



*Training Course:  
Facilitation Certificate in Training and  
Development*

*21 - 25 December 2026  
Vienna (Austria)*

## Training Course: Facilitation Certificate in Training and Development

Training Course code: HR235524 From: 21 - 25 December 2026 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

### Introduction

This program is designed by [Global Horizon Training Center](#) to develop advanced [facilitation capabilities](#) for professionals who deliver training, lead workshops, or manage group learning environments.

In modern organizations, effective learning is no longer about content delivery alone—it is about [creating engaging, learner-centered experiences](#) that drive participation, retention, and real-world application. The facilitator plays a critical role in shaping this experience by guiding discussions, managing group dynamics, and enabling collaborative learning.

This 5-day program focuses on [adult learning principles](#), [facilitation techniques](#), [group dynamics](#), and [digital tools](#), equipping participants with a complete toolkit to deliver impactful training—both in-person and virtually. Through hands-on practice, simulations, and feedback, participants will gain the confidence and competence to lead high-quality learning sessions.

### Program Objectives

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

- Apply adult learning principles in training environments
- Design and deliver engaging, facilitation-based training sessions
- Use a variety of facilitation tools and interactive techniques
- Manage group dynamics and handle challenging situations
- Facilitate both in-person and virtual learning effectively
- Evaluate training effectiveness and improve facilitation performance

### Target Audience

- HR and Learning & Development Professionals
- Trainers and Educators
- Team Leaders and Managers
- Consultants and Workshop Facilitators
- Professionals aspiring to develop facilitation skills

### Training Outline

### Day 1: Foundations of Facilitation & Adult Learning

- Introduction to facilitation in training and development
- Role of facilitator vs. traditional trainer
- Principles of adult learning Andragogy vs. Pedagogy
- Learning styles Visual, Auditory, Kinesthetic
- Preparing for facilitation sessions
- Defining objectives and learning outcomes
- Understanding audience needs
- Practical activity: Designing learning outcomes

### Day 2: Designing & Delivering Engaging Training

- Structuring effective training sessions
- Opening, content delivery, and closing techniques
- Interactive learning methods discussions, role plays, case studies
- Managing time and session flow
- Visual and auditory facilitation tools
- Using slides, flipcharts, and visual aids effectively
- Practical activity: Delivering a mini training session

### Day 3: Facilitation Techniques & Group Dynamics

- Core facilitation techniques
- Asking powerful questions
- Active listening and feedback skills
- Understanding group dynamics
- Managing different personalities
- Conflict resolution and handling resistance
- Practical activity: Facilitating discussions and managing challenges

### Day 4: Tools & Technologies for Facilitation

- Digital tools and platforms for facilitation
- Learning Management Systems LMS and online tools
- Using icebreakers and energizers
- Facilitating virtual training sessions
- Adapting facilitation for online environments
- Practical activity: Running a virtual session

### Day 5: Evaluation & Continuous Improvement

- Measuring training effectiveness and learning outcomes
- Collecting and analyzing participant feedback
- Continuous improvement of facilitation skills
- Self-assessment and peer feedback
- Developing a personal facilitation improvement plan
- Final assessment: Delivering a full training session

## Registration form on the Training Course: Facilitation Certificate in Training and Development

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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
- Please invoice me
- Please invoice my company

### 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,  
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