

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 5 divergent/convergent tools for group meetings*.
- Designing for 5 common meeting scenarios.
- Creating conducive physical & psychological space for meetings.
- Managing Difficult Participants with SIODA.
- Using Participatory Engagement Techniques (PETs).
- Closing physical and online meetings.

* Meetings could include:

- a) Group conversations/coaching in regard to Career/Employability.
- b) Focus Group Discussion to solve a problem or process breakdown.

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. Handout booklet.
3. Pre & post engagement via FNS Learning Management System.
4. Post training coaching by Certified Facilitators (Complimentary 30 mins. within 30 days).

The fee for the two-day workshop is SGD1390 (before GST) for one person.

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

For enquiries and registration, please email admin@fns.sg.

Testimonials:

- It is a skill, that if used / practiced 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:

Two 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.

Venue will be at our training center at Oxley BizHub 2 (Ubi Road 1).