

# The Art of Facilitation

Facilitation is the art, the science, and the skill of guiding a group to

- Identify issues
- Solve issues
- Plan ahead

A good facilitator ensures meetings flow smoothly, everyone participates, decisions are made and actions notated. A good facilitator guides the process, keeps discussions focussed, teases out diverse opinions, provides structure, an impartial perspective, and ensures all participants are able to interact constructively. A good facilitator knows their audience will get out of their Pyjamas to be at their meetings!

WHILE MANAGERS ARE EXPECTED TO FACILITATE A RANGE OF MEETINGS FOR OUTCOMES, LITTLE ATTENTION IS PAID TO GIVING LEADERS THE SKILLS TO FACILITATE EFFECTIVELY TO GET THE RESULTS THEY NEED.

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## In this course you'll learn how to:

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- set clear objectives and realistic outcomes for meetings
- develop increased clarity of goals and priorities
- ensure greater ownership of action plans
- stimulate discussion and generate ideas
- read and manage group dynamics
- manage unacceptable behaviour and difficult moments
- read body language and manage energy levels
- manage your own nerves
- think ahead while presenting
- manage a discussion
- use voice modulation
- encourage participation and stimulate dialogue
- when and how to use *20 different* facilitation tools and techniques



## WHO SHOULD LEARN THE ART OF FACILITATION?

- Team Managers/Leaders
- Change Managers
- Project Managers
- Consultants
- Business Analysts
- Strategic planners
- Community Consultation Practitioners

## WHAT IS PURPLE PYJAMAS?

A collective of facilitators and coaches who help people and organisations achieve positive strategic change.

## WHO IS VICKIE BURKINSHAW?

The CEO of Purple Pyjamas, lead facilitator, trainer, coach, writer and mentor providing inspiration and support to a range of businesses and social enterprises across Australia.

As a professional facilitator, she draws on techniques honed over 15 years of experience. Her style allows groups the freedom to think broadly and creatively while focussing the discussion to ensure objectives are met.

Vickie has worked with various groups from public servants to engineers, IT types, creatives and teenagers to develop their facilitation and consultation skills. Organisations include: Bizness Babes, The Foundation for Young Australians, Kmart Australia, EPS Victoria, Hancock Plantations, OneSteel Whyalla, Hydro Tasmania and Origin Energy.

Vickie is a 2012/2013 Graduate of the Committee for Melbourne Future Focus Group; joint founder of EMPOWA Community a group set up in the honour of the late Anita Roddick to inspire activism in others. Director of From The Ground Up, a company set up to progress the work of sustainable community projects across the world including PlaygoundIDEAS.

She is the author of The Bizness Book, a guide for creating a business that fits with your life (not the other way around) co-author of The Social Enterprise Guide for Young Australians. Awards include a Commonwealth Media Award for writing; a National Human Rights and Equal Opportunity Award for a reconciliation campaign with The Body Shop and Queensland Government Award for contribution to Diversity.

**Cost of 'The Art of Facilitation' provided on enquiry.**



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