



FACILITATING WITH EASE

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 key challenges with confidently and with ease

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.

We will explore potential issues such as

- Making sure all voices are heard
- Dealing with disagreements or challenging behaviour
- Briefs with hidden agendas

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 will support your post-course practice and facilitation work. A follow-up course can be arranged in 12-18 months' time.

Dates and venue

Monday 5 and Tuesday 6 December 2016, 9.30am - 5.30pm. Participants must be able to attend both days.

The venue is Somerset House in London, hosted by resident companies NMC Recordings and Sound and Music.

Cost

£ 325 Organisational/Funded (discount available if three or more people book from the same organisation)

£ 175 Self-Paying Waged

£ 95 Assisted Rate – please apply stating your circumstances

Contact for information, bookings and reservations

Gwendolyn Tietze: gwendolyn@nmcrec.co.uk; 07967 752812

What previous delegates gained:

"An understanding of the real meaning of facilitation."

"Reassurance and confidence about facilitation. Practice. Loved having to practice being and facilitating difficult people."

"I found the training really useful and definitely expect to feel more confident in facilitating discussions. I think the models presented were completely appropriate and I'm glad that they were distilled into such simple steps as I think it will make them much easier to use."

"Even though I regularly facilitate discussions I was amazed at how much there was to learn for me and after two days of training with Rivca I can honestly say I am now more prepared than ever!"

"This facilitation course was a great opportunity to learn new skills and develop existing ones whilst being able to practise within a safe environment – fantastic use of my time."

"I gained a rich mix of tools to support me when facilitating, which have refreshed my approach and built my confidence."

"It was inspiring and made me realise the value of straight-talking. Something I am trying to be better at in all communications."

"Increased confidence in my abilities."

"I was surprised to discover that in the past I have worked too hard as a facilitator – it was refreshing to realise that the members of the group need to do the work and that I should pass questions back to them where possible instead of trying to solve all of their problems myself."

How they describe Rivca's approach:

"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."

"I liked her no-nonsense approach. Rivca's methods of deep questioning are very interesting ..."

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

"Calm, confident and clear."

About Rivca Rubin – www.rivcarubin.com

Rivca 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 a M.Sc. in Applied Behavioural Sciences, is an NLP Master Practitioner, is an Independent Trainer of NVC, studied Clean Language, Spiral Dynamics, Systems Thinking and Philosophy and has had extensive training and experience in dance, improvisation and BodyMind Techniques.