

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:

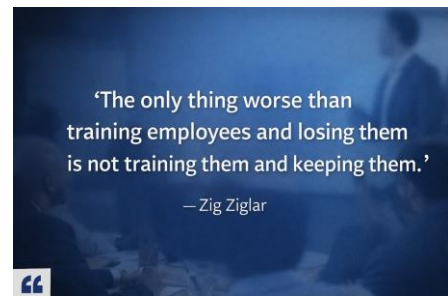
DAY 1:

- 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