

For Whom:

Facilitators, Teachers, Trainers, Supervisors, Managers, HRD/OD Professionals, Change Agents, Team Leaders, Project Leaders, Community Leaders, Therapists, Marketing consultants, Mediators, Quality Consultants, and anyone who works with groups and wants to enhance group effectiveness.

Time: 9:00am to 5:00pm

Venue: Capacity Building Initiative (CBI)

No. 14, Ground Floor, Kun Chan 4th Street, 4th Quarter, Kamayut, Yangon, Myanmar

Website: <http://www.cbiinmyanmar.org>

Group Process Facilitation is a rapidly expanding worldwide profession that plays a vital role in the workings of business, government and communities across the globe. There is a growing demand for people who can help groups build consensus, maximize participation and move toward action.

Duration: 3 days (4-6 December, 2013)

Course Fees: Kyat 90,000

Learning Outcomes:

1. Discern the difference between Consulting; Training; Facilitative Training & Group Process Facilitation.
2. Able to deploy the FNS 4D Facilitation® Model in the design and delivery of facilitated interventions.
3. Receive constructive feedback from peers and workshop coaches on the deployment of effective group process facilitation core practices and use of basic facilitation process tools.
4. Aware of Divergent & Convergent process tools for Group Process Facilitators and confident of deploying at least six of the tools immediately.
5. Aware of the Process Design for commonly occurring business situations in commercial/non-commercial context requiring facilitation and confident of designing at least one of them.
6. Confident in using the flip chart and other process facilitation aids effectively.
7. Aware of international certification competencies and processes by IAF & INIFAC.
8. Aware of the IAF Values and Code of Ethics for Facilitators.

Methodology:

The workshop is extremely hands-on. Being a competency-based learning design, this workshop acknowledges and accounts for the characteristics of adult learners and the learning strategies that work best with adults. Adult learners expect, and deserve, to leave the experience with competencies that can directly and immediately be applied on the job. Participants will have to complete self-assessment questionnaires as pre-work, do some pre-reading and come prepared for immediate application and practice during the workshop. Some 'homework' will have to be completed on the evenings of day 1 and day 2. Throughout the three days participants will receive extensive feedback from peers and coaching from Certified Professional Facilitators on their performance as a facilitator. **As each day is fully packed with practice and critical learning moments, 'time -away' for meetings and other reasons will be disruptive to the learning process and will not be permitted.**

Certificate of Completion:

A Certificate of Completion will be awarded by the Facilitators Network Singapore (FNS) for those who meet the requirements of the workshop.

Text Book:

Each participant will receive a translated "**SPOT on Facilitation: Engaging People, Empowering Teams, Exceeding Goals**" by Prabu Naidu & Janice Lua.

Facilitator's Kit Pack:

Each participant will receive a kit pack with supplies to equip them to be operationally ready after the workshop.

Video Feedback:

Each participant will receive a video recording with feedback of their facilitation practice.

Content for Day 1:	Content for Day 2:	Content for Day 3:
<ul style="list-style-type: none"> • The FFW Experience • Core Practices of Facilitators • FNS 4D Facilitation® Model • Determining Requirements (D1) • Designing Interventions (D2) • Flip Chart Tips & Techniques • Assignments / Reading list for next day 	<ul style="list-style-type: none"> • Divergence & Convergence Tools • Mock Facilitation (D3 & D4) with Intensive Feedback - Practice 1 • IAF and INIFAC Certification assessment process (CPF & CMF) • Assignments / Reading list for next day 	<ul style="list-style-type: none"> • Styles and impact on Facilitation • Process Design for commonly occurring commercial/non-commercial situations requiring facilitation (D1-D2) • Mock Facilitation (D3 & D4) with Intensive Feedback - Practice 2

Intellectual Property Rights:

The Foundational Facilitation Workshop (FFW) was conceived & designed in 2005 by the Facilitators Network Singapore (FNS). It is delivered & quality assured to very rigorous standards, and continuously improved on by FNS.

Legend:

IAF: International Association of Facilitators

INIFAC: International Institute for Facilitation



What past participants have said about the FFW:

I have gained tools, skills sets that I can use & apply in my course of work. I have especially learnt the fine lines between all topics of 'facilitating' & it has helped me make more informed decision on my path. The constructive feedback given by the facilitators and the rest have truly led me down a road of self awareness. I have a new found respect for my facilitators through this session! I have a new idea on the concept of it & its applications. I AM MUCH MORE INSPIRED NOW TO PURSUE THIS JOURNEY FURTHER! It is by far one of the most eye-opening and self-reflecting workshops I have ever attended. It's worth every minute & cent spent.

The constructive feedback given by the facilitators and the rest have truly led me down a road of self awareness. I love how being thrown into situations have helped boost my confidence.

This workshop has expedited my professional development many fold – many of my facilitation blind spots were opened up - thank you very much for running this course. I strongly recommend it to anyone who wants to hone their facilitation competencies.

I am now very confident to facilitate a group towards a business outcome.

Made many friends - the three days really bonds us as we have to work as a team and co-facilitate under compressed time and dynamic simulated situations.

I just conducted my first workshop for relief teachers yesterday. There were 42 participants. Guess what? When you let the participants talk and share their ideas, they said they enjoyed the session and learnt a lot actually from each other.

Thank you for this great course. This course is not a spoon feeding course, it needs a lot of effort, attention but its reward is worthwhile. Process facilitation earns my due respect.

Profile of Workshop Coaches:



Janice Lua has a MSc (UK) in Technology Management and a MBA (Australia) in Entrepreneurial Management with more than 10 years experience facilitating organisation-wide change management, business process re-engineering, team building, creativity & innovation & strategic planning. She has facilitated regionally on social issues using methods such as The World Café, Open Space Technology and Future Search processes. She is a Senior National Business Excellence Assessor, Certified Management Consultant, Qualified Strengths Deployment Inventory® Facilitator, PMI certified Project Management Professional, **IAF Certified Professional Facilitator (CPF)**, an **INIFAC Certified Master Facilitator (CMF)** and **CMF Assessor**, and licensed **Dynamic Facilitation Instructor**. She co-founded the Facilitators Network in 2004 to upscale the competencies of facilitators in Singapore and the region. She co-authored SPOT on Facilitation.



Prabu Naidu holds a Masters in Organisational Behaviour (Birkbeck College, UK) and gained 19 years of MNC experience (1980-1999) with Philips, AT&T and Compaq which spanned diverse functions in Engineering, Materials, Project Management, TQM, HRD, Managing Change and Supply Chain Re-Engineering - these set the foundation for his current thirteen years (2000-2012) of training, facilitation and consulting work in organisational development. He has designed and delivered numerous OD interventions for MNCs, SMEs, Government departments & not-for-profit organisations in Singapore and regionally for MNEs & SMEs. He is an **IAF Certified Professional Facilitator (CPF)** and an **INIFAC Certified Master Facilitator (CMF)**. He co-founded the Facilitators Network in 2004 to upscale the competencies of facilitators in Singapore and the region. His lectures at professional institutions are always well received by the students as all his lectures are very engaging and facilitative. He co-authored SPOT on Facilitation.

What are the Benefits of Facilitation?

The 9 key benefits of using facilitation in groups are:

1. Resolve conflicts and clarify misunderstandings constructively.
2. Increase opportunity for contribution.
3. Leverage on collective wisdom and experiences of staff.
4. Enhance motivation to support decisions made.
5. Encourage teamwork and joint responsibility for implementation.
6. Develop problem solving and innovation skills.
7. Produce better results than individual efforts.
8. Raises productivity.
9. Contribute to overall organisation's effectiveness and success.

Why is Facilitation Important?

1. Businesses and organisations have restructured, giving more power to a wider range of employees.
2. Professionals are increasingly being tasked to work as members of groups.
3. Meetings of large groups of people can be very hard to organise and control when they are in progress.
4. There is a need to coordinate the ideas and contributions of diverse sets of people within organisations.
5. It can help members of a group get to know each other and learn to cooperate.
6. It helps focus the energy and thoughts of the various members on the task at hand, without bias.
7. It can be extremely useful in helping groups develop consensus on issues.

Why Facilitation Skills Are Valued in Today's World

Doing more with less... in less time

Facilitators help people and organizations determine clear solutions to organizational pressures. Professional facilitators show how to save time and money by engaging diverse groups of people and moving them toward results. Facilitators excel in their ability to help groups solve problems before they become crises helping everyone to reach goals and realistic solutions. It has been demonstrated that group problem solving processes enable more effective and efficient solutions that are more readily implemented in less time. This needs to address the questions of how it saves time. Many of my clients would say, "My people do what I tell them to do. Why should I involve them in any decision making process?"

Leadership Demands Flexibility

Professional facilitators support the shift to a participative management style. Facilitators know how to apply specific tools and techniques for project and process management results. They also help meetings and group be more productive. The Facilitator "brings people together." Often people are in the room but do not "get together." Facilitation allows people to be heard. It provides opportunities for participants to build on each other's ideas and experiences. Most often, a well-facilitated meeting allows participants to leave not as a stranger but with a sense of being a part of a group (virtually or actually, as the case may be). This links with socialization, growth, education and communication.

Connectivity and Diversity

As virtual, diverse and/or cross-functional teams and groups become increasingly common in organizations; facilitators help streamline participative group processes for strategy, plan development and implementation. Facilitation also leverages and builds on existing synergies.

Desire for Clear Solutions to Communications Problems

How often have you heard an organizational problem labelled as a 'communication problem'? Facilitators help improve communications inside and outside organizations and augment the quality of teamwork, participation and management of diverse groups of stakeholders. They provide the clear channels within individuals as groups to 'make individuals be heard'.

Profile of FNS:

Facilitators Network Singapore (FNS), a social enterprise, was formed as an informal network of facilitators in 2003 with the mission of promoting and supporting the art and practice of professional facilitation in Singapore and the region through methods exchange, collegial networking and support services. As a social enterprise, FNS operates with the agility of a private enterprise with a non-profit intent, managed by a non-remunerated volunteer team. Trained Facilitators from FNS volunteer their services to Voluntary Welfare and Not-For-Profit Organisations. They are also available for facilitating commercial events at affordable professional fees. FNS organises regular learning and development activities for local and regional network of facilitators.

Visit FNS website at <http://www.fns.sg> for a current list of events.

Facilitators Network Singapore Pte Ltd (FNS) – Company Regn: 200600307Z

Profile of CBI:

Capacity Building Initiative (CBI), a Local Non-Government Organisation, CBI is a registered local organization in Myanmar with a vision “Competent individuals and organizations are working together and contributing enthusiastically for the development of Myanmar.” CBI aims to provide various trainings for Myanmar nationals so that local knowledge and expertise in Myanmar can be drawn on to design, implement and manage more effective development projects. **The main functions of CBI** are; 1) providing Organization Development and Human Resource Development Services, and training/workshops demanded by the NGOs, Community Based Organizations and Self-help Groups, 2) coordinating among NGOs through the NGO cooperation monthly meetings and 3) providing knowledge and information by resource centre and newsletters. Up to now, CBI provided various trainings and workshops to over 8000 staffs of International NGOs, Myanmar NGOs, Local Development Organizations, Community Based Organizations and many Self-help groups.

Visit CBI website at <http://www.cbiinmyanmar.org>

Capacity Building Initiative (CBI) – LNGO Regn: 2123