

# Training for Facilitators

How to lead your group events efficiently and effectively.

**Date** 20<sup>th</sup> – 24<sup>th</sup> February 2017

**Venue** Divonne-les-Bains, France (close to Geneva)

**Trainers**

Olivia Hartmann, Niels Rump, AGRIDEA

**Language**

The training will be held in English; good dominion of the language is a precondition for successful participation.

**Costs**

The training fee (including training material and book, lunch and coffee breaks) is CHF 2800 (1800 for AGRIDEA Members). Additional cost- to be paid on site: hotel room (incl. breakfast) and cost for evening meals.

In case of un-subscription less than 4 weeks before the start of the training, participants will be billed 100 % of the training fee unless another person will take their place.

**Information**

After your application you will first receive a confirmation of your application. Further details about training programme and venue will be sent to you two weeks before the training. Please note already now: the training times are 8.15 to 18.00. Two evenings are foreseen for group work: one to two hours on Thursday and on another evening of your choice for about one hour.

For further information

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# Training for Facilitators

## February 20–24, 2017



**Sender**

Organisation .....

Name, first name .....

Street, no. ....

Postcode, Place .....

Country .....

Phone .....

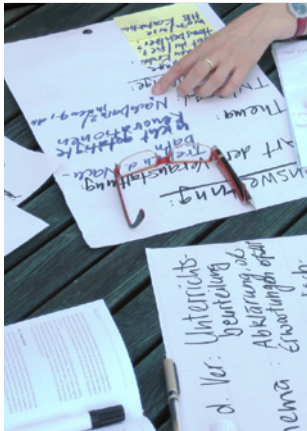
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**AGRIDEA**  
Secretariat des Cours  
CP 1080  
CH-1001 Lausanne



### Context

Would you like to make your meetings, workshops and other group events more efficient and effective? Do you dream of arriving at sustainable solutions backed up by all? Then come and acquaint yourself with the essential skills of good facilitation! These skills will not only help you to save time and energy in your daily meeting routine. They are also paramount to professionally handle special moments such as taking a difficult decision in a group or tackling other complicated social and managerial tasks within a team, organisation or a network. With a competent lead in an enhancing atmosphere of trust and open communication you will be able to harness the inherent strengths of any group at any event.



### Methods

Short inputs and practical demonstrations are complemented with ample opportunities for practical application and training: mini-facilitations, working on real cases and group work. We consciously allocate time to reflection and we live a culture of open feed-back.

### Goals and Contents

The participants get to know and/or further develop the basic techniques and behaviours of a facilitator, such as e. g.:

- The participants
- consciously step into and fill their role as facilitator (role definition/clarity; inner attitude and outer attire of trustworthiness and strength)
  - feel comfortable in front of a group and start to discover and/or develop their individual style of facilitation
  - have the basic knowledge to design and implement well-structured and goal-oriented group events
  - are competent and effective in the use of graphic and written display
  - can handle critique and “special” participants in a conducive way
  - manage to lead open and productive discussions e. g. by paraphrasing and the use of concise questions



### Target Group

Anyone who facilitates meetings, workshops, trainings, seminars and other group events and would like to do this in a more competent and fun way.

### Remarks

Due to the inter-/active nature of the training the number of participants is limited to 14.



## Application

Training for Facilitators February 20–24, 2017

<b>My present work/ function</b>	
<b>Two main expectations for the training</b>	
<b>Lodging on</b> <i>(recommended)</i>	<input type="checkbox"/> Yes Please reserve a hotel room for me <input type="checkbox"/> No I don't need a hotel room
<b>Address for invoice</b> <i>(if not identical with address on the back)</i>	

Please don't forget to provide us your contact information on the back!

**Date** .....

**Signature** .....