

Basic Facilitation Skills

For Not-for-Profit & Government Organizations



Workshop Description:

Basic Facilitation Skills For Not-For-Profit & Government Organizations is offered by professional facilitators from Alberta Culture and Tourism, Community Development team in partnership with community hosts. The three day workshop provides hands-on experiential learning and accessible instruction in the art of group facilitation. This is a practical workshop that provides learning through instruction, discussion, small and large group work, practice, feedback and modeling by training facilitators.

Workshop outcomes include:

1. Participants understand the basic concepts, approaches, techniques, tools and application of facilitation
2. Participants demonstrate knowledge and practice skills in facilitation and receive constructive feedback
3. Participants feel more confident and competent in facilitation and identify opportunities to do so in their work

Who are you?

Are you a member, a volunteer or a staff representative for a not-for-profit or government organization? In your role with your organization, do you need to plan and lead facilitated group discussions? Would you like your organization's group meetings and working sessions to be carried out in a more "facilitative way"? If you answered "yes" to any or all of these questions, your organization needs to have someone skilled in the art and science of facilitation!

For more information please contact:

Alberta Culture and Tourism

Community Development Unit:

By email at:

CommunityDevelopment@gov.ab.ca

Or local community host (see reverse)

*PLEASE NOTE: This workshop is for not-for-profit and government organization representatives and is not for individuals who provide or intend to provide fee for service facilitation, training, and / or consultation. To register please identify the not-for-profit or government organization you represent, and provide a signature from one of their signing authorities (i.e. Chairperson, Treasurer, Manager, Supervisor).

Register for Basic Facilitation Skills with our community host:

Basic Facilitation Skills is offered in
partnership with:

Town of Cochrane FCSS

Register by:

Phone: 403-851-2250

Email: Candy.Weisner@Cochrane.ca

In person:

HomeStead Apartment Building,
209 2nd Avenue West, Cochrane

On line:

www.cochrane.ca/eservices

Please note registration deadline is
October 30, 2017. Payment is due in full at time of
registration to secure a spot.
Only partial refunds will be issued for cancellations
received after Oct. 30, 2017.

Session details:

When:

Monday, November 6 (8:30 AM - 4 PM)

Tuesday, November 7 (8:30 AM - 4 PM)

Wednesday, November 8 (8:30 AM - 3:30 PM)

Where:

Cochrane Alliance Church,
902 Glenbow Drive, Cochrane, AB T4C 1J2

Cost:

\$169.00 (includes GST)

Cost includes workshop materials, Facilitation
at a Glance book, instruction, refreshments
and lunches during the workshop. Please
bring your own reusable beverage bottle/mug.

Accommodations:

Cochrane has several quality
accommodations. If you are from out of town,
please consider enjoying Cochrane's local
hospitality.

REGISTRATION FORM

(Please complete clearly to register)

Name: _____

Address: _____

Phone: _____

Email: _____

Not-For-Profit or Government organization you
represent (*choose one if more than one*):

Signing Authority Name & Position:

Signing Authority Signature & Contact:

Do you have any dietary restrictions? If so,
please specify:

Full attendance is required to get the most out of
the session. Are you able to attend the full 3 days
of the session? Y / N

Registration Deadline: Nov. 3, 2017

Send Registration form with Payment

\$169.00 (includes GST)

Please make **cheques** payable to Town of
Cochrane (FCSS)

Credit Card: Visa MasterCard

Card Number: _____

Expiry Date (mm/yy): _____

Signature: _____

*By signing, I authorize this payment on my
credit card.*

