2019 PUBLIC CLASSES
Register online or by phone
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1-800-824-2850

Registering multiple people?
Call for discount.
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*All class dates are subject to change.
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Course Descriptions

Training for multiple people in your group?

Customize or host a class.

We make it easy for you to bring the power of facilitation to your organization through private delivery of each of the courses listed here.

You’ll get a customized program based on the proven techniques every professional needs to succeed in today’s demanding environment. That’s time well spent.

Contact us today for a free consultation.

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The Effective Facilitator* - 4 days | Our flagship course includes the 10 Principles of Facilitation and six practice sessions. The 10 principles cover a full range of facilitation techniques used for preparing, starting, focusing, recording, engaging, energizing, building consensus, managing dysfunction and closing. Included in the class are six exercises that give you practical experience, including a recorded session of you facilitating the entire class using all the techniques learned in the previous three days. Participants tell us they gain nearly as much from preparing for, executing and watching others execute this final exercise as they learned during the rest of the class. The Effective Facilitator course is the best choice for maximizing your facilitation learning.

*Prerequisite: Completion of The Effective Facilitator

The Effective Facilitator: Virtual Link* - 1 day (live, virtual course) | This course is specifically designed for individuals who have completed training in The Effective Facilitator and want the full advantage of learning how to master the skills remotely. In just one day of training, you will be taken through each of the 10 principles you learned in The Effective Facilitator with instruction on how to apply the skills virtually and with hands-on engagement.

*Prerequisite: Completion of The Effective Facilitator

Advanced Facilitation Skills* - 3 days | Already taken The Effective Facilitator? Ready to move to the next level? In the Advanced Facilitation Skills course, you’ll learn new facilitation techniques, receive expert feedback, and get more practice, practice, practice! Learn the DISC model, which will show you how to read and adapt to your participants’ communication styles. Other strategies taught include advanced questioning techniques, “facilitating on the fly,” and selling facilitation services. Learn best practices from top professionals in the field.

*Required: Completion of The Effective Facilitator

Facilitator Certification Prep* - 2 days | This course is for facilitators pursuing the Certified Master Facilitator (CMF) certification through the International Institute for Facilitation. The class includes an overview of the CMF process, a review of the competencies, additional training on specific sub-competencies, and a recorded session that meets the CMF requirements for certification.

*Prerequisite: Completion of The Effective Facilitator

Facilitating Virtual Meetings: Comprehensive - 3 days (live, virtual course) | This course is designed for people who frequently facilitate meetings where some or all participants are remote and may require conflict resolution and/or consensus building. This curriculum allows facilitators to practice the proven methods that separate great virtual facilitators from good ones. This is an intensive course.

Facilitating Masterful Meetings - 2 days | Facilitating Masterful Meetings is a convenient two-day course designed to help you improve your daily meetings with smart (and practical) meeting facilitation skills and techniques. This course also expands on how to create a meetings’ “revolution” inside your organization to help others stop the common problems perpetuated in most meetings – late starts, unproductive time misused, discussions without purpose, and group dysfunction – all culprits of wasted resources and money. You will walk away with a transformed vision of effective meetings plus the necessary tools to equip you in your everyday meetings.

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The Engaging Trainer: Facilitating Impactful Learning (formerly Facilitation Skills for Trainers) - 3 days | Designed for trainers and instructors, this three-day course equips you with a full toolbox of strategies for engaging participants in dynamic and interactive training segments. Trainers and instructors will be able to design and employ an approach that engages ANY audience and makes training really stick. Special Feature: Bring a module from your own class to get feedback and recommendations for transforming it using the techniques from The Engaging Trainer!

The Facilitative Consultant - 3 days | Are you an internal or external consultant, or do you use a consultative style in your work? The Facilitative Consultant is a dynamic, interactive course that builds critical skills by using a highly-interactive case study approach. This course outlines a comprehensive framework for all stages of the consulting process from defining client needs to running a project to reviewing results. The Facilitative Consultant focuses on relationship management, allowing you to increase your credibility and trust with clients, enhance your communication effectiveness and better manage expectations. This team-based course offers you the opportunity to solve a real-life client problem by applying your new skills.

Secrets to Facilitating Strategy - 3 days | This course provides a detailed understanding of the building blocks that make up a strategic plan and framework for facilitating teams through the planning process. Begin by building a plan at your own pace through our online course, Springboard Online, designed to teach you our Drivers Model within just a few hours. Then, join the other participants for a three-day session focused on facilitation best practices and key techniques for strategic planning. Our approach provides practical step-by-step direction, including a road map for constructing a strategic plan for your organization and tips for judging the quality of each component of your plan.

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The Facilitative Leader - 2 days | The Facilitative Leader is for individuals who want to improve their leadership skills and move to the next level in their organization. Create an action plan that uses facilitation principles to engage and inspire others to drive results.