

Justice Institute of British Columbia COURSE OUTLINE

Course Code: MGMT177

Course Title: Flawless Facilitation the First Time

Prerequisite Courses: None

Sponsoring Division: Community and Social Justice Division (Centre for Leadership)

Previous Course Code & Title: MGMT 131 (one day version)

Course Effective Date:

# of Credits:	1.0
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Course Description:

Flawless facilitation is the key to successful outcomes in meetings presentations and group processes. Learn how a facilitator can contribute to effective group functioning and communications; how to prepare for a meeting or presentation; and practical facilitation skills required to achieve a positive experience. Specific facilitation challenges and solutions will be clarified. Enrolment is limited to 16. This course may also be used as an elective in the Instructor Development Certificate.

Course Goal(s):

Participants will learn how facilitators can contribute to effective group functioning and communications by effective use of presentation, communications and group management skills. 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 material will include references and examples of activities to provide participants with materials to draw from when preparing for their own sessions.

Course Learning Objectives:

Upon successful completion of this course, the learner 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 fro Facilitating
- Stages of Community
- Understanding Individual Needs
- Activities for Facilitating
- Challenges in Facilitating

Text and Resource Materials:

Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Required:

Recommended:

Course Level:

	First Year		Second Year		Third Year		Fourth Year
x	Other (describe): Professional Path						

Equivalent Course(s) within the JIBC: None

Class Delivery Methods:

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	7			
Simulation/Lab	7			
Practicum/Fieldwork				
Online				
Correspondence				
Total Class Hours	14			

Comments on Delivery Methods:

This course is participatory in nature and includes a variety of small group discussions, role plays, and large group discussion/lecture.

Related Program(s):

This is an elective course in the Foundations for Effective Management and Leadership Certificate and the Instructor Development Certificate.

Credit Transfer exists at:

Please contact the Centre for Leadership Program Coordinator for more information.

Course Grading System:

Check the system that applies to this course:

	Letter Grades		Percentage		Pass/Fail	x	Credit/No Credit
	Complete/Incomplete		Attendance Only		Not Applicable		

Passing Grade:	Credit Granted
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JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range
A+	4.33	90-100
A	4.00	85-89
A-	3.67	80-84
B+	3.33	76-79
B	3.00	72-75
B-	2.67	68-71

Letter Grade	Grade Points	% Range
C+	2.33	64-67
C	2.00	60-63
C-	1.67	56-59
D	1.00	50-55
F	0.00	0-49

Evaluation Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	100%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation: You must attend the full course to receive credit.

Other Course Guidelines, Procedures and Comments: None



View the Justice Institute of BC Policies listed below at:

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy
Harassment Policy
Prior Learning Assessment Policy
Student Code of Conduct

Academic Appeals Policy
Intellectual Property Rights Policy
Research on Human Subjects: Ethics
Student Records