



Facilitation Methods 101– Feb. 4, 2017

Room 144 Saskpolytechnic- Sponsored by Living Skies Advanced Toastmasters

| START | EVENT | OBJECTIVE | |
|----------------|---|---|-----------------------------------|
| 8:30 AM | Registration | Greeters Registration Desk | Hosted by |
| 9:00 AM | Ice breaker | Networking & Ice Breaker | Jackie Diemert Sargent at Arms |
| 9:15 AM | Call to Order | Welcome, Housekeeping & Program Outline Recognize Today's Volunteers Welcome facilitators: Marg Faryna & Penny Nilsen Training Objectives identified | Jackie Diemert |
| 9:30 AM | Adult Learning Theory | Understand adult learning theory and practice Learn the vital role of ice breakers | Marg Faryna & Penny Nilsen |
| 10:00 AM | Choosing Your Facilitation Methods | Learn the various facilitation methods: Lecture Interactive Methods: role play, exercise, case study, demonstration | Marg Faryna & Penny Nilsen |
| 10:30 AM | Facilitative Techniques | Learn how to ask the right questions Learn the Does and Don'ts of PowerPoints & flipcharts Networking | Marg Faryna & Penny Nilsen |
| 11:00 AM | Break (10 minutes) | | |
| 11:15 AM | Managing Participants | Manage disruptive types of people Talkative, Silent, Crab (negative), Know it all | Marg Faryna & Penny Nilsen |
| 12:00 -1:00 pm | Lunch | Networking | |
| 1:00 PM | Plan Presentation (In group/pairs) | Participants study TI manual, TI slides and begin creating presentation for his/her chosen training/educational – <u>Bring your laptop and a flash drive.</u> | Marg Faryna & Penny Nilsen |
| 2:00 PM | Present Mini Presentation (In group/pairs) | Participants give a mini presentation of his/her training/educational – <u>Bring your laptop and a flash drive.</u> | Marg Faryna & Penny Nilsen |
| 3:00 PM | Evaluate Program | How did it go? Self-Evaluate first Learn the three P's of evaluating a training session A. Program, Presenter, Participants Reaction | Marg Faryna & Penny Nilsen |
| 3:30 PM | Closing | Evaluations & Shared Feedback Q & A | Marg Faryna & Penny Nilsen |
| 4:00 PM | Adjourn – Safe Travels | | Jackie Diemert |