



Facilitation training

Achieving results in the group in a focused way

Seminar objective

Learn to facilitate meetings and discussions in a professional, structured and confident manner. Use the contributions and expertise of all participants to lead the group to a successful result, that can be visually documented. Learn how to facilitate the forming of opinions and agreement within groups. Both the group outcome and the participant's satisfaction increase with the successful use of the right methods. This course is based on practical case studies, that can help you understand and improve your facilitation skills.

Seminar content

Lead groups to the goal with the moderation method:

- Use the moderation method in your work environment
- How do you see yourself as a moderator: Appearance in front of the group
- Role flexibility of the moderator
- Conflict: Behavior in difficult moderation situations and with difficult participants

Applications in practice:

- Case studies
- Transfer to everyday life
- Improving moderation skills through targeted feedback

Facilitation techniques:

- Setting the framework: Rules for the joint discussion
- Questioning techniques to actively shape group work: how does facilitator behavior influence the mood of the group?
- Group activating methods: How do I promote a positive mood in teams?
- Visualization: visual preparation of information
- The interaction between moderator and group
- Moderation in conflict situations
- The development of group results
- The non-direct discussion technique
- Emotional processes in groups

Focusing on the participants:

- Phases of team discussions: Focus on the outcome
- Preparation and implementation
- Securing results and minutes
- What to do if no discussion takes place?
- Perceiving behavior, interpreting correctly, reacting effectively
- Dealing with disruptions in the group
- Dealing with critical participants and listeners

Methodology

Video examples Practical examples Moderated discussion Short trainer inputs Interactive and experience-oriented exchange External

Course ref.

KOM1003

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Münster

08.08.2024 – 09.08.2024
26.09.2024 – 27.09.2024
25.11.2024 – 26.11.2024
17.02.2025 – 18.02.2025
07.08.2025 – 08.08.2025
25.09.2025 – 26.09.2025
24.11.2025 – 25.11.2025

Hamburg

26.08.2024 – 27.08.2024
24.03.2025 – 25.03.2025
25.08.2025 – 26.08.2025

Berlin

04.11.2024 – 05.11.2024
20.03.2025 – 21.03.2025
03.11.2025 – 04.11.2025

Cologone

29.04.2024 – 30.04.2024
02.09.2024 – 03.09.2024
24.02.2025 – 25.02.2025
08.05.2025 – 09.05.2025
01.09.2025 – 02.09.2025

Frankfurt am Main

17.06.2024 – 18.06.2024
02.12.2024 – 03.12.2024
16.06.2025 – 17.06.2025
01.12.2025 – 02.12.2025

Stuttgart

23.01.2025 – 24.01.2025

Munich

16.05.2024 – 17.05.2024
14.11.2024 – 15.11.2024
15.05.2025 – 16.05.2025
10.11.2025 – 11.11.2025



and self-analysis

Target audience

The seminar "Facilitation Training" is aimed at specialists and executives as well as team and project managers from all areas who wish to successfully facilitate group situations such as meetings and discussions.

Fee

1.150,00 € (ex. VAT)

1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

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Ort Termin

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Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift