



 **THE GUINEA GROUP**

Effective Workshop Facilitation

WORKSHOP AND TRAINING PROGRAM

NAME:

DATE:

WORKSHOP SLIDES

First things first 2

<p>1</p> <p>About You</p> <p>Biggest Mistake @ Work? Why? Favourite Movie?</p>	<p>2</p> <p>About Me</p> <p>19 years at it ... Married 29 years Triathlete</p>	<p>3</p> <p>About Us</p> <p>Open Honest Safe</p>
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Expectations 3

What do you hope to learn, over the next two days?

Please watch and learn and take what you can use!



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NOTES / REFLECTION

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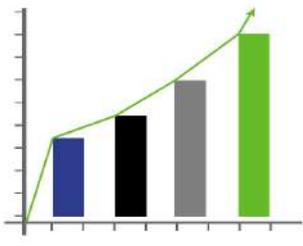
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The 5 parts 4

				
Purpose	Process	People	Performance	Polish
			AM and PM	

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Current facilitation evaluation 5



Where are you now?

It is important to evaluate where you feel you are at, currently, as what can be measured, can be managed and made better!

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NOTES / REFLECTION

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WORKSHOP SLIDES

— **There might be nerves**

There might be fear of:

- **Judgement**
- **Questions**
- **Skillset**



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— **What can help**

The process of:

- **Vision** (1 hour before you start)
- **Breathing** (1 minute before you start)
- **Focus** (1 second before you start)

Remember that you get to do this work!



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NOTES / REFLECTION

— **Questions are the answer**

The quality of your questions make or break your sessions

Great question – “how would you answer that” (answer a question with a question)”

Great question – “let me ponder that one, if that is cool, please” (and make sure you circle back)

Great question – “I have got absolutely no idea, sorry - can I find out and follow up with you after the session, please” (and get back to them)

The biggest RCA question – What caused that, and why



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— **Your team wants you to succeed**

Most people want you to be successful

- It looks good for everyone, if you do well
- Your team are glad you are doing the facilitation, and they are happy it is not them
- You've got this



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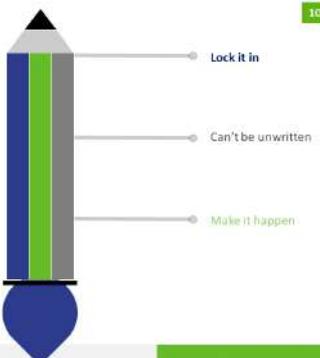
NOTES / REFLECTION

WORKSHOP SLIDES

Activity 1 10

In your Workbook:

Do you have any fears about facilitation, and if so, what are they?



Lock it in

Can't be unwritten

Make it happen

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Part 1 11



Purpose

The Goal:

'To ensure that you 'start with the end in mind' and are able to focus the entire session around why everyone is in the room working together on the problem'

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NOTES / REFLECTION

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NOTES / REFLECTION

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WORKSHOP SLIDES

The earlier the better

- *Prior to the workshop is preferred (and communicated to the team)*
- During the workshop is next best, though keep it short ... it can take a while to develop as a great
- The purpose needs to be clear and concise and should frame up the workshop

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Give the team time to prepare

- There should be no surprises at the start of a workshop
- The team should be engaged by the time the workshop starts
- It is better to talk to the team, not just email them

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NOTES / REFLECTION

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NOTES / REFLECTION

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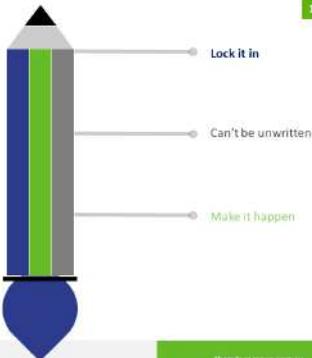
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WORKSHOP SLIDES

Activity 2 14

In your Workbook:

Think about the purpose of a workshop that you want to like to facilitate!



- Lock it in
- Can't be unwritten
- Make it happen

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Part 2 15



Process

The Goal:

'To map out the agenda, the strategy and the systems you are going to use to facilitate the workshop, and to achieve the workshop purpose'

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NOTES / REFLECTION

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NOTES / REFLECTION

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WORKSHOP SLIDES

— Agenda first 16

- You may not need a whole day
- Send the agenda out early
- Sessions shouldn't go for more than 2 hours at a maximum



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— Systems 17

- This is in the detail
- Software or applications
- Supporting documentation
- Stuff like name tags and pens

*Remember to organise it all and test your technology early!
Use a checklist.*



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NOTES / REFLECTION

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— Part 3 18



People

The Goal:

'To ensure that the right team, with the right knowledge, is assembled to help you as the facilitator to deliver on the workshop purpose'

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— Who can add value? 19

Perhaps the most important part ...

1. Who knows the content
2. Who has got great ideas
3. Who is willing to help

Remember that the right team/team members may not be able or willing to help



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NOTES / REFLECTION

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WORKSHOP SLIDES

24

Before you start

Before you step up in front of your team:

- Get to the room early, set it up [generally in a u shape layout], and ensure that your technology works
- Be very aware of your agenda, and understand when you need to be finished each section by
- Get the butcher's paper on the walls ready to write on
- Think about any challenging questions that you might get asked during the workshop, and how you might ask them
- Consider some of the questions that you might like to ask, to stimulate discussion (consider open questions, closed questions, Socratic questions or leading questions)
- Get a copy of the agenda printed out for everyone
- Put paper on each desk, for people to fold in half and write their name on (if you don't know the people in the workshop)

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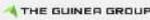
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The most important element

- Manage your emotions
- Know your triggers
- Don't take it personally



Presume positive intent

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NOTES / REFLECTION

Area for notes and reflection with horizontal dotted lines.

WORKSHOP SLIDES

— The 7 golden rules

1. Never argue, always agree



28

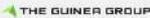
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— The 7 golden rules

2. Be grateful for contribution



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NOTES / REFLECTION

— The 7 golden rules

3. Ask high quality questions



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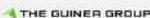
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— The 7 golden rules

4. Capture information correctly



31

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NOTES / REFLECTION

WORKSHOP SLIDES

The 5 parts 36

The Goal:

'To close out the workshop in a way that values the team, and that achieves the workshop purpose'



Polish

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Report writing 37

- A workshop is only as good as the close out
- Otherwise, actions won't get completed
- Include just the right amount of detail



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NOTES / REFLECTION

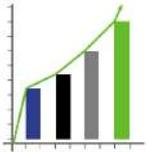
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Measure success 38

- Follow up during and after the workshop with the team
- Use surveys
- Always get feedback



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Make it engaging 39

- Appealing to read
- Easy to read
- Interesting to read



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NOTES / REFLECTION

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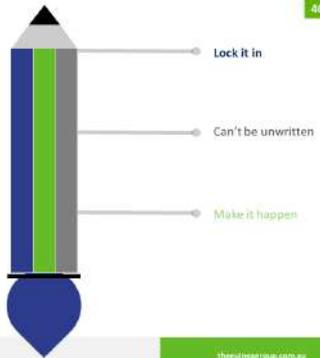
WORKSHOP SLIDES

Activity 6 40

In your Workbook:

Think about the same, or another topic, that you could facilitate a 10-minute workshop on, now ...

1. Pick a topic
2. Have a purpose statement
3. Ask questions of the team



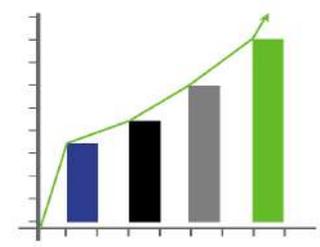
Lock it in

Can't be unwritten

Make it happen

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Upgraded facilitation evaluation 41



Where are you now?

After a day of facilitation training, where do you feel, you have got to with your facilitation skill set?

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NOTES / REFLECTION

A large area with horizontal dotted lines for taking notes or reflections.



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ANY QUESTIONS? WE'RE HERE TO HELP

We exist to support leaders to upgrade their mindset, upskill their leadership, and uplift their teams, to create psychologically safe and high performing teams!

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