

SUCCEED IN FACILITATION

Syllabus





Grape People - Is a Finnish company established in 2003 by a team of facilitation pioneers. Grape People develops organizations through facilitation and participative practices. We are experts in group processes, tools and frameworks that create and sustain global learning organizations. **We Facilitate Success!**

This facilitation training gives you a simple and effective framework for designing workshops and the best tools for each stage to guarantee your workshop success.

Succeed in Facilitation

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Overview - What do I get?



13 videos with everything you need know to facilitate a workshop



Workshop design structure



Detailed instructions on how to facilitate each stage of a workshop



Downloads with case examples





Course Designer

Pepe Nummi has led international and virtual teams since 1990 and worked as a facilitator since 1998. Pepe is a facilitation trailblazer and is one of the founders of the company Grape People, which focuses on facilitation training and services for businesses around the world and served as the inaugural chairman of the Finnish Association of Facilitators. On top of all of this, Pepe is the developer of the 'ideologue' method, and is the author of *The Handbook on Facilitation*, *The Handbook of Virtual Facilitation*, and *Beyond Brainstorming - Ideologue*. Over the course of his long career, he has provided facilitation services in over 20 countries, and trained over 15,000 facilitators.

Succeed in Facilitation

Course description

Group decision making is difficult. This training introduces a unique model created by Grape People to facilitate group decision making. It is based on deep dialogue combined with a structured process to make concrete group decisions.

CSA Facilitated Workshop Model is the backbone of our training. Most people working with groups know a few group tools, but rarely can use these tools to plan and execute a workshop that creates understanding, commitment, and concrete action. We use a simple

three stage workshop structure called CSA. The words come from Clarifying, Solutions and Action. We start by Clarifying the problem or goal, continue by finding best Solutions and finish by making a concrete Action plan; what, who, when. The workshop structure is straightforward and not too complicated for the workshop participants to understand and follow. This training gives you the best group methods to facilitate the CSA stages and detailed instructions that help you facilitate your own workshop with success.

Training program length

- The training consists of five lessons that are designed to take five weeks. However, if you are in a hurry to learn, you may choose your own pace.

Benefits of the Program:

1. Group skills - In this training you learn to make decisions in a group and to manage group dynamics. Skills that are needed in every organisation

2. Efficient meetings and workshops - Organisations and individuals tend to waste a lot of time in inefficient meetings. This training does not only help you hold better meetings but it helps you create better understanding and commitment

3. Learning organisation - For the organisation, better facilitation skills mean better communication,, efficient problem solving and ability to adopt faster to environmental changes

Target Group

This training is for everyone who wants to facilitate productive meetings, workshops and group events. For beginning facilitators the program gives a simple structure and tools how to get started. For advanced facilitators the training is an eye opener that introduces a different, new and effective way for choosing tools and designing workshops.

Learning Process Applied in the Training



A video with full demonstration of the process



Explanation of the method and techniques used



Detailed instructions on how to facilitate yourself



Examples from real experience that reveal practices that lead to success

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Training program structure

	LESSON	DESCRIPTION
Lesson 1	Welcome and introduction	Learn the principles of facilitation - Role of the facilitator - Creating and choosing ideas (emergence and convergence) - Stages of a workshop - MeWeUs -tool that gets everyone engaged
Lesson 2	Beginning a workshop	Clarifying a problem
Lesson 3	Creating solutions	Choosing solutions
Lesson 4	Actioning	Ending a workshop
Lesson 5	Applying facilitation in organizational development	Closing thoughts

Outcomes - After this training you will be able to...

After the training you will be able to successfully plan and facilitate workshops related to:

- 1. Strategy**
- 2. Change**
- 3. Team development**
- 4. Action learning & reviewing progress**
- 5. Creativity**
- 6. Process development**
- 7. Project review and ending**
- 8. Conflict resolution**
- 9. Cross-functional collaboration**
- 10. Improving client collaboration**
- 11. Many others...**

COURSE

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Lesson Plan





Lesson 1

The principles of facilitation

Five videos

1. Welcome and introduction

Welcome and a short introduction by Pepe, your instructor.

emergence and convergence and give you tips on how to apply these thinking modes successfully.

2. Role of the facilitator

On this video you will learn what is facilitation and the difference between a facilitator, a trainer and a presenter.

4. Stages of a workshop

You learn to use a workshop structure that has a beginning, an ending, and three main stages: clarifying, solutions, and action.

3. Creating and choosing ideas

(emergence and convergence)
On this video you will learn how to make better group decisions. We will explore two thinking modes necessary for effective decisions;

5. MeWeUs

Here we introduce a simple and perhaps the most impactful facilitation tool called Me/we/us. It gets everyone in the room engaged.

Lesson 2

Beginning and Clarifying

Two videos

1. Beginning a workshop

One cornerstone of successful facilitation is a properly structured beginning. Here we cover how to set the tone for the rest of the session.

2. Clarifying a problem

Here we will connect Me/We/US with emergent and convergent thinking – essential stages of efficient group decision making.



Lesson 3

The solution stage

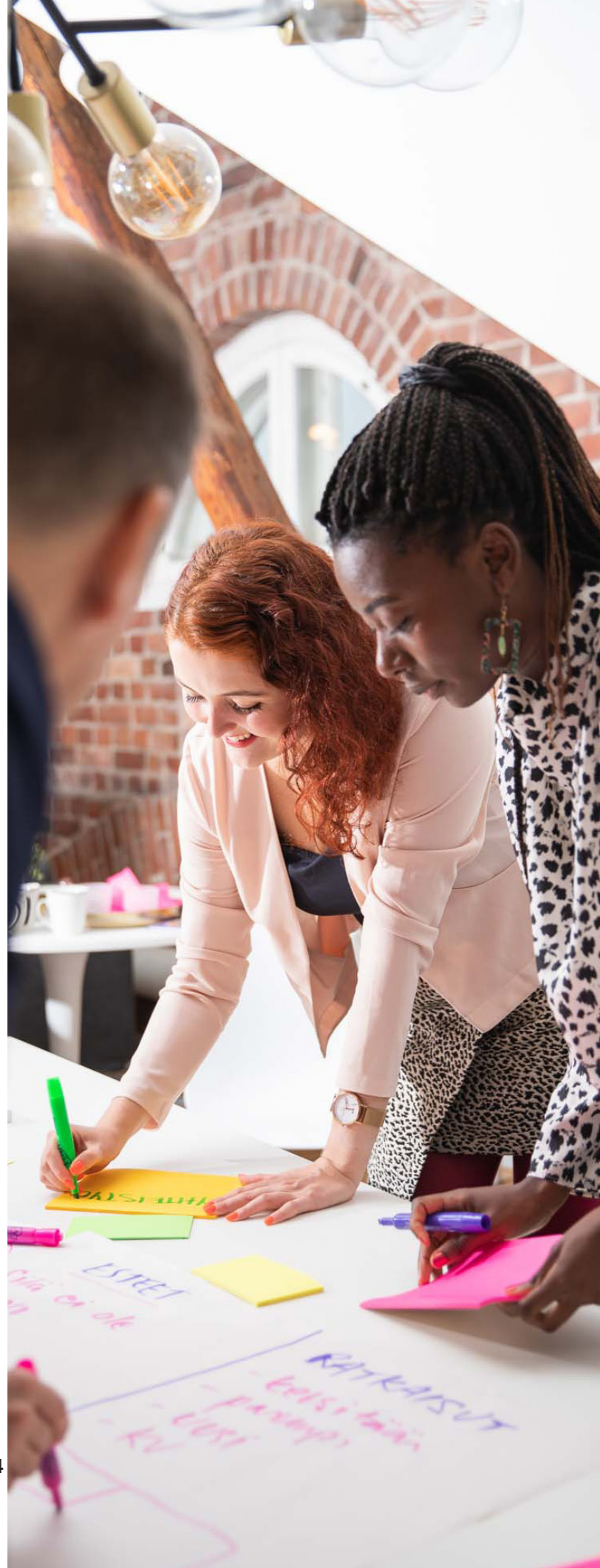
Two videos

1. Creating solutions

How to facilitate if you have a large group and many topics to solve? Sure you could deal with all issues one at a time, but large groups do not tend to be effective. On this video you will learn how to both engage large groups and to deal with many simultaneous topics using the Café method.

2. Choosing solutions

What to do if you have dozens of solutions and you have to choose the right ones for implementation? On this video you will learn how to make a choice with Group ranking.



Lesson 4

Actioning and Ending

Two videos

1. Actioning

Actioning can be a challenge. You ask the group for volunteers, but all you hear is long silence. Sometimes the participants will externalize all actions to other departments. It is the administration or HR who is supposed to solve all issues. On this video you will learn how to cocreate a concrete action plan.

2. Ending a workshop

Here's what the ending of a workshop should achieve.



Lesson 5

Applying facilitation

and closing thoughts

Two videos

1. Applying facilitation in organizational development

On this video you will learn when to apply facilitation in organizational development.

2. Closing thoughts

Your instructor Pepe tries to say something clever and wishes you fantastic facilitation!





LEARN MORE
www.grapepeople.com

For questions, contact us
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