



*Training Course:
Facilitation & Assessor Skills*

27 - 31 July 2025

Dubai (UAE)

Residence Inn by Marriott Sheikh Zayed Road, Dubai

Training Course: Facilitation & Assessor Skills

Training Course code: HR235918 From: 27 - 31 July 2025 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 4500 € Euro

Introduction

Effective facilitation and assessment are fundamental to delivering impactful training, guiding group learning, and evaluating performance and development. This training program, designed by Global Horizon Training Center, equips professionals with essential skills to confidently lead training sessions, workshops, and assessments in various environments. Participants will learn to manage group dynamics, stimulate participation, ensure learning outcomes, and conduct fair, reliable assessments using global best practices. This practical course blends facilitation techniques with professional assessor methodologies to enhance both training delivery and evaluation competence.

Objectives

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

- Understand the core principles of adult learning and facilitation.
- Design and facilitate engaging and inclusive learning sessions.
- Apply techniques to manage group dynamics and stimulate active participation.
- Use questioning, listening, and feedback techniques to enhance learning.
- Understand assessor responsibilities, ethics, and assessment criteria.
- Conduct valid and reliable assessments aligned with defined competencies.
- Provide constructive feedback based on assessment outcomes.

Course Methodology

- Interactive workshops and simulations
- Role-playing and facilitation practice sessions
- Assessment observation exercises
- Case studies and group discussions
- Peer and instructor feedback
- Real-time coaching during facilitation and assessment tasks

Organizational Impact

Organizations that develop facilitation and assessor skills benefit from:

- Higher training effectiveness and learner satisfaction
- Consistent and fair evaluation of employee skills and performance
- A stronger learning culture across teams and departments
- Enhanced internal capability to deliver and assess training programs
- Reduced reliance on external trainers and assessors

Target Audience

- Trainers and Facilitators
- HR and L&D Professionals
- Training Coordinators
- Internal Assessors and Evaluators
- Team Leaders and Supervisors involved in staff development
- Anyone responsible for facilitating learning or conducting assessments

Course Outline

Day 1: Fundamentals of Facilitation

- Role of a facilitator vs. trainer
- Core principles of adult learning
- Learning styles and group needs
- Creating inclusive and safe learning environments
- Effective session planning and learning objectives

Day 2: Advanced Facilitation Techniques

- Verbal and non-verbal communication skills

- Questioning and listening techniques
- Encouraging engagement and managing participation
- Handling challenging behaviors and group dynamics
- Tools for virtual and in-person facilitation

Day 3: Introduction to Assessment Practices

- Understanding competency-based assessment
- Role and responsibilities of an assessor
- Assessment methods: observation, questioning, evidence gathering
- Fairness, reliability, validity, and ethical principles in assessment
- Preparing assessment plans and documentation

Day 4: Conducting Assessments

- Practical observation and assessment scenarios
- Recording and judging evidence
- Using rubrics and standardized criteria
- Providing effective and constructive feedback
- Dealing with borderline or insufficient performance

Day 5: Integrated Practice & Evaluation

- Participants facilitate a mini-session with assessment elements
- Peer and instructor assessment of facilitation performance
- Review and reflection of skills learned
- Action planning for real-world implementation
- Course wrap-up, evaluation, and certification

Registration form on the Training Course: Facilitation & Assessor Skills

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Person Responsible for Training and Development

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Position:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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