

Workshop Facilitation

Workshops that are longer than half a day require a clear structure and more intensive preparation than shorter meetings. Facilitators thoroughly analyze the subject to be discussed and select the focus, the working method and the methodology in a targeted fashion. They come up with the structure and assume responsibility for the duration of all parts of the workshop. In this seminar, you will learn to plan workshops and to use their structure to lead people with the help of a main theme.

Key objectives

- Consciously creating a script
- Creating a structure for the course of the meeting
- Mastering the variety of roles available to a facilitator
- Ability to guide a group's attention
- No need to be afraid of large groups!

Course content

- The difference between agenda and workshop design
- Steering with the help of a workshop design
- Focusing attention
- Preparation and time management
- Methods used in large-group facilitation
- Generating enthusiasm with introduction and transitions
- Documentation and evaluation

Who should attend?

Leaders who preside over workshops and meetings that are longer than half a day and which are intended to deliver valuable results for all participants. Project managers and employees who plan, organize and facilitate workshops.

Your benefit

You will learn to use tools and methods to conduct inspiring and successful workshops. You will structure the course of workshops in a targeted manner and you will employ approaches to group work and presentations that will spur action and creativity.

Methodology

- Practical role-play
- Theoretical input
- One-on-one and group work
- Knowledge exchange
- Case studies
- Reflection on personal experiences

Organisation

- maximal 14 Teilnehmer
- This workshop can be booked as an internal company event.
- Duration: 3 days
- A, D, CH & CEE-Countries

"I have realized that I, as the director of the scene, can greatly contribute to employees achieving good results."

Participant quote