A FACILITATOR’S TOOLKIT

Turning Chaos into Collaboration

Our working days often involve a variety of meetings and group discussions. In theory, these gatherings are intended to save time, increase productivity and achieve better quality outcomes. Too often, however, far too little gets accomplished, much of the discussion is unfocussed and unproductive, and a lot of time is wasted. For this reason, groups often employ the support of a facilitator as a neutral, unbiased resource who can help them move forward with their goals.

To be effective in helping groups successfully achieve their desired outcomes, facilitators benefit from having a variety of tools to draw on. This active, two-day session will provide a unique opportunity to learn the effective and appropriate use of process tools, such as:

- Brainstorming Techniques
- Nominal Group Technique
- Decision Grids
- Force-field Analysis
- Root Cause Analysis
- Radar Chart
- Carousels
- Affinity Diagram
- Webcharting
- Multi-voting
- Interrelationship Diagraph

Who Will Benefit?

- Any individual who has responsibility for helping groups analyze an issue or make a decision
- Discussion leaders who would like to add new process tools to their toolkit

Prerequisite: We recommend that participants have some experience facilitating groups or have attended the Facilitation Foundation workshop.

Learning Objectives

By the end of this two-day workshop, participants will be able to:

- Employ a variety of process tools
- Identify when to employ different process tools
- Identify facilitator issues and areas of focus when employing different tools

Teaching Methodology

The delivery methods of the program will represent a wide variety of learning methods, including theory input, discussion, case study, group exercises, practice 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 Dalhouse’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.

<table>
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<tr>
<th>Dates</th>
<th>Costs</th>
<th>Location</th>
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<tbody>
<tr>
<td>April 8-9, 2014</td>
<td>$895 (tax incl.)</td>
<td>1459 LeMarchant Street, Suite 2201, Halifax, NS Room: 2111</td>
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Ask about our special rate for graduates of the Dalhousie Certificate in Adult Education.

For further information, please contact Dawne Walker (see below). If you wish to register, please complete the registration form on the flip side of this flyer.

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Website: www.dal.ca/cce
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Adult Educators/Career Practitioners

Registration Form (please print clearly)

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<tr>
<th>Course</th>
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<tr>
<td>Certificate in Adult Education (non taxable)</td>
<td>$4120</td>
</tr>
<tr>
<td>Facilitation Foundation (tax included)</td>
<td>$755</td>
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<tr>
<td>Facilitator’s Toolkit (tax included)</td>
<td>$895</td>
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<tr>
<td>Train the Trainer (tax included)</td>
<td>$966</td>
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<tr>
<td>Appreciative Inquiry (tax included)</td>
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<tr>
<td>Introduction to Employment Services (non taxable)</td>
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