

Facilitation Tools Training in Geneva

After the successful Group Facilitation Methods course held in Geneva in 2014, CAUX-Initiatives of Change (CAUX-IoC) and the Institute for Cultural Affairs UK (ICA:UK) are collaborating to bring two facilitation training courses to Geneva this autumn:

Group Facilitation Methods

Powerful methods to facilitate and build consensus in groups

Wednesday 25 and Thursday 26 November 2015, 9.30am - 5.30pm

Action Planning

An effective tool to build ownership for your project or event

Friday 27 November 2015, 9.30am - 5.30pm

Please register [here](#) before 31 October 2015 to benefit from the early-bird rate!



Participation and ownership matter. In every time zone and in private, public, and community settings, Technology of Participation (ToP) methods and tools are bringing high levels of participation to decision-making and planning processes while embedding the ability to create specific customised applications. They cultivate the collective ideas that result in **breakthrough changes** and generate the **spirit of commitment** that leads to and supports action for change.

Participants

The trainings are suited for Executive Directors, event and project managers, educators, trainers, consultants, professional facilitators, supervisors, community activists, and group leaders of any kind. **The training suits all levels of experience.** Both courses also contribute to established international facilitator competencies. The Technology of Participation (ToP) facilitation techniques are in use by more than 20,000 facilitators worldwide.

Approach

Both courses present the methods in a **practical** and **participatory** way. Methods are first demonstrated, then analysed and discussed, and then practiced individually or in supportive small groups with guided reflection and feedback. Finally, participants plan how they will apply each method in their own situations. Participants will develop their skills, share experiences and gain an in-depth understanding of the principles behind the methods.

About the Group Facilitation Methods Training

The Group Facilitation Methods (GFM) training will teach you versatile, powerful techniques for structuring group conversations and finding group consensus. It introduces the foundations of the Technology of Participation (ToP) approach by teaching the Focused Conversation and the Consensus Workshop methods.

It will allow you to make meetings more effective, engage groups to develop creative solutions and to help groups identify and understand their shared ideas and goals.

Participants will learn to:

- Tap into group creativity to maximise productivity
- Make meetings more productive and efficient
- Focus a diverse group's energy on common goals
- Create a sense of teamwork
- Let a group deal with more data in less time
- Recognise and honour contributions of all
- Welcome diversity while minimising polarisation and conflict

Click [here](#) for more information.

About the Action Planning Training

The Action Planning (AP) training will teach you an 8-stage process to assess and plan a project or event in a participatory way. Building on the Group Facilitation Methods (GFM) training, it gives project managers and event planners an additional tool for being more effective in their work.

It will allow you to plan the implementation of your project and generate ownership and commitment in the process.

Participants will learn to:

- Tap into group members' expertise
- Generate a collective decision on the feasibility of a project or event
- Plan the implementation of a project or event with the team responsible Effectively align resources, distribute responsibilities and set deadlines

Click [here](#) for more information.

Trainers

The trainers will be selected from the three below depending on the number of participants.



Jonathan Dudding is the Director of ICA:UK. Jonathan has been working with different members of the ICA network for over 20 years, developing skills in consultancy, facilitation and training. He is recognised as a lead trainer in ICA's Technology of Participation. Working primarily with international clients, Jonathan has worked with governments, international and local organisations, particularly in Europe and Africa.



Bhavesh Patel designs and facilitates meetings to explore organisational issues and opportunities, and offers skills training in coaching, communication, and facilitation. His approach is to use participatory methods that engage collective intelligence and leadership. He believes that in an increasingly complex world there are no off-the-shelf solutions. Organisations can find their own answers through engaging the hearts and minds of their own people. His clients have included Motorola, Deutsche Bank, Malaysia TV3, Monetary Authority of Singapore, Aberdeen Asset Management, Singapore Institute of Management, Lafarge, Fraser & Neave, Zuellig Pharma, Bangkok Bank, Prudential, World Wide Fund for Nature, World Health Organisation.



Rob Lancaster has been working as a facilitator and trainer in the NGO sector since 2007, in Australia, India, South East Asia, Africa, and Eastern and Western Europe. He has a long-standing involvement in Initiatives of Change; as the Director of the Caux Interns Program, Project Manager and then Director of the Caux Forum for Human Security, as support team for the leadership training program Action for Life, and trainer.

Organisers



[CAUX-Initiatives of Change](#) is an independent officially recognized Swiss foundation working to promote peace, prevent conflicts, build trust and encourage intercultural dialogue and ethical conduct in business. In cooperation with Initiatives of Change International, the Swiss foundation organises international conferences in Caux above Montreux in July and August of each year in order to inspire, connect and equip people to be the change they want to see in the world, starting with themselves.



[ICA:UK](#) draws on more than 50 years of global experience in human, community and organisational development. As part of the ICA International network of 30 organisations across five continents, ICA:UK focuses on the human factor in world development, developing, sharing and applying effective facilitation methods designed to release human potential and give people greater control over their own development.



Fees

[Register now](#) and benefit from the preferential rate!

	Both trainings		Only GFM		Only AP	
	Early-bird	Normal	Early-bird	Normal	Early-bird	Normal
Corporate	1'500	1'700	1'000	1'100	550	650
Not-for-profit	1'200	1'400	800	900	450	550
Individuals	900	1'100	600	700	350	450

The payment can be done through [PayPal](#) or by bank transfer to:

Account No.: 60-12000-4

IBAN: CH18 0900 0000 6001 2000 4

Swift Code: POFICHBEXXX

Account Holder: Stiftung CAUX - Initiativen der Veränderung, CH-6002 Luzern

Bank: PostFinance AG, Mingerstrasse 20, 3030 Bern, Switzerland

Contact

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93% of GFM-training participants rated the course 8/10 or higher. Comments from participants' end-of-course evaluations included:

- brilliant - a must-do if you want better, more effective meetings
- provides two practical, easy-to-use methods to discover deep insights from diverse groups - useful tools for any group, organisation or community
- benefits for experienced facilitator and novice alike
- worth every penny - excellent content & great presentation

87% of AP participants rated this course 8/10 or higher. Comments from participants' end-of-course evaluations included:

- gives you a structured and effective method for action planning, in a relaxed and enjoyable training environment
- an interactive and fun way to involve everyone on your team in the planning process
- a very useful course for planning short-term projects or events
- rewarding and insightful, it will demonstrate to you how you can get things done - and it is a great experience and a great environment
- brilliant - the best training course I've ever been on