

Basic Facilitation Skills - For Not-For-Profit & Government Organizations

Are you a member, a volunteer or a staff representative for a not-for-profit or government organization? Do you plan, develop, organize, evaluate and make decisions for your organization as a team? Are you, in your role with your organization, needed to plan and lead facilitated group discussions? Would you like your organization's group meetings and working sessions to be carried out in a more "facilitative way"? If you answered "yes" to any or all of these questions, your organization needs to have someone skilled in the art and science of facilitation!

Course Description:

Hosted by Stony Plain FCSS, the **Basic Facilitation Skills For Not-For-Profit & Government Organizations** training workshop is back by popular demand. Professional facilitators from, Alberta Culture and Community Spirit provide hands-on 'learn while doing', accessible instruction in the art of group facilitation. This is a practical workshop that provides learning through instruction, discussion, small and large group work, practice and feedback.

The 3-day workshop will include information in the following areas:

Core Concepts of Facilitation

- o Role of Facilitator
- o Competencies of a Successful Facilitator
- o Process versus Content
- o Outcomes
- o Flip Charting and other Recording Methods
- o Verbal and Non-verbal Communication



Understanding Groups

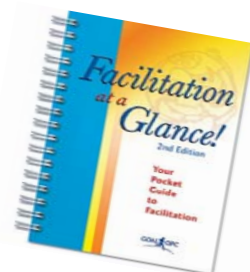
- o Characteristics of Learners
- o Facilitating Challenging Group Situations

Designing Facilitated Sessions

- o Preparing for Facilitated Sessions
- o Tools and Techniques
- o Using Icebreakers and Energizers

Facilitation Practice and Feedback

- o Giving and Receiving Feedback
- o Small Group Facilitation Presentations



*****PLEASE NOTE: This workshop is strictly for not-for-profit and government organization representatives and is not for individuals who provide or intend to provide fee for service facilitation, training, and/or consultation. To register for this workshop you will need to identify the not-for-profit/government organization you represent including obtaining a signature from the current designated signing authority of the same (ie Chairperson, Treasurer, Manager, Supervisor).**

Basic Facilitation Skills For Not-For-Profit & Gov't Organizations

When:

Tuesday, May 8 (8:30 AM – 4 PM)
Wednesday, May 9 (8:30 AM – 4 PM)
Thursday, May 10 (8:30 AM – 4 PM)

Where:

Large Board Room, #101 Main Floor,
Provincial Building, 4709-44 Avenue,
Stony Plain

Cost:

\$169.00 (includes GST)
Cost includes workshop materials,
Facilitation at a Glance book, instruction,
refreshments and lunches during the
workshop. **Please bring your own
reusable beverage bottle/mug.**

How to apply:

Complete the attached Registration Form
and submit by fax or email to:
Fax: 780-963-1951
Email: pfcss@stonyplain.com

Please note registration deadline is May 4, 2012. Payment is due in full at time of registration in order to secure a spot.

No refunds will be issued for cancellations received after May 4, 2012.

***Please let us know, when you register, if you have any dietary restrictions.**

Accommodations

Best Western **780-968-1716**
3101 – 43 Ave., Stony Plain

Motel 6 **780-968-5123**
66 Boulder Blvd., Stony Plain

Ramada Inn & Suites **780-963-0222**
3301 – 43 Ave., Stony Plain

Travelodge Hotel **780-963-1161**
74 Boulder Blvd., Stony Plain

Registration Form

(Please print clearly)

Name: _____

Address: _____

_____ Phone: _____

Email: _____

Not-For-Profit and/or Government organization you represent *(choose one if more than one)*

***Designated Signing Authority Name/Position:

***Designated Signing Authority Signature/Contact #:

Describe your organization's need for someone skilled in facilitation: _____

Describe the broader community impact you can offer: _____

Have you taken any facilitation training before? Please identify or describe any workshops you have taken.

Are you able to attend the full 3 days of the session?
Y / N

Registration Deadline: May 4, 2012

Send Registration form with Payment

\$169.00 (includes GST)

(GST #108130105RT0001)

Please make cheques payable to Stony Plain FCSS
4905-51 Avenue, Stony Plain AB T7Z 1Y1

Credit Card: Visa MasterCard

Card Number: _____

Expiry Date (mm/yy): _____

Signature: _____

By signing, I authorize this payment on my credit card.

Fax completed form to 780-963-1951 or

email to pfcss@stonyplain.com

For more information please contact:

Government of Alberta ■
Culture and Community Services

Community Development Unit (Central Region)
Phone: 780-963-2281
Email: scott.vaughan@gov.ab.ca

Or To Register *(see form enclosed)*



Town of Stony Plain FCSS
Phone: 780-963-8583
Fax: 780-963-1951
Email: pfcss@stonyplain.com

NORTH



SOUTH

Please inquire at registration about visitor parking.

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For Not-For-Profit & Government Organizations

May 8, 9 and 10, 2012



**Provincial Building
4709-44 Avenue, Stony Plain, AB**

Provided in Partnership by



Government of Alberta ■
Culture and Community Services