

## **Training Facilitation Certification Program**

### **Course Description**

This course is divided into 3 components; prework, 3-day classroom session with asynchronous learning activities via PSTD LXP designed to deepen learning and enhance skills. This requires commitment from the participants to thoroughly go over the online pre-workshop and asynchronous learning activities. Participants are expected to enroll one week before the classroom session and dedicate time for preparation. They are also expected to commit to the asynchronous learning activities to get maximum benefit from the program.

The classroom session will help the learners deepen their understanding of the facilitation concepts and principles, and practice facilitation skills. The program culminates with the participants submitting a recorded video of them facilitating a learning activity, demonstrating tactics and skills required. The course facilitator's feedback should help them in seeking Certified Facilitator certification.

### **Learning Objectives Terminal Objectives:**

Given completion of pre work, asynchronous and 3-day classroom session, participants will be able to demonstrate presentation and facilitation tactics and methodologies using 4Ps and 4As, and the prescribed 4 Facilitator Skills

### **Learning/ Enabling Objectives**

By the end of the course, the participants will be able to:

1. Enumerate the requirements for Facilitator Certification
2. Identify the necessary skills for effective learning facilitation
3. Use established learning theories and concepts to design their facilitation plan
4. Promote learning engagement through learning technologies.
5. Explain tactics for managing learning and the classroom environment
6. Practice 4Ps and 4As facilitation techniques based on their learning objectives

## **Course Content Outline**

- I. Overview of Facilitation
  - a. What is facilitation?
  - b. Difference of facilitation and teaching
  
- II. Facilitation Skills
  - a. Attending
  - b. Observing
  - c. Questioning
  - d. Listening
  
- III. Facilitating Discussions
  - a. Paraphrase
  - b. Check you understanding
  - c. Compliment
  - d. Elaborate
  - e. Energize
  - f. Disagree
  - g. Mediate
  - h. Pull together ideas
  - i. Change the group process
  - j. Summarize
  
- IV. Facilitation Methods
  - a. Didactic (Preparation, Presentation, Practice Performance)
  - b. Experiential (Activity, Analysis, Abstraction, Application)
  - c. Technologies in facilitating learning conversations
  - d. Game-based and Gamification of Learning



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- V. Management of Learning
  - a. Unfreezing
  - b. Assimilation
  - c. Integration
  
- VI. Managing Learning Environment
  - a. Your Audience
  - b. Your Purpose
  - c. Yourself
  - d. Your Materials