



Facilitation Foundation

Duration: 3 days

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Sydney Training Centre

Level 5, 45 Clarence Street
Sydney NSW 2000
P: 1300 70 13 14
www.pm-partners.com.au
info@pm-partners.com.au

Melbourne Training Centre

Saxons
Level 8, 500 Collins Street
Melbourne VIC 3000
P: 1300 70 13 14

Singapore Training Centre

20 Bendemeer Road #03-12
Singapore 339914
P: +65 6818 5771
www.pm-partners.com.sg
info@pm-partners.com.au

Overview

Facilitation is a common word used in a variety of different contexts. However, ‘being a facilitator’ for a group and ‘facilitating meetings/events’ requires key skills and a deep knowledge of the principles and concepts involved.

This course presents the APMG International Facilitation Foundation materials based on the Process Iceberg® methodology developed by Tony Mann.

This methodology has been applied in a wide variety of organisations and situations. Its pragmatic, practical approach has gained a wide range of adherents in the public, private and charity sectors, both in the UK and internationally.

Objectives

Facilitation Foundation provides the skills, science and art of facilitation and provides a capability that will:

- Make your team activities more productive
- Improve your management of project stakeholder interactions
- Access a variety of feedback models that build confidence and new skills
- Inspire your teams with creative thinking models
- Understand the theory and practice behind the Process Iceberg® methodology

Key Topics

This course aims to enable participants to develop the fundamental skills of facilitation and to increase their knowledge and understanding of how groups work, including:

- Facilitation theories and models
- Roles and responsibilities associated with successful facilitation
- Dealing with difficult behaviours
- Facilitation process and content
- Flexibility and style

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Who should attend?

This course is designed for all sectors and types of situations where people come together to tackle issues, resolve organisational problems and develop effective solutions, including:

- Facilitators
- Project and programme managers
- Project and programme support staff
- Change initiators (e.g. strategic planners)
- Business analysts
- Change managers and leaders
- Team managers
- Team members
- Consultants
- IT professionals
- Line managers
- Agile team members

Prerequisites

Although there are no formal pre-requisites for this course, the following experience is recommended:

- Previous or current experience of working within change initiatives or a project environment
- Leading and managing groups
- Previous experience in Facilitation

Development Units

Participants who have been awarded the Project Management Professional (PMP)[®] credential by the Project Management Institute (PMI)[®] are eligible to earn **21 PDUs** for their participation in this course (3 Technical, 2 Strategic and Business Management and 16 Leadership).

Participants holding any of the Project Management accreditations (CPPP/ CPPM/ CPPD) are eligible to earn **20 CPDs** for this short course.

Course Delivery

Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

Courses are facilitated by our expert team and can be conducted onsite or at our premises. This course can be customised to suit your requirements.

Materials: A comprehensive participant workbook and the textbook *Facilitation – Develop Your Expertise (Tony Mann)* are provided.

Foundation Certification

The purpose of the Foundation certification is to confirm you have the knowledge and understanding of the Process Iceberg[®] Facilitation Methodology to be able to effectively facilitate supporting events, workshops and meetings in the context of projects, business analysis, change, operational effectiveness and business process improvement.

The Foundation course includes the Facilitation Foundation exam which consists of:

- 50 multiple choice questions
- 50% pass mark (25/50)
- 40 minutes duration
- Closed book

The Foundation exam is undertaken on the afternoon of day 3 of this course.



APMG International administers the Facilitation examination scheme.