

ONLINE SLE TRAINING Facilitation Skills and Moderation



Duration: 5 days

Sample course programme

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	CHECK-IN (9:00 – 9:30 am)				
9:30 am - 11:00 am CET	Welcome Getting to know each other and the online setting Objectives, expectations and agenda	The cycle of facilitation I - Preparation of a meeting: what does a facilitator need to know in advance - Standards of preparation	Facilitation in practice: preparation - Identifying topics for a meeting (at least 3) - Identifying the facilitators - Prepare the session as a facilitator (in groups)	Facilitation in practice II - Conduction of a meeting (approx. 45 minutes) - Evaluation of the session	The cycle of facilitation III - After the meeting - Results of the meeting/session - Evaluation and feed back
15 minutes break					
11:15 am - 12:30 am CET	Facilitation is an art: in presence and online - The role of a facilitator - Basic skills of a facilitator	The cycle of facilitation II - Getting a meeting to a good start - Conduction of the meeting - Ending the meeting	Continue to prepare the upcoming sessions	More facilitation tools - How to deal with resistance - How to tackle difficult issues	Check list for facilitators - Summary of the tools and techniques - Must have and nice to have
1 hour break					
1:30 pm - 3:00 Pm CET	The art of asking questions - Active listening - Powerful questions Wrap-up of day 1	Exercising facilitation tools - Brainstorming techniques - Tools for discussion - Tools for decision making Wrap-up of day 2	Facilitation in practice I - Conduction of a meeting (approx. 45 minutes) - Evaluation of the session Wrap-up of day 3	Facilitation in practice III - Conduction of a meeting (approx. 45 minutes) - Evaluation of the session Wrap up of day 4	Wrap-up & evaluation of the course Closure
END					
3:15 pm - 4:15 pm CET		<i>Optional & informal</i> <i>"Virtual hangout": exchange among participants</i>		<i>Optional</i> <i>Opportunity for individual consulting with the trainers</i>	