



# 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](mailto:info@ispeak.com) for more information.