Facilitation & Workshop Design Skills 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 and workshop design skills are critical in today’s dynamic business and educational environments. Organizations increasingly rely on skilled facilitators to lead interactive sessions that drive collaboration, innovation, and actionable outcomes. Facilitation & Workshop Design Skills Training Course equips participants with cutting-edge facilitation techniques, workshop design frameworks, and practical tools that enhance engagement and learning retention. By integrating experiential learning, participatory methods, and modern digital tools, the course prepares professionals to lead impactful sessions in corporate, nonprofit, and academic settings.

Participants will gain hands-on experience in designing, planning, and facilitating workshops tailored to specific organizational needs. The course emphasizes participant-centered approaches, active listening, conflict resolution, and outcome-focused session management. Attendees will also learn to leverage visual aids, virtual collaboration platforms, and real-time feedback mechanisms to foster interactive and productive learning environments. By completing this course, learners will emerge as confident facilitators capable of driving high-value discussions, workshops, and meetings that contribute to organizational success.

Programme Curriculum

Facilitation & Workshop Design Skills Training Course

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Course Objectives

1. Master participant-centered facilitation techniques for diverse groups.
2. Design interactive workshops using modern instructional frameworks.
3. Apply adult learning principles to enhance engagement and retention.
4. Utilize digital collaboration tools for virtual and hybrid workshops.
5. Manage group dynamics and resolve conflicts effectively.
6. Develop outcome-focused agendas and session plans.
7. Implement experiential learning and hands-on activities.
8. Enhance communication, questioning, and active listening skills.
9. Evaluate workshop effectiveness using practical metrics.
10. Integrate visual design principles for impactful presentations.
11. Facilitate cross-functional and multicultural teams effectively.
12. Employ feedback loops and reflection exercises for continuous improvement.
13. Apply case study analysis to real-world workshop challenges.

Organizational Benefits

- Improved team collaboration and communication
- Enhanced employee engagement and motivation
- Accelerated decision-making and problem-solving
- Increased training effectiveness and learning retention
- Higher productivity in workshops and meetings
- Consistent application of best practices in facilitation
- Strengthened leadership and presentation skills
- Greater adaptability to virtual and hybrid formats

- Improved organizational knowledge sharing
- Measurable impact on project and program outcomes

Target Audiences

1. Corporate trainers and learning and development professionals
2. Project managers and team leaders
3. Human resources professionals
4. Educators and instructional designers
5. Consultants and coaches
6. Nonprofit program managers
7. Organizational development specialists
8. Professionals leading workshops or group sessions

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Facilitation

- Principles of facilitation
- Roles and responsibilities of facilitators
- Participant-centered techniques
- Managing group dynamics
- Case study: Successful corporate facilitation session
- Hands-on activity: Icebreaker and engagement exercises

Module 2: Workshop Design Frameworks

- Structuring workshops for maximum impact
- Designing clear learning objectives
- Incorporating adult learning principles
- Interactive session planning
- Case study: Transforming a dull workshop into an engaging experience
- Hands-on activity: Create a mini-workshop plan

Module 3: Digital and Virtual Facilitation

- Tools for online collaboration

- Managing virtual participants
- Hybrid workshop strategies
- Interactive polls and surveys
- Case study: Virtual workshop engagement improvement
- Hands-on activity: Conducting a simulated online session

Module 4: Communication and Questioning Skills

- Active listening techniques
- Effective questioning methods
- Encouraging participation
- Handling difficult participants
- Case study: Resolving conflicts in workshops
- Role-play: Facilitator-participant interactions

Module 5: Experiential Learning and Activities

- Designing hands-on exercises
- Role-plays and simulations
- Group problem-solving tasks
- Reflection and feedback loops
- Case study: Enhancing learning through interactive exercises
- Activity design workshop: Develop an experiential session

Module 6: Evaluation and Feedback

- Assessing workshop effectiveness
- Participant feedback techniques
- Continuous improvement strategies
- Metrics for measuring success
- Case study: Feedback-driven workshop redesign
- Activity: Designing an evaluation tool

Module 7: Visual Design for Workshops

- Creating impactful slides and visuals
- Storytelling techniques

- Use of diagrams and infographics
- Incorporating multimedia
- Case study: Visual design boosting engagement
- Hands-on activity: Design a presentation segment

Module 8: Advanced Facilitation Techniques

- Managing multi-stakeholder sessions
- Facilitating cross-cultural teams
- Conflict resolution and negotiation
- Adaptive facilitation for challenging scenarios
- Case study: High-stakes workshop facilitation
- Role-play: Advanced facilitation simulation

Training Methodology

- Interactive lectures and discussions
- Hands-on exercises and group activities
- Case study analysis and application
- Role-playing and simulations
- Digital tools and virtual facilitation practice
- Peer feedback and reflection 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
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

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com