

ONLINE SLE TRAINING Facilitation Skills and Moderation

Trainer: Ms Monika Boutros-Fischer

Duration and time zone: 07 - 11 November 2022, Berlin local time



Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:15	Check-in first day				
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 <ul style="list-style-type: none"> - Preparation of a meeting: what does a facilitator need to know in advance - Standards of preparation 	Facilitation in practice: preparation <ul style="list-style-type: none"> - Identifying topics for a meeting - Identifying the facilitators - Prepare the session as a facilitator (in groups) 	Facilitation in practice II <ul style="list-style-type: none"> - Conduction of a meeting (approx. 45 minutes) - Evaluation of the session 	The cycle of facilitation III <ul style="list-style-type: none"> - After the meeting - Results of the meeting/session - Evaluation and feedback
15 minutes break					
11:15 am - 12:30 am CET	Facilitation is an art: in presence and online <ul style="list-style-type: none"> - The role of a facilitator - Basic skills of a facilitator 	The cycle of facilitation II <ul style="list-style-type: none"> - Getting a meeting to a good start - Conduction of the meeting - Ending the meeting 	Continue to prepare the upcoming sessions	More facilitation tools <ul style="list-style-type: none"> - How to deal with resistance - How to tackle difficult issues 	Check list for facilitators <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Active listening - Powerful questions Wrap-up of day 1	Practicing facilitation tools <ul style="list-style-type: none"> - Brainstorming techniques - Tools for discussion - Tools for decision making Wrap-up of day 2	Facilitation in practice I <ul style="list-style-type: none"> - Conduction of a meeting (approx. 45 minutes) - Evaluation of the session Wrap-up of day 3	Facilitation in practice III <ul style="list-style-type: none"> - Conduction of a meeting (approx. 45 minutes) - Evaluation of the session Wrap up of day 4	Wrap-up & evaluation of the course Closure
END					
		<i>Optional & informal:</i> "Virtual hangout": exchange among participants		<i>Optional:</i> Opportunity for individual consulting with the trainer	