

2022 Info Pack

Advanced Groupwork Facilitation Program (Online)

Become a skilled facilitator who is competent, confident and compassionate.

- Know how to handle any group situation
- Build skills to enable the transformative capacity of groups
- Develop a whole-of-person approach to your facilitation and life
- Probably Australia's most practical and comprehensive facilitation course



If you have questions please contact us at
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1. Why do this course?

Our Advanced Groupwork Facilitation Course is probably the most practical and comprehensive facilitation education available in Australia. Our educators support you on your learning journey to answer your questions and tailored practice and coaching to ensure your current skills, knowledge and awareness flourish. Participants who have been working with groups for years find this education powerful and empowering; the course is consistently rated highly by a diversity of facilitators working in a broad range of settings.

The course balances facilitation education with your specific learning goals. There are plenty of opportunities to practice the skills relevant to whatever facilitation context interests you:

- within your organisation • community engagement • therapeutic settings.

Conducted in a group setting, so you can always see and feel how skills are applied, contact days are 'supportively challenging'. You will learn great things about yourself and this will provide a much stronger and more practical foundation for your facilitation skills.

Why Groupwork Centre?

- We specialise in facilitation training – we've been industry leaders since 1984
- We have delivered over 3000 short courses and worked with countless workplace training participants. Not to mention the more-than-500 graduates of this course! This is the second year we are delivering this course online.
- You'll have hands-on practice applying your skills and learnings at each session, as well as in your organization or community between blocks.
- All assessment tasks are tailored to your work and real-life experience.
- We will help you develop the ability to land on your feet, no matter what happens.
- Our whole-of-person approach will enable you to take your facilitation beyond technique and into an intuitive place where your own self-awareness guides you to know exactly the steps you need to take regardless of the situation you find yourself in.

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- Our unique models and processes are clear and simple. Your confidence will build as we step through them together.

2. Course structure

There are 11 units in total, delivered during nine modules for a total of 15.5 contact days, over an eight-month course year. Course content has been developed based on our extensive experience of what you need to know practically for effective facilitation practice. The course is also designed to be engaging and supportive online - we are aware it can be tiring to be online for long periods, and deliberate design each session to be engaging and nourishing.

These units meld relevant theory and practice together. Our strong emphasis on facilitation micro-skills includes developing effective communication skills and leadership. We explore the facilitator's role working with different types of groups and welcome your particular challenges.

We give you skills and processes you can immediately take back into your work with groups. We'll address your challenges and build on your experience and strengths. This course is a balance of:

- Education units derived from our model of collaborative practice and facilitation approach;
- 'Live' work issues that you bring from your experience;
- Practical techniques which bring the learning to life;
- Lots of practice!

We believe there is no teacher like practice! There will be work in large and small groups, roleplays, psycho-dramatic processes, inner work and exercises using art and drama techniques, personal reflection and fun! You'll be supported to have a go at different facilitation techniques.

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3. Unit Information

Unit 1: Develop and use self-awareness in groups

The more we understand ourselves, the better we facilitate others. Becoming conscious of unrecognised 'drivers' can dramatically improve your facilitation capacity. Self-reflection is threaded throughout the course.

This unit includes:

- a model for understanding and managing 'our unconscious drivers'
- mapping your own Community of Selves™
- getting to know and working on the fears and other self-limiting messages that hold you back as a group facilitator.

Unit 2: Develop, apply and evaluate principles in facilitation practice

Facilitation practice needs to have a strong, clear values base. You need to be able to articulate your values and principles, for yourself and for the groups you facilitate.

This unit includes:

- exploring and articulating your own values
- developing facilitation practice principles
- applying these principles when negotiating facilitation work
- applying facilitation practice principles during facilitation

Unit 3: Use facilitation micro-skills to work with a group's purpose

In working with groups, facilitators need to be proficient in interpersonal communication. We have developed our own set of facilitation micro-skills. Some of these skills may be known to you, but never before articulated in such a useful way.

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This unit includes;

- applying facilitation micro-skills in a range of group contexts
- drawing out information and opinions in groups • intervening in unhelpful group dynamics.

Unit 4: Work with group dynamics

So much of what goes on in groups has an emotional content. Much of it is to do with the unconscious in people. Understanding these dynamics enables the full potential of the group to be realized.

You will learn to identify the signs of unconscious dynamics and their effect, and develop the skills to work with these towards the group's purpose.

This unit includes:

- understanding the full spectrum of group dynamics
- the role of unspoken unconscious dynamics
- working with the different aspects people bring into groups
- understanding the roles people play, and can get stuck in
- role theory – understanding all the 'players' on the unconscious field

Unit 5: Create and work with groups

A collection of individuals is different to a group. A group has the capacity to achieve great things together.

This unit includes:

- different types of groups and approaches to groupwork
- establishing a group and setting the scene
- setting clear group agreements
- safety and belonging, facilitating group ownership • resources for formation of groups.

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Unit 6: Design, prepare and evaluate group facilitation

To develop the most appropriate process, we need to balance leadership, planning, flexibility and a willingness to negotiate with the group.

This unit includes:

- negotiating with clients to design group facilitation • determining facilitation strategies, methods and resources
- designing facilitation plans, including purpose, timing and effective co-facilitation
- evaluating your performance for continuous improvement

Unit 7: Plan, design, facilitate and evaluate strategic planning sessions

Organisations have their own function, structures and culture. As facilitators, it is desirable to have frameworks to guide your work with organisations. Strategic planning is an important process of organisations or groups. As facilitators, it is desirable to have frameworks to guide your work with organisations.

This unit includes:

- identifying organisational needs and client expectations
- negotiating a clear facilitation role with client and group
- designing facilitation of the strategic plan process • balancing organisational expectations with the wishes of the group you are facilitating.

Unit 8: Facilitate collaborative decision making in groups

All groups are required to make decisions throughout their time together. This unit is especially useful for facilitating effective work team or task group outcomes.

This unit includes:

- different types of decision-making approaches and their application

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- developing decision making principles
 - collaborative decision making – why it is so powerful, yet so challenging to implement
 - the decision-making process and how to facilitate it.

Unit 9: Facilitate conflict resolution in groups

We need strategies to deal with our own and other's feelings and reactive behaviour. Most of us have fears and avoidance behaviour around conflict. As facilitators, this will have a negative impact on our work.

This unit includes:

- understanding our own and others responses to conflict
- working with 'hot spots' and 'flat spots'
- identifying the common causes of conflict in groups
- identifying and facilitating group processes for conflict resolution
- managing challenging behaviour.

Unit 10: Manage rank, power and diversity in groups

This area is often overlooked in the study of groupwork. Marginalisation can take many forms and brings with it myriad challenges for facilitators. Ignore it at your peril!

This unit includes:

- identifying how rank and power impact group dynamics, including your own role as facilitator
- encouraging and working with difference
- adjusting your own facilitation style to meet group diversity and to support inclusivity
- applying facilitation skills to foster collaboration and respect between participants in a group.

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Unit 11: Practice self-care, professional development & continuous improvement

To remain focused in our work we need to be personally centred and in good shape. We all know it's essential but it's easier said than done!

This unit includes:

- understanding and addressing the difficulties involved in facilitation and the effect this has on us
- ways of taking better care of ourselves
- assessing our professional development needs
- developing and working with a personal self-care and a professional development action plan.

4. Entry requirements

There are no prerequisites for the Advanced Groupwork Facilitation Course. The only requirement is a capacity to practice and apply your facilitation skills and understanding developed during the course. The course is open to beginners through to 'old hands'. This diversity enriches the group's learnings.

Prospective participants are required to attend either an [Information Session](#). Or, if none of these times work for you, have a one-on-one interview with us before being accepted into the course.

5. Scholarship places

Three places in the course are reserved for people on low income.

Our scholarships are intended to support people who otherwise would not be able to pay the full price of the course, are within minority/marginalised social groups and who can demonstrate a capacity to apply their learned facilitation skills in support of social and/or environmental empowerment and justice (e.g. through their prior involvement in relevant groups or initiatives).

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The subsidised price with the scholarship is \$4,400. Application close by COB on February 25th, 2022.

Please apply through our online [application form here](#)

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6. Course Dates 2022

Dates	Units covered	Where
<p>May 5th, 6th 7th</p>	<p>Module 1 - Foundational Skills</p> <p>Unit 1: Develop and use self-awareness in groups. Unit 2: Develop, apply and evaluate principles in facilitation practice. Unit 3: Use facilitation micro-skills to work with a group's purpose</p>	<p>Online Retreat</p> <p>9 am to 4 pm Thursday, Friday, Sunday (AEST)</p> <p>These times are all in line with Melbourne.</p>
<p>May 20th - 21 st</p>	<p>Module 2</p> <p>Unit 4: Work with group dynamics</p>	<p>Online</p> <p>Friday 9 am to 4 pm Saturday 9 am to 1 pm (AEST)</p>
<p>June 17th - 18th</p>	<p>Module 3</p> <p>Unit 5: Create and work with groups</p>	<p>Online</p> <p>Friday 9 am to 4 pm Saturday 9 am to 1 pm (AEST)</p>
<p>July 15th - 16th</p>	<p>Module 4</p> <p>Unit 6: Design, prepare and evaluate group facilitation</p>	<p>Online</p> <p>Friday 9 am to 4 pm Saturday 9 am to 1 pm (AEST)</p>

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August 5th - 6th	Module 4 Unit 7: Plan, design, facilitate and evaluate strategic planning sessions	Online Friday 9 am to 4 pm Saturday 9 am to 1 pm (AEST)
September 9th - 10th	Module 5 Unit 8: Facilitate collaborative decision-making in groups	Online Friday 9 am to 4 pm Saturday 9 am to 1 pm (AEST)
October 7th - 8th	Module 7 Unit 9: Facilitate conflict resolution in groups	Online Friday 9 am to 4 pm Saturday 9 am to 1 pm (AEDT)
November 4th - 5th	Module 8 Unit 10: Manage power rank and diversity in groups	Online Friday 9 am to 4 pm Saturday 9 am to 1 pm (AEDT)
December 2nd - 3rd	Module 9 - Final online "Retreat" Unit 11: Practice self-care, professional development and continuous improvement	Online Friday 9 am to 4 pm Saturday 9 am to 4 pm (AEDT)
Thursday Feb 23rd 2023	Graduation Ceremony	Online Thursday 7 pm to 9 pm (AEDT)

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7. Pricing and payment schedule

Early Bird \$6,710 (inc GST)

Full Price \$7,590 (inc GST)

Scholarship Price \$4,400 (inc GST)

To receive the Early Bird price, your deposit payment is required by the latest of April 8th 2022.

To lock in your place in the course for 2022 you need to pay a deposit of \$550 (inc GST) through our website [here](#).

Final course enrollment is subject to approval by the course educators after you attend an Info Night ([book here](#)).

Fees can be paid in full at the commencement of the course, or in three installments over the course year. See dates below.

1. Early Bird Deposit paid by April 8th
2. Payment 1 - April 29th
3. Payment 2 - June 24th
4. Payment 3 - August 26th

Refund Policy

Upon enrolment you agree to the cost of this course. All fees are to be paid as per schedule above.

- Cancellation 28+ days before course starts: A 100% refund of your deposit paid will be refunded if notice is received 28+ days prior to the commencement of the course, less a \$100 admin fee.
- Cancellation notice 28 days or less before course starts: If your place within the course can be replaced your fees paid to date will be refunded less a \$200

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administration fee. If your place cannot be replaced then fees paid will be forfeited.

- Cancellation during the course: If you withdraw from the course, you are required to meet the payment owing for that component of the course.

8. The Facilitation Team ...

Groupwork Centre have brought together a diverse team of their most experienced facilitators to run this course. They are an eclectic bunch; compassionate, wise and insightful. They are eager to support people willing to open themselves up to the journey of discovering what they, too, might offer the world as a Groupwork facilitator.

Sarah Norton



Sarah is an experienced coach and group facilitator. She has a background in behavioural science, education, and has been an educator on the advanced group facilitation course since 2006.

Sarah's approach is lively, engaging and participatory. She uses psychodrama in her training to add another dimension of learning.

She believes that good processes, well facilitated, can create great outcomes and 'magic' in groups, and has a passion for supporting individuals to be the best they can be.

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Henry Fowkes



Henry is an experienced group facilitator and educator with a background in engineering, project management, community development, youth facilitation, and has worked for Groupwork since he did this course in 2013. Henry has a particular passion for working with organisations in the well being, youth and environment sectors.

Henry's approach as a facilitator and teacher is grounded in presence, deep listening, and curious exploration - supporting each individual to uncover their own unique understandings. He describes his approach as "down to earth" as he likes to make things relatable, practical and engaging.

Henry is also an internationally accredited teacher of Open Floor Movement Practice and a student of Gestalt Psychotherapy. In his spare time he loves getting lost in nature missions.

Nancy Nuñez



Nancy Nuñez has a strong background in community development and international development. She has extensive experience in facilitation, training and community education.

Nancy has worked with Groupwork since 2014. She brings a wide range of experience working across many sectors on diverse issues such as conflict resolution, strategic planning, community engagement, cross cultural communication and diversity and inclusion.

She is passionate about harnessing the power of groups to create change and helping individuals and groups work well together so they achieve their goals.

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Steve Ray



Steve has been with Groupwork Centre since 2008. His previous work outside of the facilitation sector has been in the fields of environmental education, environmental advocacy, teaching and theatre. He has worked within local, state and federal governments, private firms and not-for-profits.

His particular passion is in both conflict resolution and emotional resilience and believes strongly in the need for people to develop skills in both as we navigate the global challenges ahead. He is passionate about the transformational power that is unleashed when people really hear each other across their differences allowing true collaboration to occur. Steve also brings the learnings of open heart meditation practices to his facilitation - and believes self-awareness is foundational to high quality facilitation.



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Harness the power of groups

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