

FACILITATION TRAINING

Introduction to Effective Group Facilitation



It is impossible to be working in the recreation field and not be expected to attend and/or chair staff meetings, project meetings, planning and/or coordinating meetings. Yet facilitation skills and training are often-overlooked people skills that can make the difference between a successful and productive meeting and a disastrous waste of time and resources.

This one day workshop will provide you with the training that will better equip you to facilitate an effective meeting, assist the change process and utilize the resources with your team or community more effectively.

Topics will include:

- The Function and Responsibilities of a Facilitator
- Group Dynamics and Process
- Common Facilitation Techniques
- Listening and Questioning Techniques

DATES & LOCATIONS:

- **Wednesday, January 20th, 2010**
9:00 a.m. – 4:00 p.m.
Winnipeg
- **Friday, January 22nd, 2010**
9:00 a.m. – 4:00 p.m.
Brandon

Workshop Fee (includes instruction, course material and lunch):

\$95 (RCM members)

\$120 (Non-members)

About the facilitator:

Lisa Lewis is President of Beyond Excellence Inc., a management consulting firm. Lisa's knowledge of the challenges that people and employees are faced with is extensive, with many years of experience in working with government, associations and businesses of all sizes at all levels. With these skills and her outstanding abilities as a presenter, she is able to motivate and deliver value to organizations. Lisa is an experienced facilitator and has instructed the Group Facilitation Workshop for Volunteer Manitoba for a number of years.

Space is limited . . . so register today!



RECREATION CONNECTIONS
MANITOBA

Introduction to Effective Group Facilitation REGISTRATION FORM

Name: _____

Organization/Centre: _____

Position/Title: _____

Region: _____

Address: _____

Town/City: _____

Postal Code: _____

Telephone: _____

Fax: _____

Email: _____

Special Dietary Request: _____

PLEASE CHECK THE WORKSHOP YOU ARE REGISTERING FOR:

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- \$95.00 Member – Recreation Connections Manitoba**
 \$120.00 Non-member

PAYMENT INFORMATION (please one):

- Cheque** *(payable to Recreation Connections Manitoba)*
 Invoice *required prior to payment*
 Visa # _____ Expiry Date: _____
 Master Card # _____ Expiry Date: _____
 American Express # _____ Expiry Date: _____

Name of cardholder (please print) _____

Signature: _____

Return the completed registration form (with payment information) to:

**Recreation Connections Manitoba
Facilitation Training Workshop
c/o 200 Main Street
Winnipeg, Manitoba R3C 4M2**