

For anyone who desires to help any group achieve its goals effectively



## You gain competence and confidence in:

- Opening physical and online meetings.
- Distinguishing consulting, training, coaching & group process facilitation.
- Applying FNS 4D Facilitation® Model in facilitated interventions.
- Using GOAB-P to keep your meetings focused and on-time.
- Honing the art (soft skills) of facilitation using QCLASS 3.0.
- Smart scribing and crafting concise & precise statements.
- Providing & receiving constructive feedback to & from peers.
- Deploying 14 divergent & convergent tools for group meetings.
- Designing for 5 common meeting scenarios.
- Exploring virtual facilitation.
- Knowing INIFAC PAC<sup>3</sup>E Competencies, CCF™ /CMF™ Certification process.
- Creating conducive physical & psychological space for meetings.
- Managing Difficult Participants with SIODA.
- Using Participatory Engagement Techniques (PETs).
- Using vWall® for virtual meetings.
- Closing physical and online meetings.

## Methodology:

Consistent with the quality assurance ethos of FNS:

- The entire learning experience is carefully curated for retention and recall of newly acquired knowledge.
- Experiential learning via our Participatory Engagement Techniques (PETs) provides opportunities to practice and enhance facilitation skills.
- Extensive feedback by peers and internationally certified FNS facilitators/coaches to build your confidence & abilities.
- Case studies, examples & numerous micro tips from the field embed real world facilitation experience.

## Participants will receive:

1. SPOT on Facilitation (2018 Edition): Engaging People, Empowering Teams, Exceeding Goals by Prabu Naidu & Janice Lua.
2. Facilitator's tool kit containing key supplies for facilitation.
3. Video recording for Day 3 facilitation practice and feedback.
4. Complimentary vWall® account for 1 month & discounted annual subscription.
5. Pre & post engagement via FNS Learning Management System.
6. Post training coaching by Certified Facilitators (Complimentary 60 mins, within 30 days).

# The fee for the three-day workshop is SGD1800 (before GST) for one person.

Please visit <https://fns.sg/> for workshop dates.

For enquiries and registration, please email [admin@fns.sg](mailto:admin@fns.sg).

## Testimonials:

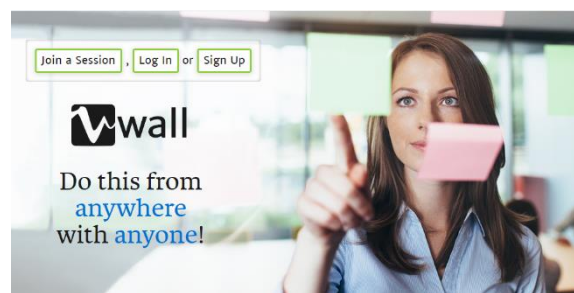
- It is a skill, that if used / practised often, can yield fabulous results. Very hands-on, practical cases, relevant in today's context. - Ong Chai Lin, Lecturer, Singapore Polytechnic.
- It's gonna change your perception of facilitation! - Grace Suen, Assistant Director (Strategic Planning), Competition Commission of Singapore.
- You learn from the best! - Fauziah Zulfitri, ACC & Director, Insight Indonesia.

## Duration:

3 days (8 hours/day excluding lunch break). 8:30am to 5:30pm (ending time might be extended till 6:30pm depending on progress).

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

Attending SPOT 3.0 includes ONE month complimentary vWall® account and a discount when you extend annually.



- ✓ vWall® allows you to intuitively capture and instantly analyse ideas from your team, or any group of people from any part of the world at any time.
- ✓ You can set up a brainstorming session & invite anyone who has a web enabled device in a few minutes.
- ✓ Posts can reach your wall from anywhere in the world, anytime.
- ✓ Your participants can see what is going on, and you remain in control.
- ✓ You decide when participants can add posts and when you want to facilitate the discussion.
- ✓ Posts can be grouped, prioritised and analysed at the click of a button.
- ✓ Export your data in a variety of formats for subsequent reporting.

More details on <https://vwall.org/>