



# Facilitation Foundation

INCLUSIONS

**Exam voucher**

LENGTH

**3 days**

PRICE (Incl. GST)

**\$2420**

## APMG INTERNATIONAL AT LUMIFY WORK

APMG International is an award-winning Examination Institute. APMG accredits professional training and consulting organisations and manages certification schemes for knowledge-based workers. APMG has a global reach, with regional offices located around the world.



## WHY STUDY THIS COURSE

*This Foundation course usually runs consecutively with [Facilitation Practitioner](#) as a five-day [Combined](#) course at a reduced price.*

Facilitation is a common word used in a variety of different contexts. However, being a facilitator for a group and effectively facilitating strategy, operational or project meetings and/or events requires key skills and comprehensive knowledge of the principles and concepts involved.

APMG-International has partnered with experts in the facilitation field to develop a robust methodology that provides the structure that enables specialists and managers to be able to facilitate effectively. The Process Iceberg® methodology is being applied in a wide variety of organisations and scenarios. Its pragmatic, practical approach has gained a wide range of adherents in the public, private and not-for-profit sectors.

Working from the book *Facilitation – Develop Your Expertise*, APMG has developed a training program to help individuals develop the necessary expertise to become accomplished at facilitation.

This three-day Foundation course encapsulates the tools and techniques from the book, providing the individual with the skills, science and art for effective facilitation.

APMG-International Facilitation Certification gives individuals in their organisations the capability to:

- enhance productivity
- enable more effective problem solving
- increase the ability to undertake business process improvement
- ensure stakeholder participation and engagement at all levels

## Examination

This course pricing includes a voucher for the Facilitation Foundation Exam which can be taken via remote proctor. A practice exam paper is provided in the course, and reviewed to assist in preparation. The exam is:

<https://www.lumifywork.com/en-au/courses/facilitation-foundation/>





# Facilitation Foundation

- 40 minutes
- 50 multiple-choice questions
- Closed book – no other materials are allowed
- Requires 50% (25 marks) pass to attain certification



*My instructor was great being able to put scenarios into real world instances that related to my specific situation.*

*I was made to feel welcome from the moment I arrived and the ability to sit as a group outside the classroom to discuss our situations and our goals was extremely valuable.*

*I learnt a lot and felt it was important that my goals by attending this course were met.*

*Great job Lumify Work team.*

**AMANDA NICOL**  
IT SUPPORT SERVICES  
MANAGER - HEALTH WORLD  
LIMITED

It is **highly recommended** that you spend some time each evening of this course reviewing and consolidating what you've learned, to be well prepared for the exam.

## WHAT YOU'LL LEARN

### Learning Outcomes

Participants will learn:

- The skills and expertise required to become an effective facilitator, capable of operating in a wide variety of situations
- A structure and framework to help introduce a facilitated approach to improvement, innovation and change in an organisation
- A range of practical and usable tools and techniques, which can help facilitate groups to handle uncertainty; as well as provide processes to enable the group to solve problems and develop answers to key questions
- How to manage, lead and facilitate project team members and enable them to identify key issues and develop solutions by accurately defining the objectives of a project or programme
- How to complement all other professional qualifications with skills which produce results faster and more effectively

**Successful completion of this course will enable participants to:**

- Assist organisations to tackle difficult challenges using best practice facilitation methods

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# Facilitation Foundation

- › Ensure robust solutions can be delivered in an effective, timely and constructive way that won't compromise on the key issues
- › Enable organisations to involve and engage people at all levels, using a collaborative approach to facilitate change
- › Ensure the delivery of projects on time, on budget and within scope
- › Implement a common language to improve communication and understanding both within teams and throughout an organisation

## Lumify Work Customised Training

*We can also deliver and customise this training course for larger groups saving your organisation time, money and resources.*

*For more information, please contact us on [1 800 853 276](tel:1800853276).*

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# Facilitation Foundation

## COURSE SUBJECTS

The Facilitation Foundation course will span the following major areas:

- Formats
- Task and Process
- Task Leader's Role
- Facilitator's Role
- Process Iceberg Model
- Process Models and Tools such as Feedback Model and SPO
- Myers Briggs Type Indicator (MBTI®)
- Task Tools such as Clustering/Linking/Out of the Box/ Yes and ?
- Check understandings
- Models and Tools such as Data Collection, Prioritisation, Advanced Data Collection, Implementation and Planning a Facilitation Event
- Planning and Developing the Agenda Process
- Facilitating the Event
- Contracted Roles of the Facilitator and the Group
- Symptom, Cause, Action (SCA)
- The Process Iceberg Meeting/Workshop Model
- Process Iceberg Organisational Model
- Facilitator's Profile

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# Facilitation Foundation

## WHO IS THE COURSE FOR?

The internationally accredited qualification in Facilitation is relevant to all sectors and types of situations where people come together to tackle issues, resolve organisational problems and develop effective solutions. The target audience therefore encompasses all those with a role in organisational development, project or change management.

- Programme Managers
- Project Managers
- Team Leaders
- Business Analysts
- Operational Managers
- Business Managers
- Teachers
- Project Management Office Personnel
- Quality Assurance and Quality Control Managers
- Process Improvement People
- Executive Managers
- Change Managers
- Business Improvement Managers
- Facilitators of any type
- Event Managers

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PROJECT AND PROGRAMME MANAGEMENT

# Facilitation Foundation

## PREREQUISITES

None

The supply of this course by Lumify Work is governed by the booking terms and conditions. Please read the terms and conditions carefully before enrolling in this course, as enrolment in the course is conditional on acceptance of these terms and conditions.

<https://www.lumifywork.com/en-au/courses/facilitation-foundation/>