FACILITATION FOUNDATION
Skills and Strategies for Making Groups Work

Many of us have responsibility for leading a variety of group discussions, whether as a manager who leads a regularly scheduled team meeting, a chairperson leading a committee or perhaps someone within a non-profit or volunteer group working with others on a project. While group work can often be an exhilarating and productive experience, it can also be a frustrating and challenging one. A difference of perspective is a healthy and a necessary component for meaningful discussion and actions, but too often these differences result in confusion and a lack of productivity. Worse, they can result in interpersonal conflict that can derail the group completely.

This active and practical two-day program provides the foundational elements for enhancing your skills and confidence as a facilitator who is tasked with the responsibility of helping a group discuss and address common concerns.

Who Will Benefit?

- Any individual who has responsibility for leading group discussions
- Leaders who would like to develop a more facilitative and interactive approach
- Individuals who are new to the facilitator role as well as those wishing to refresh their skills and understanding of the role

Content

Topics include:
- Understanding the Facilitator Role
- Establishing the Purpose of the Facilitation
- Determining the Facilitation Process
- Creating Buy-in and Participation
- Effective Listening Techniques
- Addressing Common Challenging Behaviours
- Providing Constructive Feedback
- Using Basic Process Tools
- Maintaining the Energy of the Group

Teaching Methodology

The delivery methods for this workshop will include short lecture, participant interaction, small and large group work, individual and group presentations and reflection.

Facilitator

Rick Paradis is an Organizational and Human Resource Consultant. He has over 20 years experience with a wide range of public and private organizations throughout Atlantic Canada. For a number of years, Rick held Organizational Health and Human Resource positions with organizations such as Maritime Life Assurance Company and the IWK Grace Health Centre. He teaches in the Dalhousie University Certificate in Adult Education program and has taught at Henson College’s Advanced Management Centre and Dalhousie’s Employee and Organizational Development unit.

Rick’s roots are in youth development and cross-cultural educational programs including work with Canadian Crossroads International, Katimavik and the Youth Leadership Council for Atlantic Canada.

He is a graduate of the Executive MBA Program at Saint Mary’s University and is certified to administer the Myers-Briggs Type Indicator.

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<tr>
<th>Dates</th>
<th>Costs</th>
<th>Location</th>
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<tbody>
<tr>
<td>February 18–19, 2014</td>
<td>$755 (tax incl.)</td>
<td>1459 LeMarchant Street, Suite 2201, Halifax, NS</td>
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Ask about our special rate for graduates of the Certificate in Adult Education.

For further information or to register, please contact Dawne Walker:

Phone: (902) 494-8837
Fax: (902) 494-3662
Email: dawne.walker@dal.ca
Website: www.dal.ca/cce
Payment Information

Please mail this completed form with payment to:

Dawne Walker, Program Manager, College of Continuing Education
1459 LeMarchant Street, Suite 2201, PO Box 15000, Halifax, NS   B3H 4R2 (902-494-8837)

Register Early

www.dal.ca/cce

College of Continuing Education
Adult Educators/Career Practitioners

Registration Form (please print clearly)

Last Name________________________First Name________________________Middle Initial____

Job Title __________________________Organization________________________________

Address:  ○ Home  ○ Work (for invoicing)

Address: __________________________________________

City________________________Prov.____________Postal Code________________________

Phone Home (          )________ Work (        )_________Cell (          )_________

Email Address____________________________(please print clearly)

2013/2014

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<tr>
<th>Course</th>
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<tr>
<td>Certificate in Adult Education (non taxable)</td>
<td>September 27, 2013 – June 6, 2014</td>
<td>$4120</td>
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<tr>
<td>Facilitation Foundation (tax included)</td>
<td>February 18 - 19, 2014</td>
<td>$755</td>
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<tr>
<td>Facilitator’s Toolkit (tax included)</td>
<td>April 8 - 9, 2014</td>
<td>$895</td>
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<tr>
<td>Train the Trainer (tax included)</td>
<td>May 15 – 17, 2013 or Nov 20 – 22, 2013</td>
<td>$966</td>
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<tr>
<td>Introduction to Employment Services (non taxable)</td>
<td>Save $150 by registering and paying for all four courses</td>
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<tr>
<td>Theories of Career Development (Sept – Nov, 2013)</td>
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<td>The Experience of Unemployment (Nov, 2013 – Feb, 2014)</td>
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<tr>
<td>Standards &amp; Guidelines (May – July, 2013 or Mar - May, 2014)</td>
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<tr>
<td>Ethics (Oct - Dec, 2013 or May – July, 2014)</td>
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Method of Payment

○ Enclosed is a cheque payable to Dalhousie University
○ Cash
○ Invoice Employer or Purchase Order P.O. # ________________________
○ Credit Card charge:
  Personal Credit Card ______ OR Organizational Credit Card ______

  ______ VISA ______ AMEX ______ MC

  ______ / ______ / ______ / ______ Expiry: ______ / ______

Signature: ____________________________

Date: ________________

For Office Use Only

Registration Date___________
Alex #____________________
ILO____________________
Invoice #________________
Receipt #________________