

# Advanced Diploma of Group Facilitation<sup>10386NAT</sup>

# 2019

The principles and practice of group facilitation in a nationally recognised qualification. This course will give you the competence, confidence and compassion to harness the transformational power of groups - within all fields of groupwork and facilitation.

## About this course

Strong emphasis is placed on emotional resilience and facilitation micro-skills. We offer practical in-depth education based on being at the forefront of providing facilitation services since 1984.

Now in its 17<sup>th</sup> year, this course includes:

- Tailored support for your facilitation challenges
- Deepen your capacity for working with groups
- Extensive opportunities to practice the learnings
- Open to beginners through to experienced facilitators. The diversity enriches the groups' learnings.
- No pre-requisites except a capacity to practice your

## Information Sessions

These sessions provide an opportunity to learn more about the course, meet course facilitators, a graduate and other potential participants.

**Time:** 7.30pm – 9.00pm

**Venue:** Groupwork Institute  
31 Rennie St, Thornbury  
(Melbourne inner north)

**2018 Sessions:** Mon 23 July  
Tue 18 September  
Thurs 15 November

**To register:** Please contact us on 9443 8500 or  
[enq@groupwork.com.au](mailto:enq@groupwork.com.au)

## Pricing\*

**Early Bird:** \$9,400 Deposit \$1,500 due 20/12/18

**Standard:** \$9,900 Deposit \$1,500 due 28/02/19  
\*All course fees are GST exempt

**Discount:** \$220 off course fees if you've attended our Facilitation Training 2-day course

## Unit Information

### Unit 1 Develop & Use Self Awareness & Emotional Resilience in Groups

'First facilitate thyself!' The more we understand ourselves, the better facilitators we will be. Becoming conscious of unrecognised 'drivers' can dramatically improve our facilitation capacity. Self reflection is therefore threaded throughout the course. This unit includes:

- a model for understanding 'The Unconscious at Work'
- mapping our own Community of Selves™
- getting to know and working on the fears and other self-limiting messages that hold us back as group facilitators.

### Unit 2 Develop & Apply Facilitation Practice Principles

Facilitation practice needs to have a strong, clear value base. As facilitators we need to be able to articulate our values and principles, for ourselves and for the groups we facilitate. This unit includes:

- exploring and articulating our 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

A competent facilitator needs an array of interpersonal communication skills. The Groupwork Institute has clarified and extended these by developing our own set of facilitation micro skills. Many of these skills may be well known to you, but never before articulated in such a useful way. This unit includes;

- learning the Groupwork Institute's facilitation micro skills
- setting learning goals
- developing the micro skills so they become second nature.

### Unit 4 Understand & Work with Group Dynamics

So much of what goes on in groups has an emotional content. Much of it is to do with our unconscious. It is understanding these dynamics that enables the full potential of the group to be realised. Participants 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
- Field Theory – understanding all the 'players' on the unconscious field.



**Groupwork**  
INSTITUTE

Harness the power of groups

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## Unit 5 Create a Group

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.

## Unit 6 Design, Plan & Evaluate Group Processes

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

This unit includes;

- different facilitation roles including co-facilitation
- negotiating with groups about your role
- design, planning and preparation of group processes
- scribing and writing up
- evaluation

## Unit 7 Facilitate in Organisations

Organisations have their own function, structures and culture. As facilitators, it is desirable to have frameworks to guide our work with organisations. Competency in this arena is strategic for career development.

This unit includes;

- framework for organisational mapping
- negotiating a clear facilitation role
- strategic planning
- balancing organisational expectations with the wishes of the group you are facilitating
- making organisational training more dynamic

## Unit 8 Facilitate Collaborative Decision Making in Groups

All groups are required to make decisions throughout their life as a group. 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 applications
- 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 Manage Conflict 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;

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

## Unit 10 Manage Rank, Power & Diversity in Groups

This area is often overlooked in the study of groupwork. Yet marginalisation can take many forms and brings with it myriad challenges for facilitators. We ignore it at our peril! This unit includes;

- understanding how rank and power is played out in groups
- encouraging and working with difference
- dominant/non dominant groups and their effect on facilitation work
- understanding how our own rank affects our facilitation

## Unit 11 Practice Self Care & Professional Development

To remain focused in our work we need to be personally centred and in good shape. We all know it is essential to take care of ourselves, however, this is 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
- practical tools for prioritising and tracking our objectives
- assessing our professional development needs
- developing a personal self care and professional development action plan

### 2019 Course Dates

<b>Block 1</b>	Mon 29 April -Fri 3 May - Residential
<b>Block 2</b>	Fri 31 May – Sat 1 June
<b>Block 3</b>	Fri 28 – Sat 29 June
<b>Block 4</b>	Fri 26 – Sat 27 July
<b>Block 5</b>	Fri 23 – Sat 24 August
<b>Block 6</b>	Fri 20 – Sat 21 September
<b>Block 7</b>	Fri 18 – Sat 19 October
<b>Block 8</b>	Fri 8 – Sat 9 November - Residential
<b>Graduation</b>	Wed 25 March, 2020

Residential blocks are held at Commonground Conference Centre, Seymour

All other blocks are held at Groupwork Training Rooms, 31 Rennie St, Thornbury (Melbourne inner north)