

Community Planning Training & Development Programme 2001/02

This seminar is part of the Community Planning Training and Development Programme, launched by The Prince's Foundation in association with The Civic Trust.

The Programme has been designed in response to growing interest in the practicalities of involving communities in planning and regeneration, in part due to new requirements of national policy. It provides training and support from leading experts on a range of specific techniques and approaches. It is aimed at both professionals and community representatives in the public, private and voluntary sectors.

Venue: The Prince's Foundation, 19-22 Charlotte Road, London EC2A 3SG

Cost: £150 + VAT (£176.25 incl VAT). Concessions: £75 + VAT (£88.13 incl VAT). Urban Village Forum members: £100 + VAT (£117.50 incl VAT). Price includes lunch and information pack. 20% discount if booking for 3 sessions or more.

To **book** your place or for **further details**, about this session **or other aspects of the programme**, please contact the Community Planning Training Administrator at The Prince's Foundation, visit the website or complete the booking form below.

Email: cpt@princes-foundation.org Tel: 020 7613 8535 Fax: 020 7613 8599

Website: <http://www.princes-foundation.org/foundation/cpt.html>

Booking Form

Please use block capitals. One form per person (photocopy as required).

Session title(s) _____

Session date(s) _____

Title ____ First Name _____ Surname _____

Organisation (if any) _____

Postal address _____

Postcode _____

Telephone _____ Fax _____

Email _____

Any special requirements _____

Payment details (please tick appropriate box for your preferred method of payment)

☐ Cheque made payable to **The Prince's Foundation** ☐ Invoice to be sent

☐ Credit Card ☐ Visa ☐ Mastercard ☐ Switch ☐ Delta

Card No. _____ Expiry Date _____ Issue No. (Switch & Delta) _____

Signed _____ Date _____

Please return this form to Louise Beaumont, Events & Marketing Assistant,
The Prince's Foundation, 19-22 Charlotte Road, London EC2A 3SG. Fax: 020 7613 8599.



Group Facilitation Skills

*The role of the facilitator in a participatory event
the skills and qualities needed*

25 April 2002

Jonathan Dudding
Institute of Cultural Affairs



A one-day training seminar organised by
The Prince's Foundation in association with
The Civic Trust as part of **The Community Planning
Training & Development Programme 2001/02**

**the
civic
trust**

Group Facilitation Skills

Facilitating participatory processes goes beyond being able to design events and knowing which methods to use. There is a whole range of skills that a facilitator needs to bring into play both before, during and after the event itself in order to ensure that the process and the methods employed are effective.

This seminar is aimed at people from all sectors who are interested in developing their facilitation skills.

As well as looking at the topic more broadly, the course will create the opportunity for participants to share actual experiences and challenges, to explore ways of addressing them in future, and to reach a deeper understanding of what it means to facilitate.

Through the course, participants will also experience the core methods in The Institute of Cultural Affairs' 'Technology of Participation'.

Jonathan Dudding of ICA:UK will lead the course.

The **Institute of Cultural Affairs** (ICA) has been involved in the research, demonstration and training of participatory approaches globally for the past forty years. Jonathan is a trainer and facilitator with ten years national and international experience. Now based in London, Jonathan works full time for ICA:UK, dividing his time between training in participatory methods, designing and facilitating events for a variety of clients (from the public, private and voluntary sectors, nationally and internationally) and developing partnerships with ICA's operations in the South in a capacity building and fundraising role.

Programme

10.30 **Registration and Coffee**

11.00 **Opening Conversation**

Including introductions and programme outline.

11.30 **The Roles, Skills and Qualities of a Facilitator**

Using a workshop approach, participants will be able to draw on their own experience as facilitators to develop an overall guide, which will be supplemented by handouts exploring the issue further.

13.00 **Lunch**

14.00 **Factors for Effective Meetings**

A structured conversation around other factors that need to be considered to make meetings more effective.

14.30 **How to Cope with Challenges in Facilitation**

Working in small groups, participants will identify situations when they have felt challenged as facilitators, to draw out lessons and to explore ways in which such challenges could be dealt with.

15.15 **Tea**

15.30 **Group Exchange**

Groups exchange their ideas, giving the opportunity for additional input, and leading to the development of a checklist for participants on how to deal with different situations (to be circulated after the training).

16.15 **Closing Reflection**

16.30 **Close**

Lunch and tea will be provided.

After the seminar, participants are invited to continue discussion informally over a drink or meal in a nearby wine bar as part of **The Community Planning Club**.