



Facilitation Skills Workshop

28 February 2020

ENROLMENT FORM

Name:

Organisation:

Postal Address:

Daytime Phone Number:

Email Address:

Dietary Requirements:

Thank you!

We look forward to seeing you.

Cancellation Policy - Please Note

- Cancelling within 14 days of the workshop: 50% refund
- Cancelling within 7 days of the workshop: No refund
- Substitutions are happily accepted, and please inform MindMeld Coaching of the change.

If you cannot fill this form online, please complete, scan and email to coach@mindmeldcoaching.com



Facilitation Skills

Workshop with MindMeld Coaching

One Day Workshop – Friday 28 February 2020, Wellington

Cost \$595 (plus GST)

For more information, to signal your interest, or register: Email coach@mindmeldcoaching.com

What if you could learn the fundamentals of facilitation in just one day? When done well, facilitation looks calm, controlled and seamless on the outside. However, you are balancing many factors and applying just the right tool to ensure a group does its best work. There is always the potential for conflict, contentious issues and demanding participants to derail your planned process. When you are fronting a room of your peers and stakeholders, these are essential skills that put you in control, build confidence and deliver the results you are seeking.

In this workshop you will learn essential workshop design skills and strategy to ensure you have the appropriate facilitation tools for any occasion no matter what issues arise.

Facilitation is a sophisticated set of tools involving a winning combination of Confidence + Control + Results + Reflection.

Learning Outcomes:

1. Learn key workshop design skills to help you facilitate your own workshops with stakeholders, senior leaders, network groups or team days
2. Create the right environment - bringing together diverse opinions, encouraging robust discussion and driving positive and creative change
3. Identify the correct facilitation tool for the result you seek
4. Skills in dealing with the unexpected - conflict, difficult participants and contentious issues
5. Build the facilitation capability within your organisation to deliver your organisation's work programme

This workshop is for:

- Leaders who want to progress their work programme through dialogue with others
- Anyone wanting to build confidence in their facilitation skills to deliver great workshops

You can also talk to us about a tailored workshop for your team.



Brenda Ratcliff is an approved coach for the Leadership Circle™ 360 tool, and the Inventory of Work Attitude and Motivation online diagnostic tool. Brenda is a certified Life Coach, and Multiple Brain Integration techniques coach. She is also a member of NZANLP; and member of HRINZ. For all you lovely public servants, MindMeld Coaching is also an approved member of the MMBIE All of Government Provider Panel.



Kristan Johnston is a Coach, Trainer, and Facilitator focusing on career planning and resilience. He is a certified Multiple Brain Integration Techniques (mBIT) Coach and Metaphors coaching techniques. As well as having an extensive background in project management, sector engagement and workshop facilitation within the health and disability sector, Kristan is also an accomplished trainer in the MindMeld Coaching suite of training packages.