

TRAINING PROVIDER	
Singapore Professionals' and Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	Facilitation Skills Training for PMETs
Language	English
Course Duration	2 days (On-site training)
Course Fee	S\$1,200
Funding Support	Eligible for Skillsfuture Credit and UTAP
COURSE OUTLINE:	
Course Overview & Objectives	<p>This Facilitation Skills Training course is designed to equip PMETs involved in stakeholders' engagement with facilitation skills to better engage stakeholders effectively and efficiently.</p> <p>The customised 2-day training workshop is highly hands-on and interactive, and content are based on years of field experiences, grounded on classic and contemporary organisational theories. To build competencies, the training will leverage on adult learners' characteristics and uses learning strategies that work best for their learning.</p> <p>Participants can expect to leave the learning experience with competencies and learnt the tools/techniques in facilitating meetings that can directly and immediately be applied back at their workplace.</p>
Course Contents	<p>The workshop will cover the following topics in depth:</p> <ol style="list-style-type: none"> 1. Understand the roles and responsibilities of a facilitator. 2. Learn and practise the soft skills/core competencies (the art of facilitation) to manage group dynamics and facilitate meetings effectively 3. Learn up to 5 facilitation tools/methods (the science of facilitation) 4. Apply divergent and convergent facilitation tools (the science of facilitation) for up to 4 different meeting scenarios typically encountered by PMETs in stakeholders' engagement. <p>This course is designed based on the Facilitators Network Singapore (FNS) 4D Facilitation® Model which was developed in 2004, and has been rigorously field tested successfully in various process facilitation scenarios in Singapore and internationally. FNS is affiliated with the International Institute for Facilitation (INIFAC) and embraces the Certified Master Facilitator (CMF) Competencies.</p>

Learning Outcomes	Upon successful completion of the course, participants will be equipped with competencies and learnt the tools/techniques in facilitating meetings that can directly and immediately be applied back at their workplace.
Learning Methodology	<p>The training will be delivered in a highly hands-on and interactive manner. Participants will complete pre-work reading and come prepared for immediate application and practice during the course. This course is fully packed with critical learning moments and ‘time-away’ for meetings or other reasons will be disruptive to the learning process and is not permitted. SPEC reserves the right not to issue certificates to participants who do not attend the course duration fully.</p> <p>Designed to build competencies, our training leverages adult learners’ characteristics and uses learning strategies that work best for their learning. The workshop design and content are based on years of field experiences, grounded on classic and contemporary organisational theories. The workshop is designed, delivered & quality assured to very rigorous standards, and continuously improved on by FNS since 2004. (NOTE: Course participants can utilise the tools/techniques learnt in facilitating meetings but cannot train others.)</p>
Course Material	For this 2-day course, each participant will receive a complimentary copy of “SPOT on Facilitation: Engaging People, Empowering Teams, Exceeding Goals” by Prabu Naidu & Janice Lua. This book retails at SGD 59.
Who Should Attend	This course will benefit PMETs involved in stakeholders’ engagement who want to be equipped with competencies and tools/techniques in facilitating meetings that will help them better manage group dynamics and facilitate meetings effectively and efficiently.
Workshop Trainer-Coach Profile	The workshop will be conducted by internationally Certified Master Facilitators, and/or internationally certified FNS associate facilitators.

What previous participants of FNS workshops have said

This is a good workshop. No matter whether you want to be a facilitator, this workshop will help you in your work environment. There is always a time, that you might need to facilitate a session.
Joshua Ngiam, Director, Animagine Pte Ltd, 2019 October

The learning is immense and you can really practise and hit the road running after the workshop
Bernadette Ho, Managing Director, Leading Insights Pte Ltd, 2019 July

Experienced facilitators in the field make the teachings relevant.
Hui Shi Gan, Assistant Manager, LTA, 2019 June

The process is amazing! I am now convinced that diversity and inclusion is the way to go!
Chief Operating Officer, Healthcare sector on Service Principles/Values workshop - 2019 June

I have attended many retreats with facilitators before but I find that Facilitators Network Singapore is really world-class!
Executive Director from Continuing Education sector on Strategic Planning Retreat - 2019 June