



FACILITATION SKILLS TOOLKIT

THIS TOOLKIT IS MOST SUITED FOR: ALL STAFF



LinkedIn Learning Course: Workshop Facilitation 1 HOUR 10 MIN WATCH

This course discusses the role of the facilitator, and walks through how to effectively design, prepare for, and facilitate a workshop.

The course also outlines:

- The different types of workshop facilitation
- How to build a solid learning plan and agenda
- How to design the right activities
- How to keep things on track and deal with challenging dynamics
- How to extend the learner's journey after the event



Role of the facilitator

Article: What is facilitation & the role of a facilitator?

6 MIN READ



Tips and best practice

Article: Workshop Facilitation Guide

6 MIN READ



10 MIN READ
McGill University Article

How to overcome typical challenges when facilitating



Planning your session

McGill University Article: A step-by-step guide to planning a workshop

10 MIN READ



Considering different communication styles of your audience

Harvard Article: Types of communication styles

5 MIN READ



Choosing resources to use

5-10 MIN READ EACH

The Facilitation Hub: Workshop Tools

Designing & using handouts

Designing & using PowerPoint Slides



Reflecting on your workshop

This includes getting feedback

McGill University Article: Reflect

10 MIN READ



Closing your workshop

McGill University Article: Ideas for closing your workshop

10 MIN READ



Managing the people in the room & any issues

5 MIN READ EACH

Identifying dysfunction - The first step

Asking meaningful questions

Moderating meaningful discussions