

# Train the Trainer

Inspire, engage and empower learners

Develop the skills and confidence to deliver training that makes an impact.

FACILITATION SKILLS TRAINING COURSE

# Facilitation Skills

Lead productive meetings, workshops and group discussions with confidence

[www.ascenttrainingwales.co.uk](http://www.ascenttrainingwales.co.uk)



01 · COURSE OVERVIEW

# Course overview

Our Facilitation Skills course builds the confidence, knowledge and practical techniques you need to become a highly effective facilitator — covering facilitation methods, group dynamics, communication and active listening.

**BOOK YOUR FACILITATION SKILLS TRAINING**  
01656 737349 · [info@ascenttrainingwales.co.uk](mailto:info@ascenttrainingwales.co.uk)





# Who should attend

1

## TEAM LEADERS & MANAGERS

For anyone who chairs meetings, runs workshops or leads team sessions and wants them to deliver agreed outcomes.

2

## PROJECT LEADS & EDUCATORS

Equally suited to project managers, trainers and those stepping into a facilitation role. No prior experience needed.

### 03 · COURSE PROGRAMME

# Course programme

**Module 1**                      **The facilitator's role**

**Module 2**                      **Planning a session**

**Module 3**                      **Core techniques**

**Module 4**                      **Group dynamics**

**Module 5**                      **Active listening**

**Module 6**                      **Practice & feedback**



# Core techniques

1

## QUESTIONING & NEUTRALITY

Use open questions, summarising and reframing to draw out every voice while staying impartial to the discussion.

2

## STRUCTURE & DECISIONS

Set objectives, agree ground rules, manage time and close with clear decisions and owned actions.



## 05 · GROUP DYNAMICS

# Group dynamics

Forming

Purpose and ground rules

Storming

Disagreement and dominant voices

Norming

Shared understanding

Performing

Focus on outcomes

Challenge

Conflict and silence

Close

Actions and next steps



# Active listening

Great facilitation is built on listening more than speaking. You will practise active listening, questioning, paraphrasing and reading non-verbal signals to surface the real issues and keep discussion moving.

**PRACTICAL, HANDS-ON SESSIONS**  
Every technique is practised in facilitated group exercises





07 · LEARNING OUTCOMES

# What you will learn

1

## LEAD WITH CONFIDENCE

Plan and run meetings, workshops and group discussions that stay on track and finish on time.

2

## DELIVER REAL RESULTS

Guide groups to clear decisions and owned actions, and manage difficult dynamics with ease.

08 · DELIVERY & BOOKING

# Delivery & booking

Delivered inhouse at your venue or online, tailored to your teams and the sessions they actually run. Group sizes stay small so everyone can practise, and every delegate leaves with a facilitation toolkit.

ASK ABOUT INHOUSE FACILITATION TRAINING  
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## Excel Course From Basics to Beyond

Learn Excel skills to work smarter  
and achieve more



Beginner to  
Advanced



Practical  
Exercises



Real-World  
Examples

READY TO FACILITATE

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# Thank you

for considering Ascent Training Wales for your facilitation training

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