

Effective Group Facilitation

WHO WILL BENEFIT MOST

This is a foundation-level workshop for people who are in formal or informal leadership roles and are responsible for effective meetings, public forums, work teams and task groups.

This workshop will enable participants to bridge the knowledge and experience gap from the novice to the intermediate skill level. Previous experience leading or facilitating a group is beneficial, but not necessary. This workshop may serve as a refresher in group dynamics for people who feel they are at the intermediate skill level.

The ability to facilitate groups is a core competency that crosses disciplines. Effective Group Facilitation will benefit people engaged in government, business or nonprofit sector work.

WORKSHOP OBJECTIVES

By the end of this workshop participants will be able to:

- Clarify the facilitator's role and distinguish it from a trainer or consultant's role.
- Identify the phases of group development and their significance.
- Discuss communication and intervention techniques and their situational value to a facilitator.
- Practice skills, gain comfort and demonstrate competency in the use of group process techniques.
- Reflect on their behavior and develop a personalized plan for continued learning and use of facilitation skills.

WORKSHOP DESCRIPTION

As a result of this interactive workshop participants will increase their ability to effectively facilitate groups.

Through instruction, role practice, peer discussion, and feedback, participants will have an opportunity to assess and enhance their ability to facilitate groups.

Content will include: a definition of facilitation; an overview of group dynamics; guidelines and strategies for intervening; techniques to approach group decision-making, the use of several basic group work processes, and more! Participants will have an opportunity to develop a personalized plan for continued learning and use of facilitation skills. Attention will be given to increasing both confidence and competence.

FACILITATION PLUS

Equinox offers customized, on-site workshops on...

- meeting design and management
- facilitating team development
- problem solving and consensus decision making
- consulting skills
- self-development through use of the MBTI®
- dialogue process for organizational learning

Facilitation Plus workshops provide an opportunity to build on the fundamentals of facilitation and explore strategies which are vital for public involvement, team work and community-building efforts.

Please ask to be placed on our mailing list.

DETAILS

Dates: April 17,18 and 19, 2002.

Schedule: 8:00 a.m. – 5 p.m.

Wednesday and Thursday;
8:00 a.m. – 2:00 p.m. Thursday.
You are encouraged to dress casually.

Cost: \$825 if you register before March 20th or \$925 after March 20th, 2002. Lunches and lodging are on your own. Fee includes instruction, all workshop materials, continental breakfast and the book *The Skilled Facilitator* by Roger Schwarz.

Location: Sessions will be held at Beaver Village Condominiums' Meeting Room in Winter Park, Colorado. Beaver Village Condominiums is conveniently located within easy walking or driving distance of many local restaurants and shops.

For the utmost convenience stay on-site. Rates start at \$60.00 per night, per person, plus 9.0% tax/surcharge based on two people sharing a spacious two bedroom, two bathroom condominium with a fully equipped kitchen and fireplace. Rates for a one bedroom, one bathroom condominium start at \$80.00 per night. Sauna, whirlpool spas and pool on-site.

To inquire about the lodging at Beaver Village Condominiums call (800) 824-8438 and ask for Cynthia or Jenna. Be sure to identify yourself with this workshop. If you are interested they can answer questions about the procedure for requesting a same gender condo-mate.

Registration: A deposit of \$500 is required to register. Call to arrange approval for purchase orders or deferred payment. Complete the enclosed registration form and send it with your check (deposit or full payment) made payable to Equinox. Registrations will be confirmed in the order received. Cancellations after April 1st will be subject to a \$80 processing fee. Substitutions are acceptable at any time. Registered participants will be sent a pre-workshop information packet.

Enrollment: Due to the interactive nature of this workshop enrollment is restricted to a minimum of eight, and

"This was, by far, the most incredible training I have ever attended. The material will be used in almost ANY professional setting in which I am placed, as well as in my personal life.

I will refer any one who works in group settings to this training."

Deirdre Sullivan
TEAM Fort Collins

Please contact Equinox for more information on this training or the Facilitation Plus workshops.

Tel: (303) 355-4924
or email: equinox@rkymtnhi.com

"I used the tools and techniques during my first facilitation after the workshop. I was more confident in my ability to manage and lead the group through challenging moments because I facilitated similar situations in our role practice."

Jane Wustrow, R.C. & D. Coordinator
U.S.D.A. Soil Conservation Service
Pueblo, Colorado

EFFECTIVE GROUP FACILITATION

APRIL 17-19, 2002
WINTER PARK, COLORADO



An opportunity to explore your
own style of facilitative leadership



equinox

955 Washington St., #4
Denver, CO 80203

"This workshop provides concrete facilitation strategies
for anyone working with diverse community groups!"

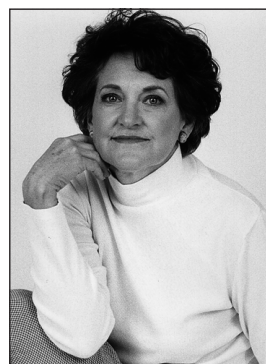
John deMiranda
Join Together

BACKGROUND ON YOUR TRAINERS

Virginia "G" Winter is an organization development professional. Equinox, founded in 1989, provides consultation, facilitation and customized training services to individuals, boards and organizations. "G's" current work focuses on facilitating personal and organizational change, strategic planning, team development and strategies for organizational learning. She is passionately involved in work that supports social and environmentally-responsible business practices.



Marie Mactavish, Ph.D., has been providing consulting, training, and coaching services in organizations since 1976. Her strengths are integrity, optimism and the ability to realize the needs of her clients. The value Marie places on relationships fosters productive change—in individuals, in groups and in organizations. Marie's clients represent a spectrum, from federal, state and local government agencies to not-for-profit boards and commissions to corporations. She has traveled internationally and served clients with a variety of perspectives.



Partial client list:

Lockheed Martin Corporation; GeoData Alliance; Storage Technology; Winter Park Resort; U.S. Department of Personnel; Rocky Mountain Health Manage-

Myers-Briggs Type Indicator and MBTI are Registered Trademarks of Consulting Psychologists Press, Inc.



EFFECTIVE GROUP FACILITATION WORKSHOP REGISTRATION

Name _____

Mailing Address _____

City / State/ ZIP _____ /email _____

Phone (daytime) (____) _____ (evening) (____) _____

Please complete this form and return it with your \$500 deposit or full payment to:
Equinox • 955 Washington St. #4, Denver, CO 80203

Please make checks payable to Equinox. Credit cards are not accepted. Call to make arrangements for purchase orders.