

Course Information Pack

Facilitating With Ease

MasZne

Course Description

This two-day, in-depth workshop, led by Rivca Rubin, caters for those with some experience in facilitation who wish to improve their skills in handling groups and the individuals within, comfortably and with confidence. The course focuses on what happens when facilitation works well, and what you can do to avoid pitfalls and deal resourcefully with challenging situations and moments.

We will explore what you can do to:

- Set achievable outcomes
- Lead groups through agendas methodically
- Create and maintain a constructive working atmosphere
- Achieve agreements that people will act upon
- Deal with disagreements and challenging behaviours confidently and with ease
- Make sure all voices are heard
- Respond to briefs with hidden agendas

You will be introduced to a range of approaches relevant to the efficient leading and structuring of sessions, effective use of listening and questioning skills, adapting to circumstances, and how to achieve consensus.

You will set the level of challenge at which you want to work, and there will be space for you to bring scenarios you wish to see being tackled. Peer learning will be an important element of the training, as will working in small to medium size groups, and supporting each other.

Prior experience of the GROW model, Active Listening and Clean Coaching is beneficial but not a prerequisite.

You will come away with new and improved skills and tools, and an in-depth understanding of the key approaches.

A training & resource manual is provided which will also support your post-course practice and facilitation work.

Course Details

Dates

Rolling - please enquire

Location

Varies - please enquire

Cost

£175 Organisational, £120 Self-Paying, £90 Assisted

Discounts available for group bookings of 3+ Places

About Rivca Rubin

Rivca Rubin is a trainer, facilitator, mediator and coach working with a wide range of organisations and individuals within the cultural, education, health, private and voluntary sectors throughout the UK, Europe and worldwide. Since 1997 Rivca designs and delivers training and development programmes specialising in communication and leadership development, conflict resolution and change management, creative thinking and future visioning. Prior to facilitating personal and organisational development, she worked as a producer and practitioner in the arts for 20 years, ran Physical State International, providing cross-disciplinary CPD for emerging artists until 1995, then a Research Fellow at Manchester Metropolitan University Department of Contemporary Arts. Rivca has an M.Sc. in Applied Behavioural Sciences, is an NLP Master Practitioner, Independent Trainer of NVC, and studied Clean Language, Spiral Dynamics, Systems Thinking and Philosophy.

www.rivcarubin.com

Feedback & Testimonials

What participants say about Rivca's approach and courses:

Recent Feedback

"She is inspirational in the way that she models her facilitating approach the whole time."

- Judith Robinson, Creative Project Leader (Education), Sound and Music London

"Expert in her subject, highly skillful, flexible and responsive to the needs of the group. Her approach aligns with what she is teaching!"

- Claire Antrobus, independent arts professional

"Riveting! I was completely engaged the whole time, normally I struggle during training sessions to maintain focus and I was extremely tired but with Rivca I feel the value of every moment, I don't want to tune out even for a second. Throughout the session I was aware that I was experiencing a uniquely valuable opportunity to really learn how to facilitate; to hold space on a more conscious and aware level that would bring the best out of any facilitation situation. The course is fast paced and has a sense of spontaneity, everyone in the room wants to be there and it feels like a fresh and immensely useful experience."

- Gemma Kauffman, Director Dream Of Life C.I.C

"It's brilliant - open, honest, rigorous, engaging, funny. I felt challenged to just the right level."

- Charlotte Semlyen, Coach, Facilitator & Arts Consultant

Previous Feedback

"Rivca is undoubtedly one of the few trainer/ facilitators currently working in the UK, whose understanding of human interactions is reflected in her confident and humorous delivery style. This in turn is matched by high personal integrity and superb attention to the issues of importance to others, I cannot recommend her highly enough."

- Viv Lever, Staff and Educational Developer, York St John University

"They were the most interesting and useful 3 days I've had in years and the understanding and the skills you taught are already helping enormously. I found it all quite profound actually!"

- James Boardwell Course Delegate

"Rivca's style is that of the well-informed, well-practiced professional - her relaxed manner communicating a mastery of her subject matter."

- Wayne Thexton Course Delegate

"I love it. Especially how you challenge. I feel I could get into a feisty debate with you and you'd thrive on it whilst acknowledging everyone else in the room simultaneously - not many people like that. No mean feat. I love your flexibility and how you draw from the intelligence in the room."

"Unconventional in the best possible way - it allowed me to see things from a very different perspective, which really supported the way I learn and therefore I feel I gained so much more than I have on previous courses. Rivca's approach supported me on a very practical level where I could see the relevance of every task allowing me to take on board the learning and apply it in real life situations."

"Rivca delivered a non-invasive, gentle style which allowed us to have real ownership of the course as a group."

"Practical, inspiring, no-nonsense, informed, fun. Rivca's style is great for me as I know she will move at a quick pace which I like and that everything is fully practiced and comes from a place of experience."

"Really calm, organised, aware, knowledgeable, clear, absorbing everything heard and unheard in the room. A perfect example of a good facilitator!"

Booking & Contact

For bookings and questions, please contact clarity@rivcarubin.com.



To find out about Imag?ne courses, explore a potential project you have in mind, get involved in developing or disseminating **UPTimism**, and to join the mailing list:

clarity@rivcarubin.com / www.rivcarubin.com / twitter: @rivcarubin

From where you are now to where you want to be.

Living the life you want to live.

Refining your artistic practice through ascertaining your vision and locating your essence.

Growing organisational purpose, aligning practice to values, and creating working cultures where people feel engaged.

ORGANISATIONS

We facilitate future visioning, staff engagement, and deliver tailored training and conflict mediation. Associate consultants include Rivca Rubin, Charles Lauder, Venu Dhupa, Eva Hartman, Emma Haughton, Michèle Taylor, Steve Purcell.

INTERNATIONAL DEVELOPMENT

Imag?ne deliver capacity building, social and educational development with associate and local partner organisations globally.

COACHING & MENTORING

We provide personal, professional, artistic, UPA, leadership coaching & mentoring packages. At your preferred location, at the Imag?ne studio in Manchester, via Skype or phone. Rivca also undertakes supervision for coaches.

COURSES

We run open courses and tailored in-house training worldwide. We train coaches, facilitators and trainers.

REFINING RELATIONS

We mediate conversations between colleagues & staff, partners, parents & children, siblings and friends, to improve, develop and refine the quality of connection, break unhelpful patterns, and find mutually agreeable solutions.

Imag?neers

Rivca, the Director of Imag?ne, is currently training people worldwide to disseminate UPTimism and trainers to deliver Imag?ne courses.