



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: 09:30 - 16:00

Location & dates

Münster

07.08.2025 – 08.08.2025
25.09.2025 – 26.09.2025
24.11.2025 – 25.11.2025
16.02.2026 – 17.02.2026
16.07.2026 – 17.07.2026
24.09.2026 – 25.09.2026
26.10.2026 – 27.10.2026

Hamburg

25.08.2025 – 26.08.2025
12.03.2026 – 13.03.2026
24.08.2026 – 25.08.2026

Berlin

03.11.2025 – 04.11.2025
13.04.2026 – 14.04.2026
02.11.2026 – 03.11.2026

Cologone

08.05.2025 – 09.05.2025
01.09.2025 – 02.09.2025
23.02.2026 – 24.02.2026
07.05.2026 – 08.05.2026
31.08.2026 – 01.09.2026

Frankfurt am Main

16.06.2025 – 17.06.2025
01.12.2025 – 02.12.2025
15.06.2026 – 16.06.2026
30.11.2026 – 01.12.2026

Stuttgart

22.01.2026 – 23.01.2026

Munich

15.05.2025 – 16.05.2025
10.11.2025 – 11.11.2025
21.05.2026 – 22.05.2026
09.11.2026 – 10.11.2026



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

1.200,00 € (ex. VAT)

1.428,00 € (inc. VAT)

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



FAX-ANMELDUNG +49 251 20205-99

Internet: www.kitzmann.biz
E-Mail: info@kitzmann.biz
Telefax: +49 251 20205-99

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

1. Teilnehmer

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Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

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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