

Group Facilitation Methods



November 1st & 2nd 2006, Newman House, Exeter

Learn two proven processes for activating group participation.

Gain hands-on experience of practicing these methods and explore ways to apply them to your specific situation. This two-day course gives a structured introduction to the foundation methods of the Technology of Participation (ToP), which has been developed and refined by ICA in over 30 years of working with communities and organisations around the world. Today, the ToP methods are applied by a wide variety of groups and organisations in the public, private and voluntary sectors.



The Focused Conversation Method

Learn a structured process that helps you plan and facilitate a meaningful exchange of ideas. Discover ways to involve every member in thinking through difficult issues. This process heightens your effectiveness in facilitating virtually every form of group communication.

- Conduct purposeful, productive meetings and discussions
- Quickly capture a group's best thinking
- Surface new ideas and solutions
- Ask questions that stimulate candid feedback and discussion



The Consensus Workshop Method

Energize problem-solving with a process that builds active participation and teamwork. Productively channel diverse ideas into consensus decisions everyone can own and support. Learn tools to help groups reach new levels of creativity and cooperation that lead to practical actions. Learn how to use a sticky wall!

- Tap both rational and intuitive thought processes
- Integrate diverse ideas
- Generate practical and creative solutions
- Develop group consensus



Course Fees and Discounts

- A) ★ £100 – small voluntary organisations (t/o up to £30,000) and those who may not otherwise be able to attend
- B) £195 - voluntary sector organisations (t/o £30k to £100k) unwaged and students
- C) £275 – Independent professionals and large voluntary sector organisations (t/o more than £100k)
- D) £345 – public and private sector organisations

Fees include light lunch, refreshments, comprehensive course manual and one hours post-course coaching.

Discounts are available for early bookings (10% off if booked by **Oct 3rd**) and multiple bookings (10% for three or more).

★ *ECI is committed to making quality training available, particularly to small community/voluntary groups, so a limited number of reduced cost places are available. Please ask us before booking at this rate.*

Brought to you by ...

...Exeter Community Initiatives working in collaboration with course leader and organiser Jenny Archard, under license with ICA:UK. Experienced facilitator and ICA Associate Trainer living in Devon, Jenny has been facilitating and teaching group work skills for over 10years. Further course information visit www.ica-uk.org.uk or request a course brochure. For information on the work of Exeter Community Initiatives see www.eci.org.uk

**Course enquiries and bookings jenny@archard.fsbusiness.co.uk. 01404 549488.
10 Sunnyside, Awliscombe, Honiton EX14 3NX**

Booking Form: Group Facilitation Methods



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Name
Organisation
Contact Address
Tel
Email
Please specify any dietary requirements or other needs:
What previous experience do you have or courses attended?
What do you hope to gain by attending this course?

I am paying fee band (see flyer for bands) A B C D

I claim the 10% early bird booking discount (booked before September 8th)

I claim the 10% discount for three or more places(one form for each person please)

I enclose a cheque (made payable to Jenny Archard) for the full amount of £.....

OR Please invoice me for the total amount £.....

(please add % discounts together e.g. three people booked early get 20% off)

Signed.....date.....

Booking Conditions

If you let us know in writing more than **15 working days** before your course (by letter or by email), then we can cancel your booking (or transfer it to an alternative course if available). In this case we will invoice you for an administration charge of **10% of the course fee**, or we will deduct this from your refund. Unless you let us know in writing **more than 15 working days** before your course, we regret that we cannot cancel your booking or transfer it to an alternative course. In this case the full fee for the course will remain payable and no refund will be made. Also, if for any reason you fail to fully attend a course that you have booked, the full fee for the course will remain payable and no refund will be made. We are, however, happy to transfer your booking to an alternative participant to attend the course that you have booked in your place. Please let us know as early as you can if you will be unable to attend, and if another delegate will attend instead. Full payment must be received more than 5 working days before a course to guarantee your place. We reserve the right to cancel any course 10-15 working days in advance, without liability for any consequential or indirect loss. In this case, we will let you know in writing (by letter or by email) and offer to cancel or transfer your booking with no charge.

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