

TRAINING PROVIDER	
Singapore Professionals' and Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	Facilitation Skills Training for PMETs
Language	English
Course Duration	2 days
COURSE OUTLINE:	
Course Overview & Objectives	This Facilitation Skills Training course is designed to equip PMETs involved in stakeholders' engagement with facilitation skills to better engage stakeholders effectively and efficiently. The customised 2-day training workshop is highly hands-on and interactive, and content are based on years of field experiences, grounded on classic and contemporary organisational theories. To build competencies, the training will leverage on adult learners' characteristics and uses learning strategies that work best for their learning. Participants can expect to leave the learning experience with competencies and learnt the tools/techniques in facilitating meetings that can directly and immediately be applied back at their workplace.
Key Topics Covered	The workshop will cover the following topics in depth: 1. Understand the roles and responsibilities of a facilitator. 2. Learn and practise the soft skills/core competencies (the art of facilitation) to manage group dynamics and facilitate meetings effectively 3. Learn up to 5 facilitation tools/methods (the science of facilitation) 4. Apply divergent and convergent facilitation tools (the science of facilitation) for up to 4 different meeting scenarios typically encountered by PMETs in stakeholders' engagement. This course is designed based on the Facilitators Network Singapore (FNS) 4D Facilitation® Model which was developed in 2004, and has been rigorously field tested successfully in various process facilitation scenarios in Singapore and internationally. FNS is affiliated with the International Institute for Facilitation (INIFAC) and embraces the Certified Master Facilitator (CMF) Competencies.
Learning Outcomes	Upon successful completion of the course, participants will be equipped with competencies and learnt the tools/techniques in facilitating meetings that can directly and immediately be applied back at their workplace.
Learning Methodology	The training will be delivered in a highly hands-on and interactive manner.

	Participants will complete pre-work reading and come prepared for immediate application and practice during the course. This course is fully packed with critical learning moments and ‘time-away’ for meetings or other reasons will be disruptive to the learning process and is not permitted. SPEC reserves the right not to issue certificates to participants who do not attend the course duration fully. Designed to build competencies, our training leverages adult learners’ characteristics and uses learning strategies that work best for their learning. The workshop design and content are based on years of field experiences, grounded on classic and contemporary organisational theories. The workshop is designed, delivered & quality assured to very rigorous standards, and continuously improved on by FNS since 2004. (NOTE: Course participants can utilise the tools/techniques learnt in facilitating meetings but cannot train others.)
Course Material	For this 2-day course, each participant will receive a complimentary copy of “SPOT on Facilitation: Engaging People, Empowering Teams, Exceeding Goals” by Prabu Naidu & Janice Lua. This book retails at SGD 69.
Who Should Attend	This course will benefit PMETs involved in stakeholders’ engagement who want to be equipped with competencies and tools/techniques in facilitating meetings that will help them better manage group dynamics and facilitate meetings effectively and efficiently.
Workshop Trainer-Coach Profile	The workshop will be conducted by internationally Certified Master Facilitators, and/or internationally certified FNS associate facilitators.

What previous participants of FNS workshops have said

The tools learnt were very useful and interesting. It really stressed the point to be content neutral. It can be a very difficult task, but it really helps the participants explore and develop. The many opportunities to practice. Not only facilitate, but also observe, critique and learn from each other. It is an intensive 3 days workshop that combines learning, active participation and observation. The activities are very interesting and learning is very rich. This workshop is ideal for those who are motivated and really want to learn more facilitation.

Kelvin Tan

St Joseph's Institution

The actual experience of facilitation using the tool and understanding the roles and functions of team members. If your role requires facilitation, this is the programme.

Constance Mak

Singapore General Hospital

I have gained tools, skills sets that I can use & apply in my course of work. I have especially learnt the fine lines between all topics of 'facilitating' & it has helped me make more informed decision on my path. The constructive feedback given by the facilitators and the rest have truly led me down a road of self awareness. I have a new found respect for my facilitators through this session! I have a new idea on the concept of it & its applications. I AM MUCH MORE INSPIRED NOW TO PURSUE THIS JOURNEY FURTHER! It is by far one of the most eye-opening and self-reflecting workshops I have ever attended. It's worth every minute & cents spent.

Cassandra Gayle Anthonisz

HCA Hospice Care

Got the SPOT book today. Thank you. It probably arrived much earlier as I only got in today. Flipping through the book and I'm having very positive vibes about it. The debriefing techniques...3-2-1 and 4R are pretty cool. Already it is building up my facilitation repertoire. I glanced through and noted many useful and practical tips! Congrats, indeed a job well done, both of you. Thank you.

Mohd Ramzah Singgun

Petronas Malaysia

Yes. Opened my mind to new possibilities and it was really useful as a networking event. Met a lot of contacts.

Tan Hong Wee

MINDEF

Yes. Learnt some new techniques and interesting useful technology.

Jane Lai

Vice President, OCBC

Highly recommended! Heavy session but very effective! The way how the training is designed makes the learning more effective and engaging!

Jane Xu – 2018

Head of Talent Management & Learning, Adidas, S.E.A.P. A. C

Workshop is practical with practices.

Tan Kiah Wee PBM

IRCC – Chairman

It is a skill, that if used / practised often, can yield fabulous results. Very hands-on, practical cases, relevant in today's context.

Ong Chai Lin

Lecturer, Singapore Polytechnic

It is a very hands-on & 'real session', where you get to practice facilitation.

Inah Margaua

Projects Integrator, Shell Philippines Exploration B.V

From my point of view, it was worthwhile to meet in Singapore having such an open and straightforward discussion. Thanks to your input and Janice's powerful facilitation we were quite productive and always on time. I honestly did not expect to get to this point in this process. Thanks to Janice and Su Yin – you did an incredible good job!

Dr Lothar Thoma

COO Air & Sea Division, Gebrüder Weiss

For more testimonials, please refer to <https://fns.sg/testimonials/>