

FACILITATOR COURSE (2 Days)



22nd - 23rd July 2019 (Randburg, Johannesburg)

Title:	Facilitate learning using a variety of given methodologies
Unit Standard ID:	117871
NQF Level:	5
Credit Value:	10



INTRODUCTION

The **Facilitator** workshop has been developed as part of our Train the Trainer series to prepare trainers to facilitate a unit standard for other learners.

WHAT THIS COURSE CAN DO FOR YOU.

- Define facilitation
- Understand how to plan and prepare for facilitation
- Consider different learning styles
- Design the facilitation process and experience
- Improving the training venue
- Facilitate learning in an improved way using various resources
- Understand various facilitation methodologies and assessment methods
- Evaluate learning and facilitation

COURSE OUTLINE

This course is designed to prepare trainers to facilitate a unit standard for other learners and for a variety of challenges faced in facilitation when dealing with learners in a school or the workplace environment. Knowing how to handle difficult situations objectively, and with tact, is as important as being knowledgeable about the training and development of workplace skills. The course is very practical and allows you time to internalize your learning through activities, so you are able to complete your POE on the last day.

COURSE MODULES

Module 1: Plan and prepare for facilitation

- Effective Communication
- Importance of self-awareness: Preparation
- What is facilitation?
- Instructors and Facilitators
- Understanding Barriers to Learning
- Adult learning principles
- Different Learning styles
- Learner centred facilitation
- Facilitation at a glance
- Organizing the facilitation content
- Communication purposes
- Setting up the training room

Module 2: Facilitate learning

- Communication as exchange between two worlds
- Use Facilitation skills
- Verbal and Non -verbal communication
- The power of deep listening
- Communicating assertively
- Facilitation approach and learning activities
- Preparing facilitation
- Preparing your presentation
- Effective visuals
- Presenting your visuals
- Delivering your presentation

Module 3: Evaluate learning and facilitation

- Self- evaluation
- Video recording your presentation and evaluating it
- Giving feedback
- Behaviours of effective facilitators

Booking Form



For Training Courses



I would like to book the following people for the course indicated below:

Course Title	Facilitator Course US ID 117871 (Accredited)	
Course Date	22 nd – 23 rd July 2019 Randburg, Johannesburg, South Africa	
Names of delegates	1..... 2..... 3..... 4..... 5..... If you would like to book 10 or more people for one course, we can come to you and save you time. - Please contact us for details.	
Cost per person: R2 500.00 Special price valid till 21st July	Total cost:	

Name	
Designation	
Company	
Tel:	
Email:	
Postal Address:	
Purchase Order No	
Authoriser Name and Signature

Company Stamp & Date

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Banking Details

Account Name: Jabukile Consultancy Pvt Ltd
Bank: First National Bank
Account Number: 62770458703
Account Type: Business Account
Branch Code: 255355
Swift Code: FIRNZAJJ

I hereby confirm booking for the course detailed above. I have read and understood the terms and conditions and agree to abide by them. This form must be signed by the authorised budget holder.

Please return this booking form to:

Prosper Mgjima
Training and Quality Manager
Tel: +27 11 039 2813
Mobile: +27 81 424 6010
Fax: +27 86 276 9686
Email: prosper@jkconsultancy.co.za

Jabukile Consultancy
29 Guillaume Avenue
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Terms & Conditions: Please make an early reservation to guarantee your place/s, as numbers are strictly limited per course. Once the booking has been received you are liable for payment in full. All payments must be received prior to the course commencement date. Cancellation within 15 working days of the course commencement date will require payment in full. In the event that a delegate requires transfer to another course an administration fee of R500.00 will apply. The content of the programme may be updated if appropriate. We reserve the right to cancel the course, for example due to under-subscription. In this instance a full refund of course fees will be made or transferred to another course at mutual agreement.