

# FACILITATOR QUALIFICATION COURSE

## CURRICULUM

### 1 - FACILITATION TRAINING

BLENDDED OVER 3 WEEKS

18 October - 3 November, including 6 online live sessions à 2,5 hours, 3-5.30 pm CEST

This blended learning training of trainers, combining online sessions and asynchronous work in between, provides an introduction to theoretical foundations of pedagogy, constructivism and principles of adult learning and group dynamics. It will equip you with competences, methods and tools for your facilitation practice. You will explore the facilitator's role and learn how to design and facilitate group processes in a participatory and inclusive way.

### 2 - FACILITATION OF PARTICIPATORY PROCESSES

ONLINE - 2 SESSIONS

6 & 8 December 2022, 3-6pm CET

In this thematic workshop you will get acquainted with different phases of participatory processes and learn how to create transparent decision-making procedures. You will discover how to foster participation and enable teamwork based on democratic values. You will be able to apply your learnings to different contexts such as processes of innovation, collaboration, ideation and decision-making.

### 3 - DESIGN & FACILITATION OF ONLINE AND HYBRID EVENTS

ONLINE - 2 SESSIONS

7 & 9 February 2023, 3-6pm CET

In this thematic workshop you will learn how to plan and design interactive and inclusive online and hybrid events. You will explore how to facilitate such events in a holistic, participatory and engaging way, all while considering the specifics of learning and working in a group online. Reflecting on good practices from peers will support you in translating and transforming your events from in-person to online or hybrid formats.

### 4 - DEALING WITH INTRAGROUP DYNAMICS AND GROUP EFFECTS

ONLINE - 2 SESSIONS

4 & 6 April 2023, 3-6pm CEST

This thematic workshop will help you understand intragroup dynamics and group effects. You will get equipped with basic theories and models, and explore how to analyze intragroup dynamics and specific group effects. Moreover, you will learn how to react in a given situation with methods that respond to the needs of the group.

### 5 - FACILITATING CONFLICT RESOLUTION

ONLINE - 2 SESSIONS

4 & 6 July 2023, 3-6pm CEST

In this thematic workshop you will get familiar with basic theories and models of conflict analysis and management as well as with the nonviolent communication approach. You will learn how to identify causes and symptoms of conflicts in a group, how to address them in a constructive manner and use them as opportunities for progress. You will also discover how you can support others in developing a peaceful attitude towards themselves in situations of conflict.

### 6 - RESILIENCE AND SUSTAINABILITY IN HOSTING EVENTS

ONLINE - 2 SESSIONS

5 & 7 September 2023, 3-6pm CEST

In this thematic workshop we will introduce you to the four dimensions of sustainable development (ecologic, social, cultural and economic). Based on the approach "Education for Sustainable Development" you will learn how to incorporate sustainability in your events and explore how to foster sustainable acting among participants. We will introduce you to the concept of hosting yourself and others and support you on the way to become a more sustainable and resilient facilitator.

### 7 - REFLECTIVE LAB

ONLINE - 1 SESSION

5 October 2023, 3-6pm CEST

Closing your Facilitator Qualification Course with this 3-hour online session, you will reflect on your development as a facilitator in the past months and will work on cases brought in from you and your peers. At the same time, we will equip you with tools and methods to prepare and conduct evaluation and reflection sessions with a group. Together we will celebrate your completion of the Facilitator Qualification Course.

### 8 - PEER TALKS

ONLINE - 6 SESSIONS

every second Thursday of a month from 5-6.30 pm CET

The peer talks are bi-monthly moderated meetings – a space for reflection and peer exchange. You will get connected to other peers, reflect on your learnings and facilitation practice and dive deeper into specific topics which are emerging throughout the way. You can bring in your own good practices, failures, topics for development or challenges and get inspired by peer facilitators of our learning community.

# 1 YEAR QUALIFICATION COURSE

**FACILITATION  
TRAINING**  
(18 OCT-  
3 NOV,  
2022)  
blended,  
3 weeks

1A

BI-MONTHLY  
PEER TALKS

1B

**FACILITATION  
TRAINING**  
(22-25 SEPT,  
2022, BERLIN)  
in-person  
training of trainers  
3,5 days

FACILITATION  
PRACTICE

2

**FACILITATION OF  
PARTICIPATORY  
PROCESSES**

(6-8 DECEMBER 2022)  
online  
2 × 3 hours

3

**DESIGN & FACILITATION  
OF ONLINE AND  
HYBRID EVENTS**  
(7-9 FEBRUARY 2023)  
online  
2 × 3 hours

**COACHING**  
(BOOKABLE  
ADD-ON)

4

**DEALING WITH INTRA-  
GROUP DYNAMICS AND  
GROUP EFFECTS**  
(4-6 APRIL 2023)  
online  
2 × 3 hours

5

**FACILITATING CONFLICT  
RESOLUTION**  
(4-6 JULY 2023)  
online  
2 × 3 hours

6

**RESILIENCE AND  
SUSTAINABILITY IN  
HOSTING EVENTS**  
(5-7 SEPTEMBER 2023)  
online  
2 × 3 hours

7

**REFLECTIVE LAB**  
(5 OCTOBER 2023)  
online  
3 hours

## WHAT YOU WILL LEARN

---

### Facilitation - the practice:

- You are familiar with the theoretical foundations of pedagogy, constructivism and principles of adult learning
- You know how to design group learning processes incl. theoretical approaches, attitudes and methods
- You are prepared to work in a facilitators' team in a constructive way and develop a feedback culture
- You get familiar with group dynamics and how to adjust methods to the respective atmosphere in the group or react to changes adequately
- You know and can use concrete tools for planning and structuring educational events
- You are familiar with basic theories and models describing group dynamics
- You are able to analyze group dynamics and adjust the methods to the respective group needs
- You know what intragroup dynamics are
- You can recognize specific group effects and are able to react to them in a given situation adequately
- You are familiar with basic theories and models of conflict management and conflict analyses
- You can identify causes and symptoms of conflict in facilitators' team and among participants and address it constructively
- You get equipped with tools for conflict transformation and dealing with tensions, changing the (power) relations in the group
- You know basics of nonviolent communication and learn main assumptions of empathic communication and how empathy can be applied in different situations
- You know how to transform language barriers into messages that build relations
- You learn how to support others to develop a peaceful attitude towards themselves in situations of conflict
- You are able to address conflicts on a constructive level and use them as opportunities for progress
- You learn how to prepare and conduct evaluation and reflection sessions in the team and among participants and take them into account

## WHAT YOU WILL LEARN

---

### Learning and Democracy - the thematic focus:

- You know how to include different learning styles and individuals' backgrounds into facilitation processes
- You are able to organize educational events in a way that they are participatory
- You are aware of power relations and know how to share power
- You know how to address the whole personality (holistic facilitation), and support system thinking
- You know how to mitigate barriers for participation to be inclusive
- You can facilitate processes that lead to empowerment
- You know how to enable every group member to unlock their potential and how to help participants discover their resources and actively contribute to common objectives
- You are able to create democratic and inclusive learning spaces: the decision-making processes are transparent, participation is fostered, and participants experience democracy in teamwork
- You know the different phases of participatory processes
- You know which different attitudes, methods and tools help you to enable participatory decision-making and can apply them in your facilitation
- You can apply your learnings to different contexts such as processes of innovation, collaboration, ideation and decision-making

### Online - the new normal:

- You know the specifics of learning and working online
- You know how to design interactive and inclusive online events
- You are able to translate and transform in person events to online
- You are familiar with basic technical aspects, know a set of online tools and can apply them adequately to your context
- You know how to facilitate events in a participatory and engaging way, considering specifics of group dynamics in online events
- You know how to adapt online facilitation to different target groups
- You get to know good practices of hybrid events
- Target Groups and professional proposals - the client:
- You know how to design and adapt educational events for different target groups
- You are able to consciously plan your career as a facilitator
- You learn how to position yourself as a facilitator on the market: ideas and strategies for creating portfolios, building relations with customers, and prices policy



## WHAT YOU WILL LEARN

---

### Self-directed learning - the path:

- You understand your role and attitude as a facilitator
- You got to know diverse examples and good practices for professional development as a facilitator and are able to start building your own capacities and professional strategy
- You reflect and set your personal goal and fields of development as facilitator and have a plan on your further professional development
- You are aware that a facilitator is in a constant development process and requires being open to the new, learning new trends and joining professional communities
- You are conscious about the challenges and potentials of the world full of volatility, uncertainty, complexity and ambiguity and find strategies to deal with such a reality as a facilitator
- You know how to build your capacities, deepen or broaden your expertise and get support
- You will reflect on your development as a facilitator
- You will look into your future as a facilitator and explore your perspectives

### Hosting and sustainability - the frame:

- You understand the concept of sustainability and its theoretical aspects and main definitions
- You are aware of principles of sustainability and can incorporate them in your events
- You know how to foster sustainability among participants
- You get to know the concept of hosting yourself and others
- You know how to be sustainable and resilient as a facilitator
- You will learn how to deal with stress and anxiety in facilitation, how to communicate boundaries, assertiveness and how to manage expectations