



Advanced Group Facilitation Year-Long Program

2020 Info Pack

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

- Know how to handle any group situation
- Use your skills to harness the transformational capacity of groups
- Australia's most practical and comprehensive facilitation course



Groupwork
CENTRE

Harness the power of groups

Contents

1. Why do this course?
2. Course Structure
3. Unit Information
4. Entry requirements
5. Scholarship places
6. Course dates
7. Pricing and payment

1. Why do this course?

Our Advanced Group Facilitation Year-Long Program is the most practical and comprehensive facilitation education available in Australia. Our educators are there to answer your questions to support 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 provide a much stronger and more practical foundation for your facilitation skills.

2. Course structure

There are 11 units in total, delivered during eight blocks for a total of 19 contact days, over an eight-month course year. Assessment continues for a further 3 months. Course content has been developed based on our extensive experience of what you need to know practically for effective facilitation practice.

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, sociodrama, 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.

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 'The Unconscious at Work'
- 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 value 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. 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 enable 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
- responding positively to pop-up conflict.

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.

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
- applying Australian Privacy Principles in 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. 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
- 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:

- 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 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.

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
- practical tools for prioritising and tracking objectives
- assessing our professional development needs
- developing and working with personal self-care and a professional development action plan.

Why with Groupwork?

- We specialize in facilitation training – we've been industry leaders since 1984.
- We have trained over 3000 short course and workplace training participants and more than 400 graduates of this course.
- 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 help you develop the ability to land on your feet, no matter what happens.
- Our whole-of-person approach means you learn more than technique; you gain greater self-awareness of how you operate.
- Our unique models and processes are clear and simple. Your confidence will build as we step through them together.

4. Entry requirements

There are no prerequisites for the Advanced Group Facilitation Year-Long Program. The only requirement is a capacity to practice and apply your facilitation skills and understanding developed during the course. 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 have a one-on-one interview with us before being accepted into the course.

5. Scholarship places

Two places in the course are reserved for people on low income. Your facilitation work may be voluntary, or is with an unfunded community group. The subsidised price is a 50% discount - see pricing information below.

Please contact us if you would like to apply.

Advanced Group Facilitation Year-Long Program

6. Course dates 2020

Dates	Units covered	Where
Mon 27 April- Fri 1 May	Block 1 Residential 9.00am Monday to 4.00pm Friday 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 Unit 4: Work with group dynamics Unit 5: Create and work with groups	Commonground Conference and Retreat Venue <i>In the bush near Seymour, Vic 95km north of Melbourne</i>
May Fri 29–Sat 30	Block 2 Unit 6: Design, prepare and evaluate group facilitation	31 Rennie St, Thornbury, Vic
June Fri 26–Sat 27	Block 3 Unit 7: Plan, design, facilitate and evaluate strategic planning sessions	Thornbury
July Fri 24–Sat 25	Block 4 Unit 8: Facilitate collaborative decision-making in groups	Thornbury
Aug Fri 21–Sat 22	Block 5 Unit 9: Facilitate conflict resolution in groups	Thornbury
Sept Fri 18–Sat 19	Block 7 Unit 10: Manage power rank and diversity in groups	Thornbury
Oct Fri 16–Sat 17	Block 8 Revision	Thornbury
Nov Fri 13–Sat 14	Block 8 Residential 9.00am Unit 10: Practice self-care, professional development and continuous improvement	Commonground, Seymour
Thu 24 June 2021	Graduation Dinner 7.00pm – 10.00pm	Thornbury

Times: All days at 31 Rennie St, Thornbury start at 9am and finish at 5pm

7. Pricing and payment schedule

Early Bird: \$8,200 **Standard:** \$8,800 All course fees include GST

Deposit: \$1,500 required to confirm your place. Early bird deposit due 21 Dec 2019

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

Fees are paid in instalments over the course year. See dates below.

Instalment	Payment due date	Early Bird	Standard
1	Early Bird: 19/12/19 Standard: 25/03/20	\$1,500	\$1,500
2	30/04/20	\$1,500	\$1,500
3	29/05/20	\$1,500	\$1,500
4	30/06/20	\$1,450	\$1,500
5	31/07/20	\$750	\$750
6	31/8/20	\$750	\$750
7	30/9/20	\$750	\$750
8	31/10/20	\$0	\$550
		\$8,200	\$8,800

Note: There are no extra costs!

Refund Policy

Upon enrolment you agree to the cost of this course. All fees are to be paid in instalments 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 administration fee. If your place cannot be replaced then fees paid will be forfeited.
- Cancellation during the course: You are required to pay in \$1500 instalments. If you withdraw from the course, you are required to meet your payment due date – this schedule will be forwarded to you on enrolment.

Ongoing Support

We provide a variety of ongoing support and networking options. These include:

- Graduates-only events for professional development and peer support
- Resource and processes updates on our graduates-only web page
- Peer Learning Circles –small group support around facilitation
- Victorian Facilitation Network (monthly events)
- Australasian Facilitation Network's annual conference

**If you have questions
please contact**

**Sarah or Ed on
03 9443 8500**

or

**Join our next free info
session**