

NEW: IN-HOUSE COURSE

# PREPARING TO FACILITATE

What do you actually need to do before you get in the room?

ONLINE OR IN-PERSON



Fast paced,  
relevant, practical,  
engaging &  
thought-provoking

## THE COURSE

Ever been asked to facilitate a meeting but feel caught off guard or totally unprepared?

Facilitating meetings, workshops and events can appear an easy task - simply turn up and ask a few questions!!

A well facilitated meeting almost entirely depends on what has been done before you walk in the room and it is even more relevant for facilitating an online meeting, workshop or event!

This course explores the importance of preparation for a successfully facilitated workshop. What questions do you need to ask and of whom plus what do you need to put in place **BEFORE** you run a facilitated session or event?

### WHO I AM

I am an experienced and qualified online and face to face professional facilitator, trainer and consultant

 [www.meganevansconsultancy.co.uk](http://www.meganevansconsultancy.co.uk)

**Megan Evans**  
CONSULTANCY



## WHAT THE COURSE COVERS

What you need to consider during each of the following stages prior to the actual facilitated session:

- first contact
- negotiating the "contract" and your role as facilitator
- understanding the client
- needs assessment
- selecting a process
- session design

## WHO IS THE COURSE AIMED AT?

- freelance facilitators
- community enablers
- meetings and workshop facilitators
- event organisers

## COURSE LENGTH

**Online:** 2 hour workshop

**In-person:** 3 hour workshops

**Group size:** 8 - 20 participants

PLEASE CONTACT ME FOR  
MORE INFO & COSTS



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