

# Facilitation Training Programme

Enhance and hone your skills in facilitating world class training and Development

## Introduction

In today's fast-paced and highly competitive environment, the time employees spend in training is a significant investment for any organisation. It is therefore essential that training interventions are engaging, relevant, and deliver lasting value.

The effectiveness of any training programme depends on two critical factors: the quality of the content and the skill of the facilitator.

Modern learning has moved beyond traditional instruction. There is a growing emphasis on adult learning through facilitation—creating learning environments that are participative, practical, and learner-centred.

A skilled facilitator is a strategic asset to any organisation. Effective facilitation enhances engagement, improves knowledge retention, and ensures that learning translates into real-world performance.

This Facilitation Train-the-Trainer Programme is a comprehensive, skills-focused learning experience designed to develop confident, capable facilitators who can deliver high-impact training with professionalism and credibility.

**Programme Duration:** 3 days (Can also be spread over three weeks face to face or virtual)  
Practical exercises and facilitation practice throughout  
Live facilitation sessions with feedback and coaching

### Targeted Audience:

- Trainers and facilitators
- Learning and development practitioners
- Managers and team leaders who facilitate group learning
- Subject matter experts transitioning into a facilitation role
- Managers who facilitate group training sessions



## Benefits

- Strong facilitation confidence and professional presence
- Practical tools for engaging adult learners
- The ability to design and deliver outcome-focused training sessions
- Improved learner participation, interest, and retention
- Enhanced credibility as a facilitator

## Entry Requirements

1. Practitioners are required to demonstrate that they can perform the outcomes with understanding and reflexivity.
2. At this level practitioners should be able to describe two alternative facilitation methodologies, to explain how their performance would differ when using the different methodologies, and to justify their choice of methodology.
3. At this level, practitioners should be able to relate knowledge beyond their occupational and ETD

- Greater return on investment from training initiatives

competences to the performance of the ETD competence.



## Overview

This comprehensive programme ensures that participants are competent to conduct professional training sessions.

Participants will have the opportunity to present two training sessions on the programme. They will be assessed, given feedback and coached so that visible improvements are achieved. This ensures that the participants will leave this course with the confidence and competence to become experienced facilitators.

## Modules and Methods

The programme covers the following modules:

### DAY 1:

- Introduction and programme expectations
- Understanding the adult learning process
- Preparing an effective learning environment
- Structuring a group training session
- Using visual aids and support materials
- Implementing learning activities

**By the end of the programme, participants will be able to:**

By the end of the programme, participants will leave with the confidence, competence, and presence required to facilitate professional, engaging, and results-driven training sessions.

- Develop a deep understanding of how adults learn
- Learn how to plan, structure, and deliver effective group training sessions
- Practise facilitation skills in a supportive environment
- Receive structured feedback and coaching to drive visible improvement



### DAY 2:

- Managing diversity, interaction, and participation
- Facilitation techniques and presence
- Giving and receiving feedback
- Evaluation and basic administration

### DAY 3:

- Facilitation practice sessions
- Coaching and structured feedback

Personal development planning

**Module 1: The Learning Process**  
Adult learning principles  
Learning styles and learning cycles  
Barriers to learning  
The role of technology in learning

**Module 2: Preparing An Effective Learning Environment**  
Understanding your learners  
Venue and room setup  
Equipment and learning resources

**Module 3: Structuring a Training Session**  
Defining clear learning outcomes  
Designing introductions, content flow, and consolidation

**Module 4: Visual Aids and Support Materials**  
Selecting appropriate visual aids  
Effective use of technology  
Developing lesson plans and materials

**Module 5: Implementing Learning Activities**  
Group dynamics  
Designing interactive activities  
Individual and group exercises

**Module 6: Managing Diversity and Participation**  
Inclusive facilitation practice  
Questioning techniques  
Managing challenging situations

**Module 7: Facilitation Techniques**  
Building rapport  
Voice, body language, and presence  
Reading and responding to learner cues

**Module 8: Evaluation and Reflection**  
Evaluating learning effectiveness  
Self-reflection and continuous improvement  
Basic facilitation administration