

## Facilitation Skills

### QQI Group Work Theory and Practice 6N3669



<b>QQI Code</b>	Level 6 Group Work Theory and Practice 6N3669 Minor module - Credit value 15
<b>Duration</b>	<p>6 x full days 42 face - to face training hours plus 10 hours web based directed learning hours</p> <p>As part of Total Focus's unique new blended learning approach you the learner have the opportunity to access additional information from our website. During this training programme you will be asked to avail of directed learning for approx. 2 hours prior to each of the face-to-face training days.</p> <p>This will consist of presentations, videos, questionnaires, quizzes, additional written information and articles providing a source of material for the next face-to-face training day</p> <p><b>Please ensure that you have access to the internet and are able to download material for this directed learning as part of the next face - to - face training day is based on this material</b></p> <p>You are expected to engage in self learning hours outside the course. You are also encouraged to form a support group with your colleagues meeting either in person or by telephone / Skype between the training sessions.</p>

<b>Overall aims of Facilitation Skills</b>	<p>The primary objective of this programme is to enable you to understand group work, theory and practice. This is done in two main ways:</p> <ul style="list-style-type: none"> <li>• practical skills - how to facilitate groups</li> <li>• based on a bedrock of theory and proven best practice</li> </ul>
<b>What exactly are Facilitation Skills?</b>	<p>Facilitation is about learning</p> <p>"... the facilitator's role is much more about opening things up for discussion in a stimulating way, getting ideas into the open and helping the group to listen to each other, further its knowledge and thus make informed decisions ..."</p> <p style="text-align: right;">Cameron, E. (2001), "Facilitation Made Easy", Kogan Page Business Books; 2nd edition</p>
<b>Who should attend?</b>	<p>Team leaders, managers, facilitators of groups either in house or external, facilitators/ chairpersons of meetings and all those wishing to enhance their skills in these areas and to perform effectively in these roles</p>
<b>What will I learn?</b>	<p>Tools &amp; Techniques of facilitation to include...</p> <ul style="list-style-type: none"> <li>• What is facilitation?</li> <li>• The principles, concepts and practical skills of group work</li> <li>• Selecting the appropriate facilitation methods</li> <li>• To evaluate, recognise and put in to practice the theory of group work</li> <li>• To organise, plan, execute and lead group sessions. Then inform members of the outcomes of the group session</li> <li>• To facilitate and co-facilitate a group</li> <li>• To understand the life cycle of groups, group dynamics, the role people play in groups,</li> <li>• To analyse the role that power, conflict and lack of participation has on a group</li> <li>• Group facilitation &amp; problem solving</li> <li>• Learn the key processes in managing a group decision making process to get the best possible outcomes</li> <li>• Recognise and manage individual / group conflict in a proactive manner</li> <li>• To define the group parameters including your own boundaries &amp; parameters</li> </ul> <p>Plus lots more...</p>

## Dates for Feb, Mar and April 2018

Dates	Times	Where
Saturday 17 <sup>th</sup> Feb 2018	9.00am - 5.00pm	Mounttown Community Facilities, Lower Mounttown Road, Dun Laoghaire, Co Dublin
Sunday 18 <sup>th</sup> Feb 2018	9.00am - 4.30pm	Mounttown Community Facilities, Lower Mounttown Road, Dun Laoghaire, Co Dublin
Saturday 10 <sup>th</sup> Mar 2018	9.00am - 5.00pm	Mounttown Community Facilities, Lower Mounttown Road, Dun Laoghaire, Co Dublin
Sunday 11 <sup>th</sup> Mar 2018	9.00am - 4.30pm	Mounttown Community Facilities, Lower Mounttown Road, Dun Laoghaire, Co Dublin
Saturday 14 <sup>th</sup> April	9.00am - 5.00pm	Mounttown Community Facilities, Lower Mounttown Road, Dun Laoghaire, Co Dublin
Sunday 15 <sup>th</sup> April	9.00am - 4.30pm	Mounttown Community Facilities, Lower Mounttown Road, Dun Laoghaire, Co Dublin

**This training programme is run over three weekends Saturday & Sunday**

There is also compulsory pre and intermediate work to be completed

There is ample car parking and it is close to public transport. Buses 46a & 63 stop with 3 minute walk of the facility. Dun Laoghaire Dart Station is Approx. 20 - 30 minute walk.

**To achieve your QQI certificate in Group Work Theory and Practice 6N3669 (Facilitation Skills)**

You must complete the following

- 80% attendance
- Satisfactory completion and grade of QQI assignments

Including:

Project 50%

&

Skills Demonstration 50%

<b>Your Investment</b>	<p>€525.00 per person which includes all necessary QQI award fees</p> <p>You can pay your €100.00 deposit to secure your place by cheque to Total Focus at Suite 2179, 26 Upper Pembroke St, Dublin 2. Payment by instalments is possible; please contact Total Focus</p>
<b>Would you like to talk to us about this training programme?</b>	<p>To find out more about the Facilitation Skills programme please contact Maeve Finch of Total Focus on 085 735 4446 / <a href="mailto:training@totalfocus.ie">training@totalfocus.ie</a></p>
<b>'In-house' training</b>	<p>Please note that this programme can be delivered 'in house' and tailored to the needs of your organisation Contact Total Focus for a quotation</p>