

Planner as a Facilitator

This two day course offers the opportunity to learn effective facilitation methods and techniques for planners.

The objective of the course is to provide in-depth training and experience on effective facilitation methods and techniques to lead groups, guide discussions, analyze problems and achieve a consensus within groups.

This course gives you 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

Participants will be introduced to the theory, and be given the opportunity to practice the following skills and techniques:

Facilitator Fundamentals

- Understand the role, function and guiding principles
- Examine the communication skills
- Explore strategies for dealing with difficult behaviours

Effective Decision Making Methods and Techniques

- Methods and techniques for identifying problems, clarifying issues, finding solutions and evaluating alternatives

Approach for Building Sustainable Agreements

- How to facilitate groups to work collaboratively and reach consensus

Group Development and the Role of the Facilitator

- The natural stages a group will experience and how your role as facilitator changes as the group moves through each stage
- How to keep group discussions open, build trust between members and manage problem behaviours
- How groups develop into high performing teams

A Module for Operating as a Facilitator

- A step-by-step approach to effective facilitating

About the Trainer:

Brian Benn has worked with community and organization groups for the past 18 years. He has written manuals, and designed and facilitate workshops.

CIP's Continuing Professional Development Program:

For members of the Canadian Institute of Planners, this course counts as two (2) points towards their Continuing Professional Development Program Certificate.