

## Facilitation Skills

### QQI Group Work Theory and Practice 6N3669



Please note that this course may be conducted either face-to-face or 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 restrictions are lifted the course will be held face to face on Sat dates*

*All dates are listed for both scenarios*

**QQI Code 6N3669**

Accredited @ Level 6 (Group Work Theory and Practice 6N3669) on the National Framework of Qualifications  
Minor module - Credit value 15

**Duration**

The training session take place either over 6 days face to face or 12 x mornings via Zoom electronic face-face training plus 10 hours web based directed learning hours

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.

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

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

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 / Zoom between the training sessions.

<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

**If face-to -face training is permitted the Facilitation Skills course will take place in Tallaght Dublin 24 on the following Sat**

<b>Dates</b>	<b>Times - 9 am - 5.00 pm</b>	<b>How</b>
Sat 19 <sup>th</sup> Sept 2020	9.00 am - 5.00 pm	Face-to-face
Sat 26 <sup>th</sup> Sept	9.00 am - 5.00 pm	As above
Sat 10 <sup>th</sup> Oct	9.00 am - 5.00 pm	As above
Sat 17 <sup>th</sup> Oct	9.00 am - 5.00 pm	As Above
Sat 31 <sup>st</sup> Oct	00 am - 5.00 0 pm	As above
Sat 07 <sup>th</sup> Nov	9.00 am - 5.00 pm	As Above

**Should it be necessary to train via Zoom (due to COVID 19) restrictions the we will train on both Sat & Sun mornings as follows**

<b>Dates</b>	<b>Times - morning only...</b>	<b>How</b>
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	As above
Sun 11 <sup>th</sup> Oct	9.30am - 1.00pm	As Above
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 we start face-to-face training we may need to switch to Zoom or visa-versa. All participants will be consulted in this scenario

All assignments can be modified to run with Zoom

This training programme is run over 6 weekends either Saturdays face -to-face or Saturday & Sunday via Zoom

There is also compulsory pre and intermediate work to be completed

1-1 support is also available via Zoom for learners

<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: Project 50% &amp; Skills Demonstration 50%</p>
<p><b>Your Investment</b></p>	<p>€450.00 per person which includes all necessary QQI award fees. <i>Pay prior to the 01<sup>st</sup> Sept and avail of the early bird price of €400.00.</i> €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 6M4978 (Level 6 major 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 Contact Total Focus for a quotation</p>