

## Facilitation Skills

This programme has been developed for councillors who become involved in the facilitation of meetings, workshops or focus groups.

The session will feature the skills needed to ensure that meetings or events are facilitated positively and professionally.

### Programme Objectives

By the end of the session delegates will be able to:

1. Identify the role of the facilitator and the skills needed to be effective in this role
2. Facilitate discussions using constructive and appropriate behaviours
3. Elicit views from quieter participants
4. Manage individuals who are over-participating
5. Handle conflict and defuse difficult situations.

### Further Information

The programme includes theories, principles, and practice of facilitation. Within the three-hour session, there is opportunity for skills practise.

**Duration:** Two or three hours