



Agenda: Facilitation Training (Online version)

09.45	Registration online
10.00	Introduction
10.10	What do we mean by facilitation?
10.35	Getting started - melting the ice
10.45	On-line and face-to-face facilitation
<i>11.10</i>	<i>Tea Break</i>
12.20	When facilitation goes bad!
12.30	Building trust – your personal practice
12.40	<i>Lunch</i>
1.10	People working together
1.25	Problems and solving them
1.50	<i>Short break</i>
1.55	Planning your work and setting objectives
2.15	Developing a facilitation plan:
2.35	Involving everyone
2.50	Facilitation – looking after yourself
3.00	End