

Level UP Training MASTER CLASS

Course Outline - Phase 2

PHASE 2: How to Be a Rockstar Facilitator

Program Learning Outcomes:

- Deep dive into adult learning
- Rock Star Facilitation Methods both in person and virtually
- Best Practices for a Powerful Opener and Close
- Managing Group Dynamics and Difficult Situations
- Preparing Your Facilitation Activity and Debrief
- Facilitation Practice and Feedback Round 1
- Facilitation Practice and Feedback Round 2
- Building Your Participant Guide, Manager Support Materials and Facilitator Guide
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Session 1: Logistics of a Great Workshop

- Workshop planning and alignment meeting
- Workshop logistics and administration checklist
- Engaging the learner's manager to increase learning transfer

Session 2: Preparing Learner Materials

- Content planning and analysis
- Preparation and design of learner materials including participant guide, manager support materials and facilitator guides

Session 3: Roles and Responsibilities of a Great Facilitator

- Setting the stage for an engaging workshop
- The mindset of the effective facilitator
- Being a guide on the side, not a sage on the stage
- Paying attention to learner needs

Sessions 4: Rockstar Facilitation Techniques

- The nuances of facilitating virtually vs. in-person
- Using technology tools to increase engagement with remote learning
- The art of the start ~ building a powerful open and close
- How to engage and motivate learners
- Paying attention to your nonverbals

Session 5: Powerful Presentation Skills

- The 5 Ps of presenting
- Effective storytelling
- Asking great questions
- Engaging in listening techniques

- Providing helpful feedback
- Handling difficult participants

Session 6: Executive debriefs and recommendations strategy

- Capturing your facilitator insights
- Making good recommendations for what's next based on learner's need

Facilitation Practice and Feedback Sessions: 90-minute sessions.

- Learners will facilitate an activity and receive group support and feedback.
- Q and A

Your Go-To Repeatable Templates and Tools Included in Phase 2:

- PPT Slides template
- Facilitator Guide Template
- Agenda template
- Handout/workbook template
- Pre/post skill survey template
- Workshop evaluation
- Workshop Logistics Checklist
- Manager Coaching tips template
- Tips for Facilitating Training
- Do's and Dont's for Corporate Training Workshops
- Executive Debrief Template