**Cost:** \$450 full fee or \$225 for people with a disability & family members

**Venue:** Disability Services Conference Room  
Ground Floor, CitiCentral Building  
Cnr Sheridan & Spence Streets  
CAIRNS

This foundational course, offered by Community Resource Unit Ltd, is comprised of 3 workdays offered over a 2 month period (1.5 days in May and 1.5 days in July).

The workshops will provide comprehensive teaching about foundational principles for facilitating groups of all types – from formal work teams to informal community and support groups, where skilled facilitation can assist people to achieve their goals.

Between each of the formal learning days participants will be encouraged to take opportunities for practice and reflection of their developing skills.

This learning will be further enhanced with mentoring and peer support.

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



## **COURSE CONTENT** will include:

- 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

## **COURSE DELIVERY** via:

Group work, experiential learning, individual reflection, mentoring, peer support, multi-media presentations and take-home tasks

## **WHO SHOULD ATTEND**

People working or involved with people with disability who:

- want to assist people with disability and their families make the most of the NDIS:
- have minimal facilitation experience but want to develop these skills and confidence
- 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

## **To participate you will be required to -**

- have facilitated at least 1 group before attending workshop 1.
- have an opportunity to facilitate a group whilst participating in the program
- complete an expression of interest questionnaire
- complete pre-reading and an online Team Management Profile (TMS). Profile results will give individuals further insight into their own leadership style and work preferences in teams and groups.

*To register for this course please complete the separate expression of interest form and email to*

*[cru@cru.org.au](mailto:cru@cru.org.au) or send to:*

*Community Resource Unit Ltd, PO Box 4322  
South Brisbane, QLD 4101*

**By 26<sup>th</sup> April 2018**

For more information or additional forms phone  
CRU on (07) 3844 2211

Course payment can be made in this financial year or  
split into 2 instalments.

facilitate

communicate

support circles

conversation

groups

teams

talk

discuss

meetings

brainstorming

work

peers

learning

facilitation