

National Judicial College of Australia

Facilitation Skills Program

1 & 2 July 2010

About the workshop

This is a practical, hands on 2 day workshop that will assist judges and magistrates to develop and deliver interactive and engaging judicial education sessions / programs.

Who should attend

Judges and magistrates who would like to acquire new tools, tips and strategies to engage their audience during the delivery of their sessions.

Key Learning Outcomes

Upon completion of this program participants should be able to utilise:

- adult learning principles and learning styles in developing and delivering sessions
- effective facilitation skills to engage participants in programs e.g. small group work, pair work, role plays, debriefing and questioning techniques, managing group dynamics
- training resources and aids such as power point slides, case studies, DVD clips, flipcharts and whiteboards to enhance participant learning
- review and evaluation processes to determine the effectiveness of their training / delivery

Agenda

Thursday 1 July 2010

9.00am Session 1 Welcome and introductions

9.15am Session 2 – Adult learning principles and learning styles

This session involves exploring how adults learn, defining what motivates adult learners and how to engage learners by utilising a range of learning styles when delivering sessions e.g. some learners respond better to a more visual session, others prefer a hands on practical approach and others may learn more easily through group interaction.

*Different styles of delivering a session– lecturing vs training and facilitating.
Understanding the different styles of delivery - when do we use the different styles and what effect does it have on the participants and their learning in your program?*

10.30am Morning Tea

10.45am Session 3 Processes to encourage audience participation

This session will explore the processes that a presenter / facilitator can use to encourage learner participation and engagement e.g. how to conduct small and large group work, pair work, role plays, case studies, brainstorm sessions etc.

12.30 Lunch

1.45pm Session 4 Developing a session plan

This session will outline a simple and effective method for developing a session plan that will ensure there is variety in the way the session content is delivered to participants. This will be a hands on session – participants will pair up, select a work related topic /subject and develop a short session plan.

3.30pm Afternoon tea

3.45pm Session 5 Facilitation Practice

Co facilitation practice –using the session plan developed in the previous session, one pair at a time will facilitate a short (20mins approx) session using the remaining group as participants. This informal practice opportunity will enable the 2 facilitators to experiment - using new tools and techniques, at the conclusion of each session there will be a debrief and feedback will be provided. The practice opportunity will be spread across the 2 days, given the number of facilitators involved.

4.45pm Session 6 Summary & review of day one

5.00pm Close

Friday 2 July 2010

9am Session 7 Roles and skills of a facilitator

This session will focus on some of the communication and observation skills required when facilitating, such as challenging thinking, initiating ideas, guiding discussion, raising questions, subduing dominate members, clarifying and summarising etc.

10.30am Morning Tea

10.45am Session 8 Effective use of training resources and aids

How to effectively utilise power point, flipcharts, whiteboards, DVD clips during training sessions.

11.30am Session 9 Co - facilitation practice

Continuation of the 20 minute co- facilitation practice with feedback

12.30pm Lunch

1.45pm Session 10 Co - facilitation practice

Continuation of the 20 minute co- facilitation practice with feedback

3.00pm Afternoon tea

3.45pm Session 11 Reviewing and Evaluating Delivery Effectiveness

Processes to reflect and review the effectiveness of session delivery, what do facilitators / presenters need to consider, what worked, what didn't and why?

4.45pm Session 12 Wrap up and summary

Final questions and answers, evaluation of the workshop

5.00pm Close