

## Facilitation Skills

### QQI Group Work Theory and Practice 6N3669



Please note that this course will be conducted via Zoom. This gives you, the learner the opportunity to interact with the tutor and with your colleagues on the course. Should you need assistance in using Zoom a one-to-one tutorial is available prior to the course commencing

*If restriction is lifted the course will be a combination of face to face on Sat dates and Zoom*

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| <b>QQI Code 6N3669</b> | Accredited @ Level 6 (Group Work Theory and Practice 6N3669) on the National Framework of Qualifications<br>Minor module - Credit value 15   |
| <b>Duration</b>        | <p>The training sessions take place via Zoom 12 x mornings electronic face-face training 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>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</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> |

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| <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> |

12 morning electronically face to face days plus 10 hours approx. web based learning pre course & intermediate work

| Dates                          | Times - morning only... | How      |
|--------------------------------|-------------------------|----------|
| Sat 19 <sup>th</sup> Sept 2020 | 9.30am - 1.00pm         | Via Zoom |
| Sun 20 <sup>th</sup> Sept      | 9.30am - 1.00pm         | As above |
| Sat 26 <sup>th</sup> Sept      | 9.30am - 1.00pm         | As above |
| Sun 27 <sup>th</sup> Sept      | 9.30am - 1.00pm         | As above |
| Sat 10 <sup>th</sup> Oct       | 9.30am - 1.00pm         |          |
| Sun 11 <sup>th</sup> Oct       | 9.30am - 1.00pm         |          |
| Sat 17 <sup>th</sup> Oct       | 9.30am - 1.00pm         | As above |
| Sun 18 <sup>th</sup> Oct       | 9.30am - 1.00pm         | As above |
| Sat 31 <sup>st</sup> Oct       | 9.30am - 1.00pm         | As above |
| Sun 01 <sup>st</sup> Nov       | 9.30am - 1.00pm         | As above |
| Sat 07 <sup>th</sup> Nov       | 9.30am - 1.00pm         | As above |
| Sun 08 <sup>th</sup> Nov       | 9.30am - 1.00pm         | As above |

If the facilitation skills course commences via Zoom and circumstances change there is an option to revert to some face-to-face training sessions in the Maldron Hotel in Tallaght. All participants will be consulted in this scenario

All assignments have been designed to run with Zoom

This training programme is run over 6 weekends (Saturday & Sunday)

There is also compulsory pre and intermediate work to be completed

1-1 support is also available via Zoom for learners

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| <p><b>To achieve your QQI certificate in Group Work Theory and Practice 6N3669 (Facilitation Skills)</b></p> | <p>You must complete the following</p> <ul style="list-style-type: none"> <li>• 80% attendance</li> <li>• Satisfactory completion and grade of QQI assignments</li> </ul> <p>Including:<br/>Project 50%<br/>&amp;<br/>Skills Demonstration 50%</p> |
| <p><b>Your Investment</b></p>  | <p>€450.00 per person which includes all necessary QQI award fees<br/>€100.00 deposit secures your place. Payment by credit card and/or instalments is possible; please contact Total Focus</p>  |
| <p><b>This QQI module meets the requirements of the following QQI major modules</b></p>                      | <p>6M3674 (Level 6 major award) Community Development<br/>6M4978 (Level 6major award) Health Services Supervisory Management</p>   |
| <p><b>Would you like to talk to us about this training programme?</b></p>                                    | <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>   |
| <p><b>'In-house' training</b></p>  | <p>Please note that this programme can be delivered by Zoom for you 'in house' and tailored to the needs of your organisation<br/>Contact Total Focus for a quotation</p>  |