

Dr Edward de Bono's **FOCUS ON FACILITATION™**

Engaging, Effective and Practical

This new workshop shows you how to combine tools from the core de Bono tools (Lateral Thinking™, Six Thinking Hats® and Direct Attention Thinking Tools (DATT)™) to become an expert facilitator for any kind of meeting.

Focus on Facilitation™ gives you the techniques to:

- Really engage employees or groups of people in meetings
- Get more done – before, during and after your meetings
- Be more effective at planning and facilitating meetings

Workshop Objectives

This instructor-led workshop teaches practical tools including multiple, coached facilitation practices. The workshop comes with all the resources you could possibly want to support the techniques you learn:

- Complete facilitator handbook
- Exercise book to collect all the tips you get and thinking you do during the workshop
- Facilitation cards to 'deal' yourself a visual map of the agenda you are planning
- Table mats that engage your meeting participants in tracking group progress
- Slide rules so participants can easily call to mind the steps in the de Bono thinking methods
- Capture cards for writing, sorting, and assessing ideas generated
- Energy dots to indicate top priority ideas and to measure buy-in on decisions made

Workshop Overview

The workshop includes a mix of teaching and practical exercises. Participants will work in small groups with support from the trainer – certified by Dr de Bono to deliver the workshop. Each delegate is supplied with a comprehensive workbook to provide ongoing reinforcement of the techniques learnt.

This workshop will give you complete confidence in your ability to work with groups as an expert facilitator. Participants will turn up to meetings prepared and ready to contribute when you employ all your new tools and techniques. They will applaud your meetings and the results that come from them.

Who Should Attend

The workshop is designed for businesses who wish to improve team-working, hold more productive meetings, generate new ideas and solve problems faster. It will be especially useful to the following groups:

- Project / Strategy teams
- Departmental managers and their teams
- Managers and executives who require greater levels of innovation and creativity
- Individual contributors and teams working in highly competitive or changing environments

Who is Dr Edward de Bono?

Dr Edward de Bono is the world's leading authority on conceptual thinking as the driver of organisational innovation, strategic leadership, individual creativity, and problem solving. Since 1970 his exclusive tools and methods have brought astonishing results. Organisations around the world and individuals from a wide range of cultures, educational backgrounds, occupations, and age groups have all benefited from Dr de Bono's advanced training solutions.