



## 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](mailto: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:  
**Wood Buffalo Regional Library**

**Register by:**

Phone: 780-743-7802

Email: [Renata.White@wbrl.ca](mailto:Renata.White@wbrl.ca)

In person:

Wood Buffalo Regional Library  
1 C.A. Knight Way, Fort McMurray, AB  
T9H 5C5

**Please note registration deadline** is  
January 5, 2018. Payment is due in full at time of  
registration to secure a spot.  
Only partial refunds will be issued for cancellations  
received after January 5, 2018.

**Session details:**

**When:**

Wednesday, January 17 (8:30 AM - 4 PM)  
Thursday, January 18 (8:30 AM - 4 PM)  
Friday, January 19 (8:30 AM - 3:30 PM)

**Where:**

Wood Buffalo Regional Library,  
1 C.A. Knight Way, Fort McMurray, AB  
T9H 5C5

**Cost: \$150.00**

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:**

Fort McMurray has several quality  
accommodations. If you are from out of town,  
please consider enjoying Fort McMurray'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: January 5, 2018**

**Send Registration form with Payment of  
\$150.00**

Please make **cheques** payable to Wood Buffalo  
Regional Library

**Credit Card:**  Visa  MasterCard

Card Number: \_\_\_\_\_

Expiry Date (mm/yy): \_\_\_\_\_

Signature: \_\_\_\_\_

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

