

INFORM. INTEREST. INSPIRE. IMPACT.

INFLUENTIAL FACILITATION SKILLS

Train-The-Trainer Programme

**EMPOWERED FACILITATORS,
ENGAGED LEARNERS**

BY

INFLUENCE SOLUTIONS

YOUR **F.I.R.S.T.** LEARNING & DEVELOPMENT PARTNER

**For every leader or business professional who seeks to
INFORM - INTEREST - INSPIRE - IMPACT**

Experience the unique action-based learning methodology, which has empowered thousands to communicate and facilitate influentially.

KEY BENEFITS

- ✔ **Effective communication:** Learn the skills and techniques for active listening, asking questions, and managing group dynamics.
- ✔ **Planning and preparation:** Developing an agenda, setting goals, and designing activities and discussions that meets your desired learning outcomes.
- ✔ **Engaging learners:** Strategies to engage learners, build rapport, and encourage participation.
- ✔ **Time Management:** Techniques to keep group discussions on track, manage time effectively and ensure all participants have the opportunity to contribute.
- ✔ Create a **conducive** learning environment that elevates engagement and retention.
- ✔ Employ **visual, verbal and vocal** mediums to enhance your presentations.
- ✔ Facilitate **confidently** to small and large groups.
- ✔ Develop versatility and cultural competence to work with a **diverse** learner group with disparate learning styles.

WHO WILL BENEFIT THE MOST

- ✦ Business professionals who want to effectively engage diverse audiences, across business functions, seniority levels, cultures and industries.
- ✦ Doctors, scientists and technical professionals who present data-laden, scientific topics to internal clients or external audiences at conferences / business meetings/workshops in an engaging and memorable manner.
- ✦ Managers and leaders who need to become more effective at leading meetings, brainstorming sessions, and problem-solving discussions.
- ✦ Business executives who want to contribute more effectively in group discussions, share their ideas, and collaborate with others.
- ✦ Trainers, educators, learning specialists who want to develop more engaging and effective training sessions, workshops and seminars.

PROPOSED AGENDA

A 2 DAYS CUSTOMISED 'TRAIN THE TRAINER' AGENDA

Subject to Sponsor's inputs and approval

LAYING THE FOUNDATION

- Introductions and rapport
- Establish expectations & calibrate confidence
- Understand the purpose of facilitation and your role as facilitators
- Silent camera - Capturing your authentic presence

INFLUENTIAL DELIVERY

- Effective Visual-Verbal-Vocal techniques to work the room with confidence
- Enhance impact through body language and facial expressions
- Increase voice quality and clarity to influence and inspire

UNDERSTAND YOUR LEARNERS

- Understand learning styles of your learners, the group dynamics and how to manage them
- Techniques to capture attention, stimulate interest and maximise learning
- 8 powerful ways to engage your learners
- Simple ways to enhance learner responsibility

INSTRUCTIONAL DESIGN

- Preparing the lesson plan to meet learning outcomes and diverse adult learning styles
- Enabling learning transfer to the workplace
- Strategies for managing time, including setting expectations and managing distractions

CREATE A CONDUCTIVE LEARNING SPACE

- Strategies for creating an inclusive and diverse environment that fosters engagement and respects for all learners.
- Manage cultural sensitivities
- Seating arrangement psychology

OVERCOMING OBSTACLES & HANDLING QUESTIONS

- Deal effectively with conflicts that may arise such as disagreements and challenging behaviours
- Identify and reduce barriers to learning
- Handle questions with confidence

MAKE LEARNING EXPERIENTIAL

- Openers, energisers, icebreakers, role-plays and activities to encourage participation and promote learning
- Creative techniques to engage and enhance retention & recall
- Effective questioning techniques to promote discussion and engagement
- Methods for providing feedback to participants

LIVE FACILITATION

Facilitating to a LIVE audience

- Individual (final) facilitation project
- Hone your confidence and ability to facilitate
- Expert and peer feedback
- Elevate your facilitation skills to ignite learning and inspire action

REVIEW AND REFLECTION

- Suggestions to enhance success
- Achieving ROI : Capturing personal milestones and transformation
- The biggest realisations
- The road ahead: Action plan and affirmations for influential facilitation

OUR FRAMEWORK HELPS PEOPLE & ORGANISATIONS TO ACHIEVE VISIBLE RESULTS

1. **SUPPORT TO SUSTAIN THE DESIRED TRANSFORMATION.** The best of programmes often fail to achieve sustainable results since the push and pull of daily life overwhelms participants. We help to sustain the transformation by providing long-term, continual support and reinforcement through:

- a. Pre-work and reflection before the workshop that help people plan their learning.
- b. Reflection Reminders sent to every participant 4-6 weeks after the workshop.
- c. Learning Journey Buddy arrangements
- d. Letters to self
- e. Follow-up one-to-one coaching, if required.

These inspire people to stay focused on achieving personal and organisational goals.

2. **EMPOWER INDIVIDUALS TO EMBRACE LEARNING.** Our solutions are based on the belief that all human beings are born creative, intuitive and intelligent. We help people to realise that true mastery lies in exploring viewpoints beyond their own, and the continual application of learning.

3. **ALIGNMENT OF PERSONAL AND ORGANISATIONAL GOALS.** People become invested in the success of a program when they understand it is about their personal and professional success.

4. **SHOWCASING VALUE.** People take action only when they fully appreciate the value of doing so. Our programs highlight and demonstrate the practical benefits of the topic.

5. **THEORIES INTO ACTION.** No matter how powerful a theory, it delivers little value unless people are able to convert it into **simple, repetitive** and **visible** actions that help them to achieve the desired results.

6. **HIGH APPLICATION TO THEORY RATIO.** Our programmes are highly experiential, with a 30-70 knowledge-application ratio. We employ a blend of training and coaching to ensure every participant gains:

- a. CLARITY - In understanding and applying the key concepts
- b. CONFIDENCE - In implementing these concepts and ideas
- c. COMMITMENT TO ACT - Leaving with a clear, personally chosen action plan

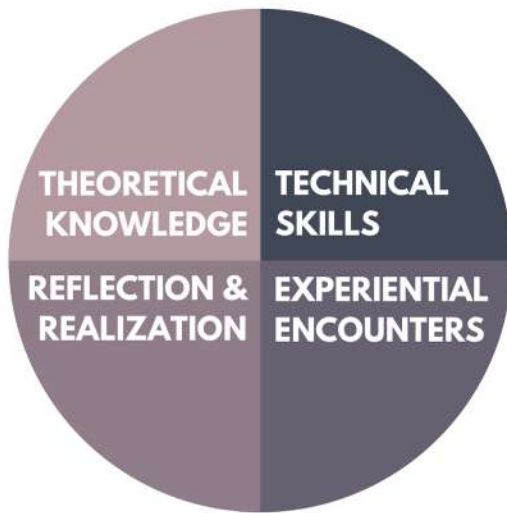
This ensures participants leave every workshop with a simple and well-defined action plan, which they can use naturally and effortlessly.

7. **FLEXIBLE FORMATS.** To ensure optional learning and the least work-disruptive experience, our programmes can be delivered in a variety of formats - from 2-day masterclasses, to one or half-day workshops, 60-minute keynotes, or a customised blend of face-to-face and online learning.

COMMUNICATE TO INSPIRE AND INFLUENCE

OUR ACTION-BASED LEARNING METHODOLOGY

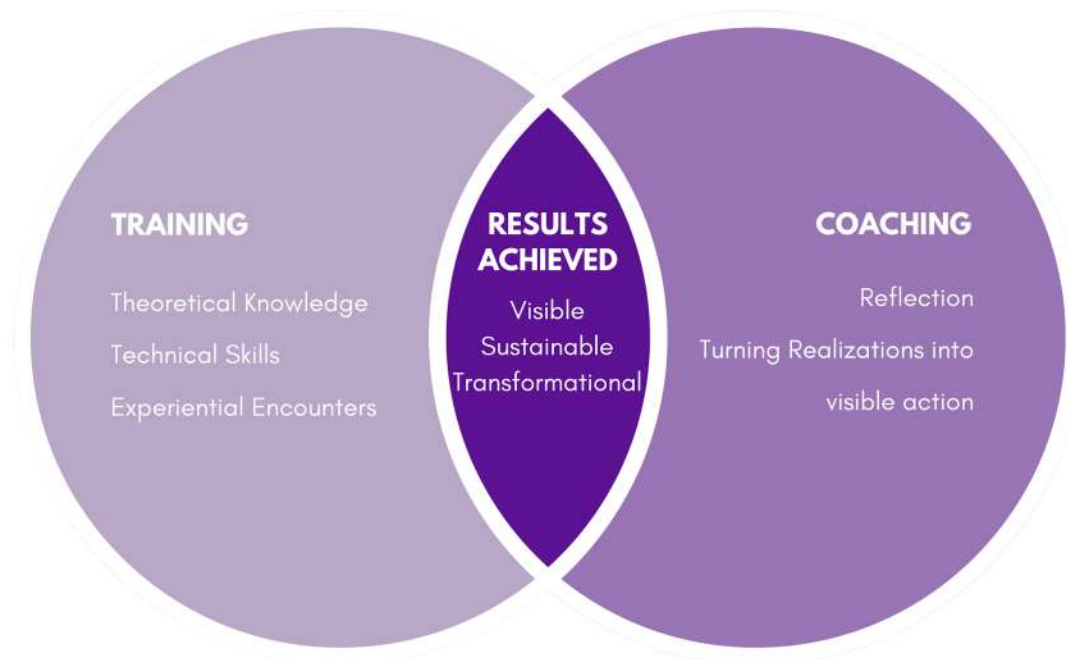
The foundation of all our programmes is a unique Action-based Learning Methodology designed to produce lasting, personal, relevant, and actionable realisations.



The Action-based Learning Methodology has four distinct modes of knowledge production: theoretical knowledge, technical skills, experiential encounters, and reflection and realisation.

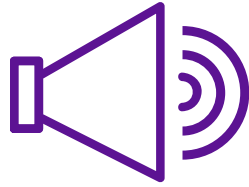
The use of these multiple methods to engage and challenge participants generates the buy-in, commitment, and connection needed to ensure sustainable transformation, and thus, the increase in profitability and productivity.

OUR ACTION-BASED LEARNING METHODOLOGY



Our unique action-based methodology enables participants, not just to expand their horizons by seeing other concepts, but also to identify Simple-Repetitive-Visible actions, which they can use to implement the concepts, at work and in their personal lives.

ENABLING YOU TO ACHIEVE WINNING OUTCOMES



IDEAS ARE ONLY AS POWERFUL AS THE
MANNER IN WHICH THEY ARE COMMUNICATED

INFLUENCE SOLUTIONS

YOUR **F.I.R.S.T.** LEARNING & DEVELOPMENT PARTNER

***F**uture-ready ***I**nnovative ***R**elevant ***S**trategic ***T**rusted

FOR MORE INFORMATION, GO TO
INFLUENCE-SOLUTIONS.COM