

Facilitation Foundation



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.





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



Objectives

Duration

WEEKDAY

3 days

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

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.

Exam and Certification

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

Weekday course: Exam is undertaken on the afternoon of day 3 of this 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.



APMG International administers the Facilitation examination scheme.



Who is this course for?

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

Participants should:

- » Have previous or current experience of working within change initiatives or a project environment
- » Be leading and managing groups
- » Have previous experience in Facilitation

Professional Development Units (PDUs)

Participants who have been awarded the Project Management Professional (PMP) credential by the Project Management Institute (PMI) are eligible to earn PDUs for their participation in these courses as follows: **21 PDUs** (3 Technical, 2 Strategic and Business Management and 16 Leadership)

CPDs

Participants holding any of the Project Management accreditations (CPPP/ CPPM/ CPPD) are eligible to earn CPDs as follows: **20 CPDs**

Why learn with PM-Partners?

Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.



Mike Boutel
Head of Training



Nekta Vamvoukakis
Corporate Training
Consultant



Jourdan Clark
Professional Development
Manager

Each year, our expert facilitators train and certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in AXELOS' best practice portfolio, such as ITIL®, PRINCE2®, PRINCE2 Agile®, MSP®, MoP®, P3O® and P3M3®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits, Facilitation and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.

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Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.





PM-Partners have
been leaders in training and
professional certification for
over 20 years.

Our trainers are highly
qualified practitioners in their
chosen fields.



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