



LEADERSHIP AND MANAGEMENT DEVELOPMENT

Facilitation Skills for Workshops and Meetings

3 day course

Classroom, online or in-house

Course overview

A facilitator owns the process and not the content, which is the hardest discipline in the role for anybody who has an opinion about the subject. This course builds it. Delegates work through designing a session backwards from the outcome required, selecting activities and techniques that fit the group and the decision, and the opening that establishes purpose, role and ground rules. Managing a group is practised in detail: dominance, silence, side conversations, and the participant who wants to relitigate a settled decision. Reaching an actual decision, including where consensus is not available, is covered. Recording and handover follow. The course closes on remote and hybrid facilitation and on facilitating where you are not neutral.

What you will learn

- Design a session backwards from the outcome required
- Select activities and techniques that fit the group and the decision
- Open a session establishing purpose, role and ground rules
- Manage dominance, silence and disruption
- Reach a decision, including where consensus is unavailable
- Record outcomes and hand over cleanly
- Facilitate remotely, and where you are not neutral

Who should attend

- Facilitators and workshop leaders
- Project managers running planning sessions
- Trainers and learning professionals
- Managers leading team problem solving
- Consultants and internal advisers

Course outline

- 01 Owning the process, not the content
- 02 Designing backwards from the outcome
- 03 Activity and technique selection
- 04 Opening, purpose and ground rules
- 05 Managing dominance and silence
- 06 Disruption and relitigating settled decisions
- 07 Reaching a decision without consensus
- 08 Recording, handover and remote facilitation

Upcoming dates

Dates	Venue	Format	Fee per delegate
30 September to 2 October 2026	Maputo, Mozambique	Classroom	USD 995
28 to 30 October 2026	Port Louis, Mauritius	Classroom	USD 995
2 to 4 November 2026	Pretoria, South Africa	Classroom	R14,950
14 to 16 December 2026	Johannesburg, South Africa	Classroom	R14,950



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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