



Consulting and Training | Reach New Heights

Course Name

Facilitation Mastery

Sector Name

HR Strategy and Training

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Facilitation Mastery

Course Introduction

Effective facilitation is more than delivering information—it is the ability to create engaging learning environments, guide meaningful discussions, encourage collaboration, and maximize group performance. **Facilitation Mastery**, developed by **BOOST Consulting & Training**, equips participants with practical facilitation techniques that transform meetings, workshops, training sessions, and collaborative events into productive learning experiences. The program integrates facilitation science with group dynamics, enabling participants to confidently manage diverse groups, stimulate participation, handle challenging situations, and achieve meaningful outcomes.

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Target Audience

- ✓ Learning and Development Professionals
- ✓ Trainers and Facilitators
- ✓ HR Professionals
- ✓ Team Leaders and Project Managers

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Learning Objectives

- ✓ Apply professional facilitation techniques in learning and workplace settings.
- ✓ Understand group dynamics and participant behaviors.
- ✓ Design highly engaging and interactive facilitation sessions.
- ✓ Manage discussions and group decision-making effectively.
- ✓ Handle challenging participants and complex group situations.
- ✓ Strengthen collaboration and collective problem-solving.
- ✓ Develop a practical facilitation improvement plan.

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Course Outline

✓ DAY 01

Building the Facilitator Mindset

Understanding the Role of a Professional Facilitator

- ✓ Differentiating facilitation from training, coaching, and presenting.
- ✓ Defining the facilitator's role in group success.
- ✓ Developing confidence and neutrality during facilitation.

Understanding Group Behavior

- ✓ Recognizing stages of group development.
- ✓ Identifying participant personalities and interaction styles.
- ✓ Responding effectively to different group dynamics.

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Course Outline

✓ DAY 02

Designing High-Impact Facilitation Sessions

Structuring Interactive Learning Experiences

- ✓ Defining clear session objectives and outcomes.
- ✓ Designing activities that maximize participation.
- ✓ Selecting facilitation methods appropriate for different audiences.

Creating Meaningful Engagement

- ✓ Encouraging active participation throughout sessions.
- ✓ Building collaborative learning environments.
- ✓ Maintaining participant motivation and energy.

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Course Outline

✓ DAY 03

Managing Group Discussions

Guiding Productive Conversations

- ✓ Facilitating focused discussions with balanced participation.
- ✓ Encouraging critical thinking and idea generation.
- ✓ Managing time while maintaining discussion quality.

Supporting Collaborative Decision-Making

- ✓ Facilitating consensus-building processes.
- ✓ Managing differing viewpoints constructively.
- ✓ Helping groups reach practical decisions.

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Course Outline

✓ DAY 04

Facilitating Challenging Situations

Managing Difficult Group Behaviors

- ✓ Addressing resistance without disrupting group progress.
- ✓ Handling dominant, passive, and disruptive participants.
- ✓ Maintaining psychological safety during discussions.

Adapting Facilitation Styles

- ✓ Adjusting facilitation techniques for different group sizes.
- ✓ Facilitating multicultural and cross-functional groups.
- ✓ Responding confidently to unexpected situations.

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Course Outline

✓ DAY 05

Sustaining Facilitation Excellence

Evaluating Facilitation Effectiveness

- ✓ Assessing participant engagement and learning outcomes.
- ✓ Collecting and applying constructive feedback.
- ✓ Identifying opportunities for continuous facilitation improvement.

Building the Facilitation Mastery Roadmap

- ✓ Developing an individual facilitation improvement strategy.
- ✓ Establishing long-term professional development goals.
- ✓ Creating an action plan for continuous facilitation excellence.

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Facilitation Mastery

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Dubai

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