



Centre for Leadership and Community Learning COURSE OUTLINE

Division: Centre for Leadership and Community Learning
Program: Individual Management/Leadership Electives
Course Code: **MGMT 131**
Course Title: **Flawless Facilitation the First Time**
Course Effective Date:

Previous course code & title:

Required

Elective

Credits: 0.5

Total Course Hours (face-to-face): 7

Lab Hours (if any): NA

Practicum Hours (if any): NA

Delivery Method:

Face-to-face

Distance

Online

Prerequisites: **None**

Equivalent Course(s) within the JI:

Brief Description:

Flawless communication is the key to successful outcomes in meetings and presentations. This course defines the facilitator's role in effective group functioning and communication. Specific attention is paid to the types of facilitation required in different environments. Participants learn how to prepare for sessions and practice basic facilitation skills. Participants identify challenges to facilitation and develop confidence in addressing the situations during the process. The course materials will include references and examples of activities to provide participants with materials to draw from when preparing for their own sessions.

Evaluation Profile:

Attendance only

Credit / No Credit

Complete/Incomplete

Pass/Fail

Letter Grade

% Grade

Passing Grade (if applicable): Credit granted

Evaluation Methods and Percentage of Total Grade:

100% attendance in all classes;

Self evaluation

Active contribution in large and small group discussions and activities.

Role plays



Learning Outcomes / Goals:

Participants will learn how facilitators can contribute to effective group functioning and communications by effective use of presentation, communications and group management skills.

Learning Objectives:

Upon successful completion of this course, the participant will be able to:

Describe the key components to being an effective facilitator

Identify how the role may change depending on the environment

Create an effective plan for facilitating a meeting or presentation

Demonstrate key facilitation skills to ensure group participants have a positive experience while achieving the session's objectives

Course Topics/Content:

Role of the Facilitator

Preparation steps for Facilitating

Stages of Community

Understanding Individual Needs

Activities for Facilitating

Challenges in Facilitating

Text and Resource Materials:

Required:

Recommended:

Comments and Course Policies:

Evaluations:

Course outline changes: All changes to course outlines communicated to learners in class.

Jl Policies refer to website:

www.jibc.bc.ca/studentsservices/main/academicsservices/policies.htm