Facilitation Skills for project managers Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Effective facilitation skills are critical for project managers responsible for guiding teams, stakeholders, and partners toward shared objectives in complex and dynamic environments. Facilitation Skills for Project Managers Training Course focuses on building high-impact facilitation capabilities that enhance collaboration, decision-making, problem-solving, and stakeholder engagement across the project lifecycle. Participants will explore structured facilitation techniques, communication strategies, and group dynamics principles that support productive meetings, workshops, and project discussions while ensuring alignment with project goals, timelines, and governance requirements.

As projects increasingly involve cross-functional teams, virtual collaboration, and diverse stakeholder interests, project managers must act as neutral facilitators who enable participation, manage conflict, and drive consensus. This course equips participants with practical tools to design and lead effective sessions, manage group energy, address resistance, and translate discussions into actionable outcomes. Emphasis is placed on real-world project scenarios, leadership presence, and facilitation methods that improve delivery performance, accountability, and team cohesion.

Programme Curriculum

Facilitation Skills for Project Managers Training Course

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Course Objectives

1. Understand the role of facilitation in modern project management practices.
2. Apply facilitation techniques to improve team collaboration and engagement.
3. Design structured meetings and workshops aligned with project objectives.
4. Strengthen communication skills for diverse and cross-functional project teams.
5. Manage group dynamics and encourage inclusive participation.
6. Facilitate decision-making and consensus-building processes effectively.
7. Address conflict and resistance during project discussions constructively.
8. Use questioning and listening techniques to guide productive dialogue.
9. Facilitate problem-solving and risk identification sessions.
10. Apply facilitation skills in virtual and hybrid project environments.
11. Translate facilitated discussions into clear actions and commitments.
12. Enhance stakeholder engagement through structured facilitation approaches.
13. Develop personal facilitation styles aligned with project leadership roles.

Organizational Benefits

- Improved project team collaboration and communication
- More effective meetings with clear outcomes and accountability
- Faster and higher-quality decision-making processes
- Reduced conflict and misunderstandings among stakeholders
- Increased engagement and ownership within project teams
- Enhanced alignment between project goals and stakeholder expectations
- Improved delivery performance and milestone achievement
- Stronger leadership capability among project managers
- Better risk identification and issue resolution
- Increased organizational maturity in project governance

Target Audiences

- Project managers and program managers
- Team leaders and project coordinators
- PMO staff and project support officers
- Technical leads involved in project delivery
- Change management and transformation leaders

- Consultants managing client-facing projects
- Development and NGO project managers
- Aspiring project leaders and supervisors

Course Duration: 5 days

Course Modules

Module 1: Foundations of Facilitation in Project Management

- Define facilitation and its role in project leadership
- Distinguish facilitation from instruction and presentation
- Understand facilitator responsibilities and neutrality
- Identify facilitation opportunities across the project lifecycle
- Align facilitation goals with project objectives
- Case Study: Poor facilitation leading to project delays

Module 2: Designing Effective Project Meetings and Workshops

- Set clear objectives and outcomes for facilitated sessions
- Design agendas that support engagement and productivity
- Select appropriate facilitation tools and techniques
- Prepare participants and materials for sessions
- Manage time and transitions effectively
- Case Study: Redesigning an ineffective project meeting

Module 3: Communication and Active Listening Skills

- Apply active listening techniques in group settings
- Use open-ended questioning to guide discussions
- Clarify and reframe inputs to ensure shared understanding
- Manage dominant and quiet participants effectively
- Encourage constructive dialogue among team members
- Case Study: Improving communication in a cross-functional team

Module 4: Managing Group Dynamics and Participation

- Understand group development stages and behaviors
- Foster trust and psychological safety in project teams
- Encourage inclusive participation and diverse perspectives
- Handle challenging behaviors during sessions
- Maintain energy and focus in long meetings
- Case Study: Managing disengagement in a project workshop

Module 5: Facilitation for Decision-Making and Consensus

- Facilitate structured decision-making processes
- Use consensus-building techniques appropriately
- Balance speed and quality in project decisions
- Manage disagreement and conflicting viewpoints
- Document decisions and rationales clearly
- Case Study: Facilitating consensus on project scope changes

Module 6: Conflict Management and Difficult Conversations

- Identify sources of conflict in project environments
- Facilitate constructive conflict resolution discussions
- Apply techniques for managing resistance and emotions
- Maintain neutrality during sensitive discussions
- Guide groups toward mutually acceptable outcomes
- Case Study: Resolving stakeholder conflict in a project review

Module 7: Facilitating Problem-Solving and Risk Sessions

- Structure problem-solving workshops effectively
- Use facilitation tools for root cause analysis
- Guide teams in identifying and prioritizing risks
- Facilitate creative thinking and solution generation
- Convert ideas into actionable mitigation plans
- Case Study: Facilitating a project risk identification workshop

Module 8: Virtual and Hybrid Facilitation for Projects

- Adapt facilitation techniques for virtual environments
- Use digital tools to enhance online collaboration
- Manage engagement and participation remotely
- Address technical and communication challenges
- Ensure outcomes and follow-up in virtual sessions
- Case Study: Facilitating a global virtual project workshop

Training Methodology

- Instructor-led presentations and facilitated discussions
- Practical group exercises and role-playing scenarios
- Real-world project case studies and simulations

- Peer learning and collaborative problem-solving
- Hands-on use of facilitation tools and templates
- Individual reflection and facilitator feedback sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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