
facilitate Quality Learning

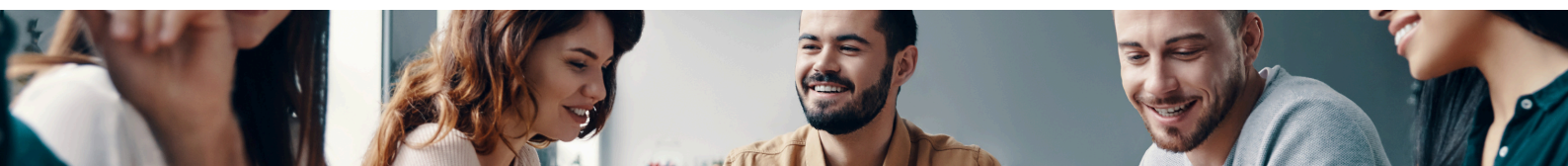
PROGRAM OVERVIEW:

This course focuses on developing facilitation skills that will engage learners and consistently achieve workplace learning outcomes. During the first day we investigate the principles of adult learning and identify how to cater to different learning styles. We then focus on preparing to deliver a training session, including developing quality learning content and managing PowerPoint.

On day 2 we apply these concepts to the facilitation process by exploring a range of different facilitation techniques that fully engage adult learners. Participants will then be given the opportunity to apply new skills by delivering a short learning session, followed by a facilitated feedback discussion.

KEY LEARNING OUTCOMES:

- Describe what changes when we learn
- Discuss the key adult learning principles and determine how they can be applied in a facilitated learning session
- Outline the four different learning styles and articulate how each learning style can be accommodated in a training environment
- Describe the VAK theory and how it can be best applied to a learning session
- Articulate the 3V's of facilitating and identify options for improving your training delivery
- Practice essential facilitation techniques that engage learners
- Discuss how questioning and listening can be used to effectively facilitate learning
- Explain the 4 elements that make a dynamic introduction and conclusion
- Determine techniques to reduce the risk of disruptive behaviour in a learning session
- Prepare and deliver a short interactive learning session
- Identify actions that will enhance your ability to facilitate your current learning programs.



facilitate Quality Learning

WHO SHOULD ATTEND?

- This course is suitable for anyone who has a responsibility to facilitate learning sessions to small or large groups. Whilst it is highly relevant to those who have limited facilitation experience, it is also applicable to individuals who are experienced and would like to refine their skills and explore further options for developing and delivering more engaging and memorable learning initiatives.

PROGRAM INCLUSIONS:

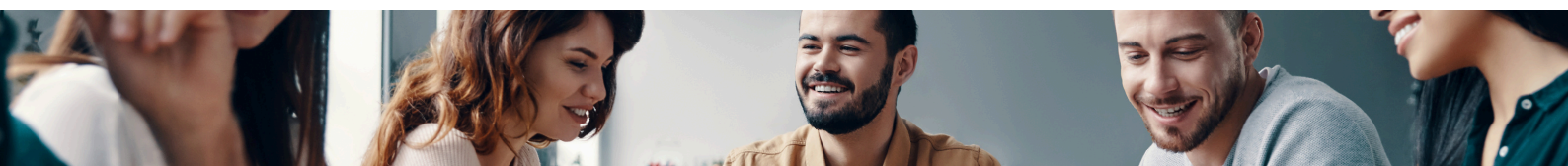
- Training from a qualified and experienced facilitator
- Learner guide
- Pre and post course activities.

DURATION:

- 2x full days delivered across 2 consecutive days
- The program can also be delivered as 2 single days 1-2 weeks apart.

PROGRAM PREREQUISITES:

There are no prerequisites for this course. Participants are advised to bring a relevant workplace learning session they will be required to deliver, to focus on throughout the course.



facilitate Quality Learning

DETAILED PROGRAM OUTLINE:

Day 1 - Preparing to Facilitate

Module 1: Exploring Learning

- Program introduction
- What changes when we learn?
- Knowledge versus skill
- Generate behaviour change through learning

Module 2: Adult Learning Principals

- Andragogy versus pedagogy
- Apply core adult learning principles
- Understand learning styles
- Techniques to accommodate different styles
- Sensory learning preferences

Module 3: Design & Quality Learning

- The ADDIE model
- Clarify your learning outcomes
- Structure your learning program
- The interaction imperative
- Create a dynamic introduction and conclusion

Module 4: Develop Elements That Engage

- Create quality learning materials
- Prepare stories and examples
- Get the most from PowerPoint

Day 2 - Deliver an Engaging Learning Session

Module 1: Facilitate with Confidence

- The 3 V's of presenting
- Check your non-verbal language
- Manage your voice
- The art of framing
- Questioning and listening skills
- Generate quality discussions

Module 2: Deal with Difficult Situations

- Problem learners: difficult or different?
- Reduce the risk of problem learners
- Strategies for re-engaging learners
- Respond to other difficult training situations

Module 3: Skills Practice - Facilitated Learning Sessions

- Each participant delivers a short (5-10 minute) learning session
- Followed by a facilitated feedback discussion

