

The logo consists of the letters 'EPO' in a light blue, sans-serif font, centered within a dark blue circle. This circle is positioned at the top center of a white rectangular frame that encloses the title 'EFFECTIVE FACILITATION'. The background of the entire slide is a dark blue, semi-transparent image of people in a meeting or workshop setting.

# EFFECTIVE FACILITATION

[www.epo.as](http://www.epo.as)

## Purpose and learning goals

Effective facilitation of meetings, workshops or any form of training is crucial, when it comes to achieving results with any stakeholder. Many employees are expected to facilitate workshops without having any toolbox to support it.

This course enables the participants to design and execute a session, with much greater impact than before.

When they leave the course, the participants have a catalogue for reference and support, so that they can construct varied days in the future, applying the techniques they have tried on the course.

## Content and format

The format can be 1 or 2 days. On a full training day, the participants will be trained in facilitation techniques, where a 2-day course would also allow room for subsequent presentation technical training in actually delivering quality on stage during, e.g. the workshop.

Whatever duration chosen, among other things the topics include:

**Facilitator training:** What does the audience expect from the facilitator during a workshop, and how do we take on this role with impact.

**The 4-step model “Design path”:** With this structured approach, the participants can follow well-known steps in their preparation – among other things learning how to create a detailed playbook for their session.

**Audience focus:** Stakeholder analysis tools will improve the ability to involve the right people.