

# SPOT 2.0 on FACILITATION™



FNS is affiliated with the International Institute for Facilitation (INIFAC) and embraces the Certified Master Facilitator™ (CMF™) Competencies



## 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.

SPOT™ on 2.0 includes introduction to Virtual Facilitation to facilitate groups who are geographically dispersed and inclusion of e-learning elements.

### 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](http://www.fns.sg) for workshop dates.

## LEARNING OUTCOMES



- 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 (QLASS 2.0) 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
- Explore the use of virtual facilitation
- State INIFAC competencies, CCF™ /CMF™ Certification process

## PARTICIPANTS WILL RECEIVE



- **SPOT on Facilitation™ (2018 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 and feedback

# WHAT WILL BE COVERED?

## Day 1

- The SPOT™ 2.0 on experience
- Definition and value of facilitators
- Consulting vs training vs facilitative training vs 'pure' facilitation
- Process vs Content (art of facilitation)
- FNS 4D Facilitation® Model
- SPOT™ 2.0 on Learning Quiz 1
- Core practices of facilitators (QLASS 2.0)
- Determining requirements (D1)
- Designing interventions (D2)
- Flip charting techniques & tips
- SPOT™ 2.0 on tools game board for improved learning retention
- 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
- SPOT™ 2.0 on Learning Quiz 2
- INIFAC CCF™ /CMF™ competencies and Certification process

## Post Course Follow-up (optional)

- Introduction to Basic Virtual Facilitation with Go Wall (GW)

# I AM INTERESTED. WHAT SHOULD I DO?

## STEP 1

Register on FNS website ([www.fns.sg](http://www.fns.sg)) or via email ([admin@fns.sg](mailto:admin@fns.sg))

Please accept all our terms & conditions, including cancellation and postponement clauses, before registering and making payment.

## STEP 2

Attend workshop (3 days)

- Complete pre-work and workshop assignments
  - Achieve learning outcomes
- Note: There is no refund if you are unable to attend the workshop or attend fully.**

## STEP 3

Receive Certificate of Achievement issued by FNS after fulfilling workshop requirements

- Consider our SPOTlight series workshop to deepen your expertise
- Join us in Voluntary Facilitation (VF) to build skills and experience
- Participate in FNS Community of Practice (COP) to refine facilitation skills
- Consider INIFAC CCF™ /CMF™ Certification

## COURSE FUNDING

(Pending Renewal Approval)



Full course fee is \$1,690 (before GST (\$118.30)).

1. **For individual:** SkillsFuture Credit (SFC). All Singaporeans aged 25 and above can use their SFC to pay approved skills related courses. Visit [www.skillsfuture.sg/credit](http://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 eligibility criteria.

## OUR WORKSHOPS



We conduct workshops such as:

- SPOT 2.0 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)
- SPOTlight on Streamlining Processes for Productivity & Transformation
- SPOTlight on Effective Virtual Meetings
- The Fearless Emcee & Moderator

Please contact us at [admin@fns.sg](mailto:admin@fns.sg) for customised training and/or facilitation services.



*It is a skill, that if used / practised often, can yield fabulous results. Very hands-on, practical cases, relevant in today's context.*  
- Ong Chai Lin, Lecturer, Singapore Polytechnic



*It's gonna change your perception of facilitation!*  
- Grace Suen, Assistant Director (Strategic Planning), Competition Commission of Singapore



*You learn from the best!*  
- Fauziah Zulfitri, ACC & Director, Insight Indonesia, 2018.

# 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.

## 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.



## 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.

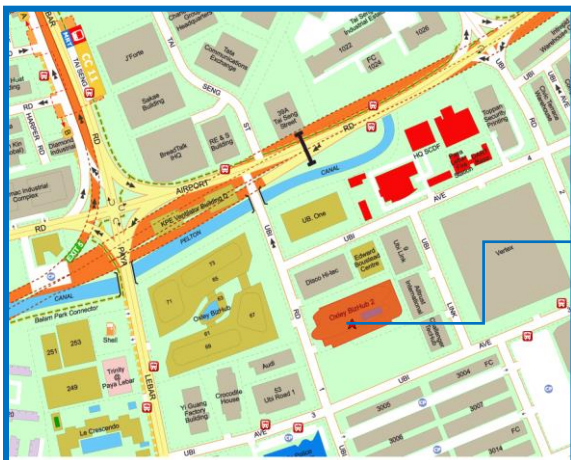
## VALUES

**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.



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FACEBOOK QR CODE



LINKEDIN QR CODE



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