

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 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) or via email (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 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 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

Group Process Facilitation is a rapidly expanding worldwide profession that plays a vital role in the workings of business, government and communities across the globe. There is a growing demand for people who can help groups build consensus, maximize participation and move toward action.

Facilitators Network Singapore Pte Ltd (FNS) was formed in 2003 with the mission of promoting and supporting 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 and a social contribution motive by offering trained facilitators as volunteers to Voluntary Welfare Organisations (VWOs) and Not-For-Profit Organisations (NPOs). FNS organises regular learning and development activities for local and regional network of facilitators.

To fund its operations; FNS provides professional facilitation training and services for effective corporate retreats, strategic planning, group decision-making, board meetings, stakeholder focus group consultation/engagement and OD consultancy services for corporations at affordable professional fees.

FNS manages certification for the Certified Competent Facilitator (CCF), endorsed by the International Institute for Facilitation (INIFAC).

For more details on our services & products, please contact us at admin@fns.sg or call **+65-98333515 / +65-93834228**.

VISION

To be the preferred partner for process facilitation.

MISSION

We transform people and organization through competent process facilitation.

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.



FACILITATION CENTRE @OBH2
#07-26 OXLEY BIZHUB 2,
62 Ubi Road 1,
Singapore 408734

FACEBOOK QR CODE



LINKEDIN QR CODE



Updated: March 2019