



## **Ontario Professional Planners Institute Workplace Continuing Education Program**

### **Planner as a Facilitator**

#### **Overview**

The Planner as a Facilitator course takes place over two days and provides participants with in-depth training and experience on effective facilitation methods and techniques to lead groups, guide discussions, analyze problems and achieve a consensus within groups.

Participants will be introduced to theory and given the opportunity to practice the following skills and techniques: facilitator fundamentals; effective decision making methods and techniques; approaches for building sustainable agreements; group development and the role of the facilitator and operating as a facilitator.

This course gives participants proven theory and methods to:

- facilitate any group more effectively and confidently
- make meetings more productive
- focus a diverse group's energy on a common goal
- lead discussion on sensitive issues and problems
- create a sense of teamwork
- maximize productivity
- analyze and solve problems

The ideal number of course participants is twelve to eighteen. A greater number of participants can be accommodated with the addition of a coach to facilitate the breakout sessions. This will, however, result in some additional costs.

#### Costs

On a per participant cost basis, the course is a very cost-effective means of providing continuing education for employees. There is an OPPI fee of \$50 per person per day. This amount includes one-time-only use of the course content and a master copy of the course material.

## Responsibilities

### Workplace Responsibilities:

- Contact OPPI to arrange for one-time use of the course.
- After booking the instructor, notify OPPI of course date(s). Provide contact name and mailing address for course material.
- Supply OPPI with a list of participants, including full names, at least one week prior to the delivery of the course.
- Contact instructor to arrange customized delivery of the course, book dates and arrange payment directly to the instructor.
- Arrange all logistical details including classroom space (includes a main room and two to three smaller breakout rooms that can hold six people), refreshments, photocopying, registration and production of course materials.
- Use the OPPI name and logo with the course materials.

### Instructor Responsibilities:

- Work directly with the workplace in the design and delivery of the course.
- After booking with workplace, notify OPPI of course date(s).
- Keep OPPI apprised of any issues that may affect the image or credibility of the course.
- Contract directly with the workplace regarding fees and expenses.
- Provide OPPI and workplace with a summary of the course evaluations.

### OPPI responsibilities:

- Contract with the workplace to permit use of the course.
- Send letter/e-mail confirming course date(s) and workplace responsibilities.
- Provide a master copy of course materials to the workplace.
- Invoice the workplace for the OPPI fee.