

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



## You gain competence and confidence in:

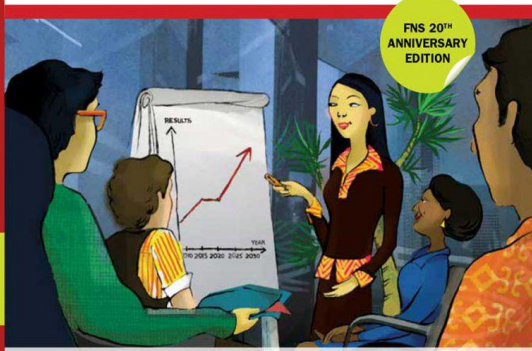
- Opening meetings.
- Distinguishing consulting, training, coaching & group process facilitation.
- Applying FNS 4D Facilitation® Model in facilitated interventions.
- Using GOAB-P to keep your meetings focused and on-time.
- Honing the art (soft skills) of facilitation using QCLASS 3.0.
- Smart scribing and crafting concise & precise statements.
- Providing & receiving constructive feedback to & from peers.
- Deploying 14 divergent & convergent tools for group meetings.
- Designing for common meeting scenarios.
- 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).
- Closing meetings.

"This book is very reader-friendly as a way to explore the powerful and necessary traits needed for understanding the best facilitation skills and acquire the knowledge necessary for helping any group achieve its goals efficiently." — Dr Eileen Dowse, Chair of International Institute for Facilitation (INIFAC)

## SPOT on Facilitation®

### THIRD EDITION

Engaging People, Empowering Teams, Exceeding Goals



Prabu Naidu and Janice Lua

## 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 (2023 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. Pre & post engagement via FNS Learning Management System.
5. Post training coaching by Certified Facilitators (Complimentary 60 mins, within 30 days).

## 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.
- 🗨 The feedback is gold and very good. Micro-tips provided very good insights and contextualisation. I became more self-aware of my subconscious language and expressions. - Wong Fung Koi, Specialist, Infineon Technologies
- 🗨 Learnt the facilitation tools, practiced it and received feedback. Had opportunities to observe how the experienced coaches would facilitate using the tools. - Liew Pei Ling, Senior Manager, National Council of Social Service
- 🗨 The contents of this course is extremely useful for almost any setting and situation, I believe that all educators should be taught this, to be honest. - Dr. Mark Khei, Educator
- 🗨 If you are looking for a 3-day workshop to better understand and learn about facilitation, this is it! - Camilla Lee, Land Transport Authority,

## 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.