

**Facilitation Skills and Techniques
(Manager as Trainer)
Leader Guide/Facilitation Notes**

Summary of Full Day (Six-Hour) Seminar Time Schedule

Facilitation Skills and Techniques **Flipchart/Workbook Page**

15 Minutes	Part I: Introduction of Participants	
15 Minutes	Introduction <u>Facilitation Skills and Techniques</u>	
15 Minutes	The Training Process: Facilitation Skills	p 4
15 Minutes	All Behavior is Learned	p 7
15 Minutes	Creating a Non-Threatening Environment	p 8-9
<u>15 Minutes</u>	Motivation Checklist	p 11
90 Minutes		
Break		
15 Minutes	Part II: Principles of Adult Learning	p 12
20 Minutes	Training Approaches	p 13
15 Minutes	Adult Learning Concepts	p 14
15 Minutes	Learning Styles	p 15
25 Minutes	The Learning/Thinking Style Profile (Are You Left- or Right-Brain? An Assessment)	p 16 p 17-18
90 Total Minutes		
Break		

Outline for Parts III and IV are on Page 2