



Facilitation Skills

Learn how to become a more confident and effective trainer to help your students achieve their highest goals.

Course duration – 14 hours (2 days)



How you will benefit...

- Prepare and deliver a DVD recorded training session
- Discover how to create active participation in the classroom
- Learn to manage challenging situations and difficult students
- Identify your sensory modality and adapt to different learner styles
- Learn the four levels of learning and how to achieve your desired results
- Incorporate adult learning principles in your classroom delivery
- Effectively communicate visually, vocally, and verbally with students
- Study various techniques to question a student's understanding
- Learn a formula for a successful start to your training session
- Study the various exercise formats and delivery methods
- Learn common visual aid mistakes made by trainers
- Practice facilitating exercises using different training techniques

Course Topics

- **Foundation of Adult Learning**
 - Effective adult trainers
 - Four types of trainers
 - Your sensory modality
 - Adapting your style
 - How students process
- **Preparing for Class**
 - Instructor materials
 - Understanding student expectations
 - Classroom checklist
 - Using a timings worksheet
 - Classroom logistics
 - Using visual aids
 - Classroom seating
- **Starting Class**
 - First impressions
 - Instructor introductions
 - Effective icebreakers
 - Using the right words
 - Using your voice
 - Understanding your body language
- **Results Based Facilitation**
 - iSpeak training model
 - Active participation
 - Effective instruction
 - The four levels of learning
 - Exercise strategies
 - Facilitating questions for learning reinforcement
 - Course evaluations
- **Classroom Situations**
 - Challenging students
 - Maintaining control
 - Challenging situations
 - Answering questions
 - Classroom energizers
 - Staying motivated
 - Measuring success
- **Implement to Improve**
 - Continuous improvement
 - Online resources
 - Satori
 - 21-day habits
 - Personal action plan



Who should attend?

- Professional Trainers, Facilitators, and Instructors
- Anyone who needs to motivate and instruct others

Who can you contact?

Please call us at 512.671.6711 or email us at info@ispeak.com for more information.