

EFFECTIVE

Facilitator Training Workshop

Behind every hero is
great training and practice.





OBJECTIVES

for Effective Facilitation Training

- ☒ Become familiar with a simple, practical framework for designing and leading effective meeting, group planning sessions and other facilitated and experiential events.
- ☒ Understand and use a range techniques and creating behavioral shifts/change in teams and individuals.
- ☒ Learn skills to deal with disruptive, difficult meeting behaviors and dominating team members
- ☒ Develop an increased ability to support organizational change.
- ☒ Gain an increased sense of confidence and leave energized to take on a greater leadership role within your organization.



KEY BENEFITS

- ☑ Facilitation is a 'Life' and leadership skill to be used in many areas of your life.
- ☑ Unveil the power of structured, collaborative thinking paired with action for achieving goals.
- ☑ Cultivate the potential of a group by involving participants in building consensus and promoting quick results while creating opportunities for broader-based participation and influence.
- ☑ Generate more and better solutions to problems.
- ☑ Manage (or better yet, prevent) dysfunctional behavior in the group.
- ☑ Practice facilitation techniques with interactive feedback and coaching.

While there are certain 'classroom' elements that will occur to give everyone a baseline of knowledge, you will help direct which elements receive the most attention.

However, there are a few items that WILL occur during those two days:

1. You WILL learn how to run and debrief activities.
2. You WILL facilitate and process an activity from start to finish.
3. You WILL receive feedback from participants and instructor about your facilitation.

**Telling
Ain't
Training!**



CONTENT DETAILS

Facilitate the Event

- ☒ Define the session objectives, deliverables, participants, and roles and responsibilities
- ☒ Identify and/or modify room layout, equipment for maximum group results
- ☒ Create a session agenda and detailed facilitator's agenda

Facilitate Yourself

- ☒ Self-assess performance
- ☒ Maintain neutrality
- ☒ Take appropriate risks for better results
- ☒ How to facilitate when you're the boss
- ☒ Stay 100% energized throughout the session

Facilitate the Process

- ☒ Open the session
- ☒ Apply correct methods and techniques to gain the greatest value in each session
- ☒ Maintain focus on the desired outcome
- ☒ Engage participants
- ☒ Record the session results
- ☒ Close the session

Facilitate the Group

- ☒ Use a simple questioning technique to keep the group on track and create life applications
- ☒ Understand and apply facilitative techniques to deepen dialogue, mine and manage for conflict
- ☒ Understand and manage group behavior and group dynamics for maximum effect



WORKSHOP DETAILS

When? Where?

Please [check our website](#) for dates and locations.

Fees:

\$1,395

\$995 for early bird pricing by booking

45 days before the workshop date.

What do I Receive?

- ☒ Bound copy of Effective Facilitators Handbook
- ☒ 2.5 days of training from a Be Legendary Facilitator
- ☒ Eligibility to become a Be Legendary Facilitator
- ☒ A fun environment to learn and test your skills
- ☒ Learn with the activities and tools we use in our own workshops and programs
- ☒ Discounts for purchasing our products.

What Will I Learn?

- ☒ The Greatest Responsibility of a Great Facilitator
- ☒ The Single Most Abused Role of a Poor Facilitator
- ☒ The Greatest Challenge of all Facilitators
- ☒ How to select, setup, execute and process a successful activity
- ☒ Facilitative behaviors of a professional **facilitator**
- ☒ How to overcome resistance, seek clarity and intervene in the right situations

What will we do?

This will be an **active workout** in which you will not only learn from a professional facilitator, not only participate in actual activities, but also **RUN and DEBRIEF** a real activity. While you are doing that for participants, you will be tested on what was learned in the classroom setting



WHAT PEOPLE ARE SAYING

James Carter is pure genius. Anyone who is a facilitator or who wants to be a facilitator has to attend this workshop.

The opportunity to learn from James is a rare gift. Beyond the opportunities to learn about facilitation is simply the opportunity to brainstorm with James. He will move your business forward in a heartbeat with one idea. That's the special bonus I received from attending this event last year.

Much of what I learned from James during the workshop was immediately applied to my work with at risk kids. We used some of James's team building games in our after-school program at a high school continuation school and the response from the kids was amazing. Exponential learning.

Schedule this event on your calendar right now before it fills up... It's that important.

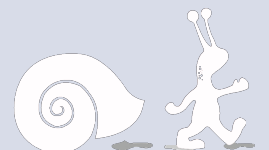
John Hawkins, CEO
Emotional Literacy Foundation

“Fantastic session by world class facilitators who really are passionate and care about what they are doing.

I would recommend to even experienced facilitators since there was so much knowledge and skills passed on.

You guys are great.”

Aileen Zaballero



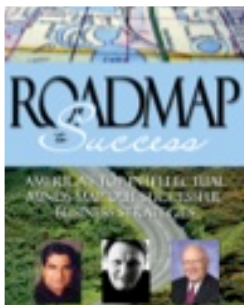
WHY BE LEGENDARY?

1

We have facilitated for over 500,000 people over the last 15 years. We know what works, what doesn't and we teach what we know!

2

Our clients include 65% of the Fortune 100, every level of government and thousands of small businesses. [See our client list.](#)



Expertise

James Carter, Founder and CEO, has co-authored two books with Stephen Covey, Ken Blanchard, Deepak Chopra and Brian Tracy.

James has also created the Roadmap to Legendary, a research and experience guide to creating a legendary life and organization.



WHAT PEOPLE ARE SAYING

Attending the Effective Facilitator Training with a handful of my team was the best investment I made in my company this year.

Being critiqued by a seasoned professional while we practiced facilitating activities and debrief was priceless.

I myself appreciated the distinction between facilitation and training, and how to select the best activities to meet our objectives and how to structure an event.

I look forward to future trainings with Be Legendary.

Connie Phelan

James, thank you for sharing so much from your heart and years of experience during your "Effective Facilitator Training".

As a participant, I was amazed how much you shared and genuinely care to empower others to "be legendary" in their own way.


I was able to put many of the tools to use immediately, and I am very grateful that I have been able to pass-on what I've learned to assist others.

Know that your guidance, distinctions, experience and willingness to give so much is making a positive impact and difference in this world!

My heart is filled with gratitude and I thank you for being you... authentic, genuine and a gifted teacher that shares all he knows so I can do the same as a facilitator!

Karen Pfeffer



A photograph of four children from behind, standing in a grassy field with trees in the background. They are wearing superhero costumes: a blue cape with a small logo, a red cape with a large yellow heart, a pink and yellow striped cape with a polka-dot shirt, and a red cape with a large white 'C' on a yellow and white chevron background. A yellow circular graphic is overlaid on the first child's cape.

You
are not
alone

Before, During, After

We are here to support you.

Anytime you need help,
we are one call away...





FACILITATE TO CREATE A TEAM OF LEGENDS WHO ARE:

**ON
FIRE!**

**Aligned and motivated
by the purpose of the
organization.**

Taking the time to align individuals on the team is essential to create the powerful cycle of synergy that comes from a team on fire.

**High
Performing**

**Productive AND Efficient
is a powerful
combination.**

Alignment without productivity is a waste. People will be working on what is most important to advance the organization. With alignment, everyone keeps #1 priorities #1.

**100%
Engaged**

**Do you want a team of
'out of the box thinkers'?
NO! You want a team
who will challenge the
box itself.**

Engaging the individuals of the team on a deep level creates a level of dedication and drive unseen in normal teams.





Be Legendary:

*Guiding leaders
who challenge the status quo and
change this world for the better.*



Your Team

Below are the amazing staff that makes up Be Legendary.



Facilitator Champion

James Carter

EXPERTISE: Transformation expert, leading change, experiential learning

PHONE: 800-513-8759 Ext 311

EMAIL: jcarter@belegendary.org



Chris McIntyre

EXPERTISE: Productivity, accountability, emotional intelligence, small business leadership



Colin Brine

EXPERTISE: Strategic planning, facilitator, large problem solving, CPA



Jessica Haldane

EXPERTISE: Leadership development, executive coach, organizational psychologist



Kristie McLean

EXPERTISE: Executive coach, writing/editing expert, Circle Way facilitation, non-violent communication, World Cafe & Open Space facilitation, multi-



Ben Field

EXPERTISE: Communications, strategic planning, project architecture, clarity

$A + B = \text{Life's Meaning}$

Those you
touch.

What
you do.

