Training Course:
Facilitation Certificate in Training and Development

21 - 25 July 2025
Singapore

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Training Course code: HR235524 From: 21 - 25 July 2025 Venue: Singapore - Training Course Fees: 5950 ⏹ Euro

Introduction:

In today's fast-paced professional environment, effective training is no longer just about delivering content⏹it⏹s about facilitating meaningful learning experiences that foster engagement, collaboration, and practical application. The Facilitation Certificate in Training and Development is a comprehensive program that equips professionals with the advanced facilitation skills necessary to lead impactful training sessions, workshops, and group learning environments.

This program goes beyond traditional training methods, focusing on the critical role of the facilitator in shaping the learning journey. Participants will gain a deep understanding of adult learning principles, learning styles, and how to create a learner-centered environment where participants are active contributors to their own learning. By mastering facilitation techniques, participants will be able to guide groups effectively, manage diverse personalities, and create a dynamic atmosphere that encourages interaction, creativity, and retention of knowledge.

Throughout this five-day course, participants will explore a wide range of facilitation tools and strategies, including how to ask powerful questions, manage group dynamics, use visual and auditory aids, and incorporate technology into training sessions. Whether in-person or in virtual settings, the skills gained in this program will enable facilitators to deliver engaging, effective, and memorable training sessions that resonate with learners.

The Facilitation Certificate in Training and Development is designed for professionals who are passionate about improving the learning experience in their organizations. By the end of the program, participants will have a toolkit of facilitation techniques that they can immediately apply in their work, enhancing both the learning process and the overall impact of their training programs.

Target Audience:

- HR professionals involved in learning and development

- Trainers and educators

- Team leaders and managers responsible for staff development

- Consultants and facilitators who lead training workshops

- Individuals aspiring to develop facilitation skills for group learning

Objectives:

By the end of this program, participants will be able to:

1. Understand the principles of adult learning and apply them in training environments.

2. Design and deliver engaging training sessions with a focus on facilitation.

3. Use a variety of facilitation tools and techniques to enhance group learning.

4. Manage group dynamics and handle difficult situations during training.

5. Assess and evaluate the effectiveness of facilitated training sessions.

Outlines:

Day 1:

Foundations of Facilitation and Adult Learning

- Introduction to Facilitation in Training and Development

- The Role of a Facilitator vs. Trainer

- Understanding Adult Learning Principles

    - Andragogy vs. Pedagogy

    - Key Learning Styles Visual, Auditory, Kinesthetic

- How to Prepare for a Facilitation Session

    - Setting Objectives and Outcomes

    - Understanding the Audience

- Practical Activity: Designing a Learning Outcome Framework

Day 2:

Designing and Delivering Engaging Training

- Structuring an Effective Training Session

    - Introduction, Content Delivery, and Conclusion

- Methods for Engaging Learners

    - Interactive Techniques Discussions, Case Studies, Role-playing

- Managing Time and Flow in a Training Session

- Utilizing Visual and Auditory Aids

    - Tools for Visual Facilitation Slides, Flipcharts, etc.

- Practical Activity: Delivering a Mini-Training Session

Day 3:

Facilitation Techniques and Group Dynamics

- Techniques for Effective Facilitation
    - Asking the Right Questions
    - Active Listening and Feedback
- Understanding Group Dynamics
    - Managing Group Interactions and Diverse Personalities
- Conflict Management in a Group Setting
- Handling Difficult Participants and Situations
- Practical Activity: Facilitating Group Discussions and Handling Resistance

Day 4:

Tools and Technologies for Facilitation

- Incorporating Technology in Facilitation
    - Learning Management Systems LMS, Online Platforms, and Tools
- Using Icebreakers and Energizers to Build Engagement
- Facilitating Virtual Training Sessions
    - Adapting Facilitation for Online Learning
- Practical Activity: Running a Virtual Facilitation Session

Day 5:

Evaluation and Continuous Improvement

- Assessing Learning Outcomes and Measuring Training Effectiveness
    - Participant Feedback and Learning Assessments
- Continuous Improvement in Facilitation Skills
    - Self-Reflection and Peer Feedback

- Creating a Personal Action Plan for Facilitation Development

- Final Assessment: Delivering a Full Training Session

    - Participants will facilitate a session incorporating all the learned techniques

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Company Information

Company Name: ....
Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |