

# FACILITATION SKILLS CERTIFICATION

As per International Standards



## UNICHROME

# Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Facilitation Skills Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Facilitation Skills Training Course schedule



# About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

**We've trained professionals across global companies**


## Importance of Facilitation Skills Training

- ✓ Facilitation Skills Certificate validates professionals fundamental facilitation skills. It aids them in guiding discussions, fostering collaboration, and achieving desired outcomes in group settings. A skilled facilitator improves a team's performance by eliminating the friction of group collaboration and providing a process for the team to follow. The certificate enhances their resume, making them more attractive to employers. Furthermore, it prepares them for leadership and managerial positions that require strong facilitation capabilities.
- ✓ Facilitation Skills Training is designed to ensure that learners acquire necessary competencies to adequately steer group meetings. The participants will be able to explore such topics as group processes, ways of communication, listening, and conducting meetings. They will also learn how to promote an environment that is welcoming to everyone, conflict resolution, and procedure of decision making. The subject matters are broad in nature and encompass meeting design, development and use of an agenda, and timing and use of evaluative instruments.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Facilitation Skills Training Course. However, having prior knowledge is beneficial.

## WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills to understand Facilitation Skills can enroll in the Facilitation Skills Training course.

# FACILITATION SKILLS CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of Facilitation Skills Training

## Lesson 01 – Introduction to Facilitation

1.	What is Facilitation?
2.	Principles of Facilitation

## Lesson 02 – Benefits of Facilitation

1.	Benefits of Facilitation Skills
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# Syllabus of Facilitation Skills Training

## Lesson 03 – Importance of Facilitation

- |    |                            |
|----|----------------------------|
| 1. | Importance of Facilitation |
|----|----------------------------|

## Lesson 04 – Facilitation Roles and Responsibilities

- |    |                                      |
|----|--------------------------------------|
| 1. | Role of Facilitators                 |
| 2. | Participants                         |
| 3. | Recorder (scribe) and the Timekeeper |
| 4. | Workshop Owner                       |

# Syllabus of Facilitation Skills Training

## Lesson 05 – Main Stages in any Workshop

1.	Main Stages in any Workshop
2.	Before the Workshop
3.	During the Workshop
4.	Why Do We Have Meetings/Workshops?
5.	Disadvantages of Meeting/Workshops

## Lesson 06 – Ground Rules

1.	During the Workshop
2.	After the Workshop

# Syllabus of Facilitation Skills Training

## Lesson 07 – Role of Facilitator

- |           |                      |
|-----------|----------------------|
| <b>1.</b> | Role of Facilitators |
|-----------|----------------------|

## Lesson 07 – Techniques Contained Within the Toolkit

- |           |   |
|-----------|---|
| <b>1.</b> | Facilitators Toolkit                      |
| <b>2.</b> | Role of Facilitators (Types of Questions) |
| <b>3.</b> | Target Audience                           |
| <b>4.</b> | Audience Participation                    |
| <b>5.</b> | Space                                     |

# Syllabus of Facilitation Skills Training

## Lesson 09 – Process and Content Facilitation

- |    |                                  |
|----|----------------------------------|
| 1. | Process and Content Facilitation |
|----|----------------------------------|

## Lesson 10 – Core Practices and Skills Required

- |    |                     |
|----|---------------------|
| 1. | Facilitation Skills |
| 2. | Conversation        |

# Syllabus of Facilitation Skills Training

## Lesson 11 – Handling Conflict

1.	How to Manage Conflict?
2.	Process of Handling Conflict Positively
3.	Defining Your Communication Challenges
4.	Understanding Team Dynamics

## Exam Format of Facilitation Skills Certification

Examination Format	
Exam Name	Facilitation Skills Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Facilitation Skills, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Facilitation Skills exam.

# Contact Us

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<https://unichrone.com/>

