



# Teams365 Facilitation Skills FOUNDATIONS Potentials Realized

## Teams365 FACILITATION SKILLS FOUNDATIONS

The Teams365 Facilitation Skills Foundations program is designed for leaders who are looking to enhance their facilitation skills at meetings, or with their teams. The Teams365 Facilitation Skills foundation module provides leaders with the essentials around facilitation - what facilitation is, and skills and tools they can incorporate into meetings and dialogue with teams, stakeholders and others. The program also includes a Facilitation Skills Self-Assessment to support you identifying your strengths in facilitation as well as areas which require development. This program is led by Jennifer Britton, a seasoned facilitator with 20+ years experience.

The program consists of four weekly calls on foundational facilitation skills including:

### PROGRAM OVERVIEW

#### Module 1: Facilitation Skills Foundations:

- What is Facilitation?
- When do you need to facilitate?
- Essential Stages of a Group Facilitation
- How groups and teams develop
- Fieldwork: Facilitation Skills Self-Assessment

#### Module 3 - Facilitation Toolbox - Part 2

- Idea Generation
- Problem Solving Tools
- Difficult Participants
- Evaluation and Measurement

#### Module 2 - Facilitation Toolbox -Part 1

- Decision Making Tools
- Creating a Positive Environment for Dialogue
- Keeping Meetings on Track

#### Module 4 - Facilitation Toolbox - Part 3

- Strategic Planning
- Virtual Meetings and Conference Calls
- Wrap up and closure

This module is part of the Teams365 Team Leaders Foundations program. Other modules include Stepping Into Your Leadership, Coaching Skills for Leaders, Time Management Foundations, Team Leadership Foundations. *This module can be taken in conjunction with, or separate to, the Teams 365 Coaching Group.*

For those interested in, and needing a deeper level of facilitation training, a longer two day offering is available in the Facilitation Skills Intensive program. This program is two days in length and is offered as a two day in-person public program, or one that can be delivered internally. There is also a Virtual option for those who will be required to facilitate virtually. For more information please visit [www.facilitationskillsintensive.com](http://www.facilitationskillsintensive.com).

**Questions? Contact Jennifer Britton at (416) 996-TEAM (8326)**  
**For more information, E-mail [info@potentialsrealized.com](mailto:info@potentialsrealized.com)**  
**Registration at [www.coachingteamleaders.com/foundations.html](http://www.coachingteamleaders.com/foundations.html)**