

Facilitation Mastery

2 day intensive program with Philippa Bond



It's all about professionalism in facilitation and quality presentation of material

Techniques to be a high quality facilitator of groups, meetings and presentations.

Skills to be more dynamic, engaging and confident to draw out information from others.

Dates: 2 day intensive (Wednesday 25th November & Thursday 26th November, 2009)

Times: 9am - 6pm

Investment: \$1,395

Sydney

The most highly effective facilitation and presentation skills program in the marketplace if you want to:

- Be more effective and engaging to an audience when presenting information
- Change career to become a professional facilitator or trainer
- Be more effective, dynamic and influential as a facilitator
- Command a greater fee for a higher quality of facilitation and presentation
- Be more flexible and appeal to a larger range of audiences
- Want to spend less time in design or to create better quality designs in the time you allocate
- Be more orderly, systematic and interactive when conveying information to groups

It works because it's practical!

This 2 day program is practical and highly effective in developing professional facilitators. It's been tested for over a decade through corporate and group facilitations getting consistent and significant results. The methodology presented in Facilitation Mastery is applied by many of the top rated facilitators within Australia. Ask around and discover how many high quality professional facilitators are INFORM graduates. You will see the methods they use are extremely interactive and individually adapted to enhance their own style.

Individual attention

The mix of the group is from a range of corporate sectors, allowing for information sharing and gaining insights into different styles and applications of the tools. Each piece of content is applied and practiced, followed by feedback sessions focusing on constructive suggestions for improvement.

Philippa Bond is presenting this program

Philippa Bond presents and facilitates the entire program. She will demonstrate each technique and skill and explain how it can be used with different audiences and in different environments. As Philippa travels and facilitates globally, she is aware of the cultural differences and adaptations which need to be made to make these tools highly effective. Multiple INFORM facilitators work with you during the exercises and interactive segments, giving feedback and supporting your development.

Content to be covered – do you want these qualities?

- Do you want to be a great communicator?
- Do you want your message to be inspirational and memorable?
- Do you want your audience to have higher levels of attention and engagement when you are speaking?
- Do you want to have more confidence and a more 'natural style' when presenting information to groups?
- Do you want to be more effective at facilitating group discussions or meetings?
- Do you want to spend less time preparing and designing your presentations and have them be more impactful?
- Do you want to connect with more people in your audience, conference or group you are speaking with?
- Do you want to have more fun when doing presentations and enjoy doing them?
- Do you want to be more confident and professional when giving presentations?
- Do you want to be more skillful as a facilitator to draw out comments and conversation from the audience?



If YES ... then Facilitation Mastery is for you

You will get this when you fully engage in the Facilitation Mastery program. And what's more it's such fun working with like-minded people who are working toward the same standards of performance.

You can do it!

Facilitation Mastery is the most supportive, dynamic and exciting facilitation program focused on your professional development as a communicator. You will be given the tools, skills and processes to become the best you can be as a professional facilitator and an outstanding presenter of information.

Find your 'true' voice

It's about allowing yourself to find your 'true voice' and developing the skills to communicate in the way you know you can. This program is much more than a 'trainers training'; it will develop you personally and evolve your presentations and facilitations to a higher level of expression.

Facilitation Mastery is for people who want to be more professional in their communication style

Facilitation Mastery is focused on developing people as training and facilitation professionals, or managers who want to be more effective in getting their message across. It's for people who have high standards of performance in their mind. If you want to develop yourself as a manager, educator or facilitator of processes, Facilitation Mastery will give you the tools to raise the standards of corporate facilitation and adult learning. If you want to be one of the best facilitators where your reputation and results you produce precede you; then this program is for you!

It's highly interactive - It's about DOING!

This program is all about jumping in and practicing. It's about DOING. It's fun because you are working with a range of like-minded people from a variety of industries, sharing ideas, getting peer feedback, being coached and learning as you do. It's remarkable how quickly people progress in their professionalism and confidence by being in a supportive environment and getting quality feedback from people who know what they are talking about.

Change of career or developing your career path

If you are considering a professional career as a trainer or facilitator, this program will be your passport to rapid success. If you want to be more confident and persuasive as a manager and leader of people, you'll find the skills and tools in this program

to be invaluable. This program has come from modeling successful people; noticing what they do that makes them so successful and then teaching it so others can do the same. It's not about mimicking people. It's about finding your own style and using the tools and process to build on and develop your style further.

People want to be facilitated and not talked at!

Audiences have definitely become more discerning over the years. They don't appreciate being 'talked at' or being given 'death by PowerPoint'. They want to be engaged, entertained, educated with relevant information, inspired and enjoy their learning experiences. In Facilitation Mastery you get the capabilities to become a highly effective facilitator. This means that you facilitate the delivery of information; facilitate the discussions; facilitate the exercises and experiences. You're the conductor of the experience and allow the group to bring out their own ideas and innate intelligence through discussion. This builds the group dynamics more strongly and makes the entire learning, or information sharing experience, much more beneficial and enjoyable.

You will be challenged and supported

In this program you will work in small groups and sometimes present to larger groups. You will have peer feedback on your performance. You will be given professional coaching by trained INFORM facilitators. It's so much fun when you know what you are looking for. Instead of criticising yourself; you're learning through experience of what works and what doesn't.

Who this program is for!

- Managers
- Leaders in business, community, government or groups
- Teachers
- Professional trainers and facilitators
- Sales people
- Conference presenters
- Those in a career change mode
- Anyone who wants to be more effective at communicating to and working with groups of people

Do you have a 'base line' of skill?

It is assumed that participants have base line presentation skills and confidence to stand in front of a group and do a presentation. The mix between presentation skills and facilitation tools is critical in developing your Facilitation Mastery.

DETAILS: Facilitation Mastery 2009

Dates: 2 day intensive (25th & 26th Nov, 2009)

Proposed Content

- Adult Learning styles and how to design to each style
- Creating relevance – the key to making it engaging
- Openings and closings – that's what they remember
- Doing debriefs and getting the group talking
- Making it practical – getting the group doing
- Completing in a meaningful way
- Design fundamentals – what must be included
- Story telling – bringing facilitations alive!
- Getting expressive – body language, emotions and movement
- Answering questions so they are meaningful for the entire group
- Design adaptations for different audiences
- Doing presentations – getting peer feedback and professional coaching
- Language – your key tool as a facilitator
- Games, processes and exercises – when to use them and giving instructions and facilitation
- Dealing with objections and resistance
- Impromptu speaking – linking anything to anything
- Facilitating discussion and meetings
- Logistics – why the environment is so important

When you have completed Facilitation Mastery, you will be able to:

- Be more structured and confident when talking with individuals and groups
- Have a more 'natural' style when presenting and facilitating information
- Communicate more effectively and be on the same wave-length as the audience
- More effective at 'selling' an idea and getting the message across
- More entertaining, engaging and impactful when communicating a message
- Use visual aids and the physical environment to enhance the effectiveness of the presentation
- Design and develop presentations in a shorter period of time with higher effectiveness
- Conduct powerful openings and closings of presentations so they are clear and memorable
- Relate to the audience better and adjust to different learning styles
- Be an engaging story teller who can relate stories to business applications
- Be more flexible and adaptable for presenting to different groups of people
- Look forward, be enthusiastic and confident about giving presentations

Times: 9am - 6pm

Investment: \$1,395

Corporate, Group and Family Rates

Please contact INFORM for special consideration.

About Philippa Bond

Philippa Bond has been a leader in designing and delivering advanced presentation and facilitation programs throughout the corporate sector for more two decades. She focuses on corporate and adult learning, and has adapted powerful learning methodologies to the corporate environment to produce significant results. Her facilitation of learning programs are crafted and linked by simple to use procedures and steps which work every time. She has proceduralised the science of persuasion and influence, and facilitates it so it's easy and effective to use. You will experience instant results when you have completed Facilitation Mastery.

Philippa has an extensive academic background to support her comprehensive business experience. She studied a Bachelor of Science (psychology and mathematics), has been qualified as a Registered Nurse, holds a Bachelor of Applied Science (Sports Performance and Sociology) and has a Masters of International Studies from the University of Sydney.

Philippa was awarded the 'Legend' status by Victoria University as part of their '90 Years, 90 Legends' celebration for her academic performance, community service and contribution to the University.

As CEO and creative designer for INFORM, Philippa spends her time directing a training and research company with over 15 facilitators and travels the world facilitating programs she's designed. Many of INFORM's competitors in the corporate training and facilitation arena are graduates of Philippa's facilitation programs. As the market leader, this stimulates our constant improvement and innovation in the industry.

Philippa is a committed student of success. She is a philosopher, a speaker, a researcher and a designer of mastery and magic.

Testimonials – from the Facilitation Mastery program in August 2008

All I can say is WOW! Thank you for such an incredible 2 days. I have learned so much, not only about the process and structure, but also about myself. The sessions are so incredibly motivating and challenging, and I thoroughly enjoyed the practical components of the training. What an amazing feeling to be in a room full of such lovely, and lively people, who all wanted to be there.

Philippa, thank you for your encouragement and feedback, and for such an informative and entertaining training course. Thank you also for making me realise that it's OK to be me. I am finding my voice and am actually looking forward to opportunities to put into practice what I have learned. I truly hope to work with INFORM again in the future.

Christine Clements – Country Energy

Testimonials – from the Facilitation Mastery program in August 2008 (continued)

Thank you Philippa for a fantastic course. I'm focusing on breathing, and linking 'anything to anything' and will add more techniques each week as practiced ones become second nature.
Matthew Johnstone – HP

I found the Facilitation Mastery course to be thought provoking and inspirational, and the great thing was that all the techniques Philippa shared with us were really practical. I am a great supporter of the KISS method. I have already used the framing technique for a message I needed to deliver to staff.

Vicki Foster – Director The Word Of Mouth Company

I really enjoyed Facilitation Mastery, it was one of the best if not the best training I've ever done. Philippa was an incredible speaker / motivator and I felt she really connected everyone to the message and learning's. I would risk to say that most of the people got some personal take away apart from the facilitation skills provided, I definitely did.

I have already been utilising some of the techniques and tools given on the two days and am looking forward to using more. Please pass on my thanks to Philippa and all the INFORM team, well done!

Jose Justa - HP

It was wonderful to watch peak performance in action! It is like a breath of refreshing 'excellence in action' air being in the room with you all!

Hayley Pero Consulting

Other INFORM Programs which Philippa Bond will facilitate for 2009 / 2010

Group size is limited so each person gets individual attention and coaching – book early to secure your place.

NLP Certification Program

4 x 3 days

Session #1: NLP – The Magic Revealed
Thurs 15th - Sat 17th October, 2009

Session #2: Personality Filters
Thurs 3rd - Sat 5th December, 2009

Session #3: Advanced Language Patterns & Hypnotic Language Patterns
Thurs 4th - Sat 6th February, 2010

Session #4: NLP Change Patterns
Thurs 25th - Sat 27th March, 2010

An NLP program which is different to anything you've experienced before. You will get tools to give you more happiness, health and prosperity in your life. You'll develop skills to make you a better communicator, more dynamic manager and more effective in business.

Philippa Bond's NLP program is based on developing human excellence and being the best you can be. It's about drawing out and developing your innate talents and the brilliance you know is inside. It is a life changing experience which answers so many of the questions you may ask in your quest to understand WHY?

This program will be conducted in Byron Bay, Australia. This is a wonderful opportunity for you to 'give back' to yourself and spend some time in paradise whilst studying and developing yourself personally and professionally.

This program is supported by 4 x CD audio sets. You will be given each set prior to the next module so you have time to listen and prepare yourself for the upcoming content. We have found that the more you're familiar with the content, the more confident you are to jump in and practice the techniques.

Once you've registered, the first CD set will be sent to you so you can prepare for the first module. The earlier you register, the more time you have to prepare yourself.

You'll be fascinated by the study of NLP. Neuro-Linguistic Programming is one of the most powerful and accurate explanations of who we are and why we do what we do. It gives you remarkable tools to 're-program' yourself to change habits, interrupt hereditary patterns and develop and advance yourself in the direction you want your life to take.

Contact INFORM for a comprehensive description of this dynamic and action packed program.

**Call 1300 308 900 or (02) 6684 7522
or email info@informtraining.com**

Please note: All information, offers, features, benefits, prices, and program content contained in this brochure is accurate at time of press but can be altered at any time, without notice.