



**THE VOICE BUSINESS**  
SPEAK WITH CONFIDENCE

## Facilitation Skills (CFT)

A great course for anyone... that wants to know how to facilitate groups.

### Purpose:

This course is designed to develop the professional skills you need to facilitate effective group interaction and learning. By the end of the course you will have an increased understanding of audience expectations and behaviour in the training environment. You will learn how to speak the “three languages of interaction” designed to bring out the best in people, as well as comprehend how groups learn. The best ways to introduce knowledge and to tailor for individual needs will be addressed in depth. Overall, this session will help you clarify, manage and maintain effective communication in your training relationships with your clients.

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This is a workshop all about facilitating groups.

### In it you will learn...

- **Facilitating Skills** - facilitating means “to make easy”- Learn how to make it easy for others to understand you.
- **Interaction Skills** - how to generate, manage and maintain effective interaction in a group.
- **Sharing Knowledge** - how to organise yourself and your material for impact and how to design winning presentations.
- **Self Confidence** - realise that to feel confident you need to know and practice certain effective communication behaviours.
- During this course you will have ample opportunity to develop your "emotional intelligence" and effectiveness.

## Scheduled Facilitation Skills (CFT)

Course	Code	Duration	Location	Cost (gst inc)	Type
Facilitation Skills	CFT	1 x 8 hr workshop	Australiawide	\$1495 pp	Group

### Class Time

Classes are available weekdays between  
**6.00am-6.00pm**

Workshops are from **9.00am-4.30pm**

### Questions?

**Email:**

[courses@thevoicebusiness.com.au](mailto:courses@thevoicebusiness.com.au)

**Phone:** 1300 922 122

### Head Office

The Voice Business,  
Level 3, 66 Berry St, North Sydney,  
NSW 2060,  
Australia

### Course Materials

CDs.Mp3 and Work notes included  
Post Course Evaluation.  
A Certificate of Completion will be awarded to  
each successful candidate.

[Click here to book your classes](#)