

Facilitation Skills

QQI Group Work Theory and Practice 6N3669



Please note that this course will be conducted via Zoom with the current COVID 19 outbreak. This gives you, the learner the opportunity to interact with a 'live' 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.

<p>QQI Code 6N3669</p>	<p>Accredited @ Level 6 (Group Work Theory and Practice 6N3669) on the National Framework of Qualifications Minor module - Credit value 15</p>
<p>Duration</p>	<p>The training sessions take place over 6 weekends on Sat & Sun mornings 9.30 - 1.00 (12 mornings) via Zoom - 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</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 / Zoom between the training sessions.</p>

Overall aims of Facilitation Skills	<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"> • practical skills - how to facilitate groups • based on a bedrock of theory and proven best practice
What exactly are Facilitation Skills?	<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>
Who should attend?	<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>
What will I learn?	<p>Tools & techniques of facilitation to include...</p> <ul style="list-style-type: none"> • What is facilitation? • The principles, concepts and practical skills of group work • Selecting the appropriate facilitation methods • To evaluate, recognise and put in to practice the theory of group work • To organise, plan, execute and lead group sessions. Then inform members of the outcomes of the group session • To facilitate and co-facilitate a group • To understand the life cycle of groups, group dynamics, the role people play in groups, • To analyse the role that power, conflict and lack of participation has on a group • Group facilitation & problem solving • Learn the key processes in managing a group decision making process to get the best possible outcomes • Recognise and manage individual / group conflict in a proactive manner • To define the group parameters including your own boundaries & parameters <p>Plus lots more...</p>

This training programme is run over 6 weekends both Sat & Sun mornings (12 mornings). The dates and times are as follows:

Dates	Times - morning	How
Sat 19 th & Sun 20 th Sept 2020	9.30am - 1.00pm	Via Zoom
Sat 26 th & Sun 27 th Sept 2020	9.30am - 1.00pm	Via Zoom
Sat 03rd & Sun 04th Oct 2020	No training	No training
Sat 10 th & Sun 11 th Oct 2020	9.30am - 1.00pm	Via Zoom
Sat 17 th & Sun 18 th Oct 2020	9.30am - 1.00pm	Via Zoom
Sat 24th & Sun 25th Oct	No training	No training
Sat 31 st Oct & Sun 01 st Nov 2020	9.30am - 1.00pm	Via Zoom
Sat 07 th & Sun 08 th Nov 2020	9.30am - 1.00pm	Via Zoom

All assignments have been modified to run with Zoom

There is also compulsory pre and intermediate work to be completed

1-1 support is also available via Zoom for learners

To achieve your QQI certificate in Group Work Theory and Practice 6N3669 (Facilitation Skills)	<p>You must complete the following</p> <ul style="list-style-type: none"> • 80% attendance • Satisfactory completion and grade of QQI assignments <p>Including: Project 50% & Skills Demonstration 50%</p>
Your Investment	<p>€450.00 per person which includes all necessary QQI award fees. €100.00 deposit secures your place. Payment by credit card and/or instalments is possible; please contact Total Focus</p>

This QQI module meets the requirements of the following QQI major modules	6M3674 (Level 6 major award) Community Development 6M4978 (Level 6 major award) Health Services Supervisory Management
Would you like to talk to us about this training programme?	To find out more about the Facilitation Skills programme please contact Maeve Finch of Total Focus on 085 735 4446 / training@totalfocus.ie
'In-house' training	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