

COURSE NAME:  
**THE ART OF FACILITATION**

- Course type**  
Self-directed (online in your own time)
- Course duration**  
Approx. 4 hours
- Pre-requisites**  
None
- Learning level**  
Foundational/beginner

## Facilitate like a pro

Understand the professional world of facilitation and learn how to design, plan and facilitate interactive, enjoyable and highly productive meetings and workshops that bring the best out of groups. The Art of Facilitation online course explores the pros and cons of online and face-to-face facilitation and shares in-the-moment microskills to unify groups around a common purpose. Below is a snapshot of three important first steps to take when planning to facilitate a session. Enjoy the total training experience to access other resources and templates to fully round out a comprehensive facilitation plan.

**Read more and enrol now**



### CRUCIAL FIRST STEPS TO PLANNING A SUCCESSFUL FACILITATION

#### 1 Define your session purpose

Use the table below to decide which purpose, or combination of purposes, fits best. Focus on the main intent first. Then add one or two secondary purposes.

**Pro tip 1:** Avoid trying to do too much in your session. Too many purposes? Remove a few. Less is more.

**Pro tip 2:** You can design a session with one main purpose and other discreet purposes. E.g. education is the primary purpose, but another, more subtle goal is relationship building.

#### FACILITATION PURPOSES

Why are we bringing people together and what would we like them to achieve?

<p><b>RELATIONSHIP BUILDING</b></p> <p>Help groups connect and understand each other and develop an effective working relationship.</p>	<p><b>PRIORITISATION</b></p> <p>Help groups fully discuss and prioritise the most important ideas.</p>
<p><b>ENERGISER</b></p> <p>Help groups get to know each other, warm up, reconnect, re-energise and interact with each other.</p>	<p><b>DECISION MAKING</b></p> <p>Help groups come to a decision point via consensus or majority vote.</p>
<p><b>IDEA EXPLORATION</b></p> <p>Help groups fully explore a topic and work together to generate ideas and insights.</p>	<p><b>EDUCATION</b></p> <p>Help groups learn more about all aspects of a topic or issue.</p>
<p><b>CONFLICT RESOLUTION</b></p> <p>Help groups resolve conflict and work through difficult situations and relationships.</p>	<p><b>PRESENTATION</b></p> <p>Allow experts to present to groups on their field of expertise.</p>
<p><b>COLLABORATION</b></p> <p>Help groups work together over time for a common purpose.</p>	<p><b>SESSION EVALUATION</b></p> <p>Help the facilitator to learn from the participants how effective the session was and how it can be improved.</p>

**“** We believe it's one of the first courses to provide both virtual and face-to-face facilitation side by side. So, it enables you to design, plan and deliver your facilitation in any environment.  
**- Nicole Hunter, MosaicLab**

**COURSE COST:**  
**\$345**

**Enrol in The Art of Facilitation**



#### 2 Define your session objectives

**Rational objectives:**  
What do you want to achieve from the session? (i.e. tangible things)

**Experiential objectives:**  
What do you want people to experience from the session?

#### 3 Get to know the group and issue history

Other important considerations are the issue and the group history.

Gain greater context by asking: Why this meeting now? What has happened before? Is there any outrage or anger? What are the biggest risks? What is the history of this issue with this group?

**But wait, there's more! Planning does not stop here. There's more to do yet.**

Once you have narrowed down the main purpose/s, objectives and history, you are ready to begin a more detailed design. This includes things like: participant numbers and recruitment, session length, catering, resources, venue, room set-up, data inputs/outputs, next steps commitment, including the promise to the group, and evaluation.

#### Check out our other courses

MosaicLab Academy offers a range of training experiences in facilitation, engagement and deliberation. We also deliver IAP2 certified courses. We offer online, face-to-face and in-house options as well as multiple learning pathways, catering to all skill levels and group sizes.

**Visit the MosaicLab ACADEMY**