



"If your work requires facilitation then I will strongly recommend you to this programme."

Go Choi Ling, Development Consultant - Takecharge Asia

"Highly recommended! Heavy session but very effective! The way how the training is designed makes the learning more effective and engaging!"

Jane Xu, Head of Talent Management & Learning, Adidas, S.E.A.P. A. C

SPOT on FACILITATION™

SYNOPSIS

This 3-day workshop offers insights into the art and science of process facilitation. Process facilitation focuses on how a workshop is conducted to achieve the desired meeting objectives and outputs. Training focuses on providing content to participants.

Using FNS 4D Facilitation® Model, you will learn to deploy a wide range of tools and techniques. You will learn skills to engage people and empower teams to exceed desired goals.

WHO SHOULD ATTEND?

Anyone working with groups and seeking to enhance group effectiveness

HOW CAN THIS WORKSHOP BENEFIT ME?

- Build your readiness, comfort and competence to adapt to dynamic emergent process
- Enhance your effectiveness working with groups

WHAT MAKES US EFFECTIVE?

- Experiential learning
- Opportunities to practice
- Extensive feedback by peers and experienced workshop coaches

DURATION

- 3 days (8 hours/day excluding lunch break)
- 8.30am to 5.30pm*

* Ending time might be extended depending on progress.

Please refer to www.fns.sg for workshop dates.

WE NEED YOUR HELP!

We require 100% attendance and commitment from you due to the subject matter and methodology. We are unable to accept 'time-away' requests as this will disrupt the learning process for you and others.

LEARNING OUTCOMES

Upon completion of this workshop, you will be able to:

- Distinguish consulting, training, facilitative training & group process facilitation
- Apply FNS 4D Facilitation® Model in the design and delivery of facilitated interventions
- Implement group process facilitation core practices and facilitation tools
- Provide constructive feedback to peers
- Deploy at least 7 out of 14 divergent & convergent process tools for group process facilitation confidently
- Design at least 1 process design for common situations in commercial / non-commercial context confidently
- Master effective use of process facilitation tools such as flip charting
- State INIFAC competencies, CCF™ /CMF™ certification process

COURSE FUNDING

Full course fee payable is \$1,490 (before GST). You need to pay GST (\$104.30). Potential grants include:

1. **For individual: SkillsFuture Credit (SFC).** The balance course fee payable to FNS depends on your SFC.

All Singaporeans aged 25 and above can use their \$500 SFC from the government to pay for a wide range of approved skills-related courses. Visit www.skillsfuture.sg/credit for SFC course directory.

2. **For companies fully sponsoring employees (SC/PR): Non-WSQ Course Fee Funding (Training Grant Only).** Please refer to Skillsconnect website for full eligibility criteria.

WHAT WILL BE COVERED?

INIFAC CMF™ Competencies

- IAF values and code of ethics for facilitators
- SPOT on Facilitation™
 - Definition and value of facilitators
 - Consulting vs training vs facilitative training vs 'pure' facilitation

Day 1

- The SPOT™ experience
- Process vs Content (art of facilitation)
- FNS 4D Facilitation® Model
- Core practices of facilitators
- Determining requirements (D1)
- Designing interventions (D2)
- Flip charting techniques & tips
- Assignments / Homework for Day 2

Day 2

- Divergence & convergence tools (science of facilitation)
- Practice facilitation (D3 & D4) with intensive feedback - Practice 1
- Assignments / Homework for Day 3

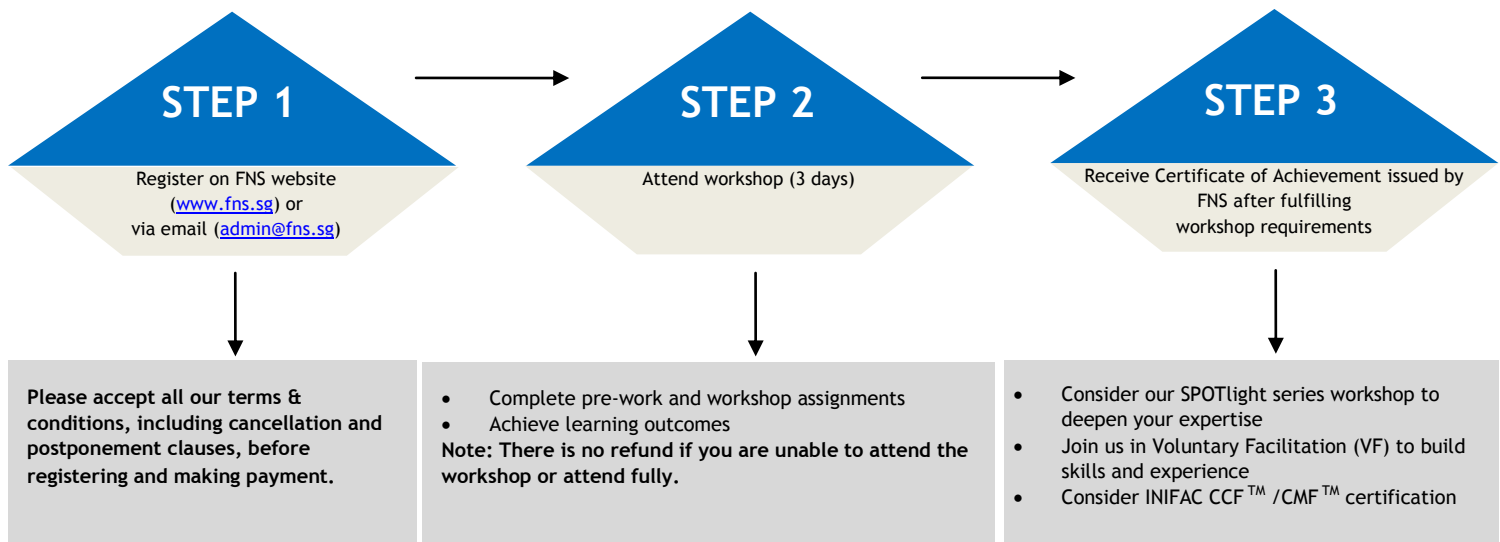
Day 3

- Styles and impact on facilitation
- How to design for common occurring commercial / non-commercial situations requiring facilitation (D1 & D2 in facilitation tools matrix)
- Practice facilitation (D3 & D4) with intensive feedback and video recording - Practice 2
- INIFAC CCF™/CMF™ competencies and certification process

Participants will receive:-

- **SPOT on Facilitation™ (2nd Edition):** Engaging People, Empowering Teams, Exceeding Goals by Prabu Naidu & Janice Lua
- Facilitator's tool kit containing key supplies for facilitation
- Video recording of Day 3 facilitation practice

I AM INTERESTED. WHAT SHOULD I DO?



VISION

To be the leading regional hub of competent facilitators.

MISSION

To advocate and raise the professional practice of process facilitation. To enhance the credibility of the profession and provide value-added services to our stakeholders.

ABOUT US

FNS started as an informal network of facilitators in 2003. FNS promotes and supports the art and practice of professional facilitation in Singapore and the region, through methods exchange, collegial networking and support services. As a social enterprise, FNS operates with the agility of a private enterprise with a non-profit intent.

FNS manages the Certified Competent Facilitator™ (CCF™) certification, endorsed by the International Institute for Facilitation (INIFAC). FNS organises regular learning and development activities for facilitators in Singapore and the region. Our trained facilitators also volunteer their services to voluntary welfare organisations (VWOs) and not-for-profit organisations.

FNS provides professional facilitation training and services for effective corporate retreats, strategic planning, group decision-making, board meetings, stakeholder focus group consultation and engagement.

VALUES

Authenticity: Upholding trustworthiness by being true to ourselves and others.

Inclusiveness: Fostering synergistic partnership amongst the private, public and people sectors and embracing diversity in people and facilitation methods.

Results-Oriented: Achieving objectives and outcomes through effective and responsible facilitation.

Volunteerism: Promoting the contribution of time and expertise for the benefit of our community as a social responsibility.

OUR WORKSHOPS

We conduct regular workshops such as :

- SPOT on Facilitation™
- SPOTlight on Facilitation In Training FIT (only for in-company trainers)
- SPOTlight on Generating Breakthrough Ideas FBI
- SPOTlight on Managing Projects for Effective Results
- SPOTlight on Managing for High Performance (Performance Coaching & Appraisals)
- SPOTlight on Leading for Success (Judgement & Decision Making)
- Streamline Processes for Productivity & Transformation
- Fearless Emcee & Moderator
- Effective Virtual Meetings
- Certified Competent Facilitator workshop™ (CCF™)

Please contact us at admin@fns.sg for customised training and/or facilitation services.

Updated in 2018 March