Leadership Training Facilitator's Guide

eLearnify
Creating Unique Learning Experiences

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Introduction

Welcome to the Leadership Training facilitator guide. This guide is designed to assist you in delivering an engaging and effective leadership training program. The training aims to develop the leadership skills and competencies of participants, empowering them to become successful leaders in their respective roles. This guide will provide you with a step-by-step outline, key topics to cover, and suggested activities to enhance the learning experience.

This facilitator guide provides a comprehensive framework for conducting a leadership training program. Remember to customize the content based on the specific needs and objectives of your participants. By creating an engaging and interactive learning environment, you can help develop the leadership skills and capabilities of your participants, empowering them to become effective leaders in their organizations.

Course Content

This course presents material in a series of 8 modules. The modules are as follows:

Module	Module Name	Duration	Date
1	Introduction	1 hour	June 10, 2023
2	Understanding leadership	2 hours	June 17, 2023
3	Building self-awareness	2 hours	June 24, 2023
4	Communication and influencing skills	2.5 hours	July 8, 2023
5	Decision making and problem solving	2 hours	July 15, 2023
6	Leading high performing teams	2.5 hours	July 22, 2023
7	Leading change	2 hours	July 29, 2023
8	Wrap-up and action planning	1 hour	August 5, 2023

Participants will be given the opportunity to demonstrate mastery of course outcomes through knowledge assessments, peer and instructor feedback, group activities, case studies, and on-job application feedback from Managers and peers.

Target Participants

It is important to set clear expectations for participants before the training, create an engaging and interactive learning environment during the training, and provide ongoing support and resources after the training to ensure the desired outcomes are achieved. Regular evaluation and feedback mechanisms can help assess the effectiveness of the training and identify areas for improvement.

	Pre-training	During Training	Post-Training
Expectations	• Participants have clear expectations about the purpose, content, and relevance of the leadership training. • Learners anticipate gaining new knowledge, skills, and insights related to leadership. • Participants expect an interactive and engaging learning experience.	• Participants expect an engaging and interactive learning environment. • Learners anticipate opportunities for reflection, discussion, and skill-building exercises. • Participants expect to receive feedback and guidance from the facilitator.	• Participants expect to be able to apply the learned concepts and skills in their work or personal lives. • Learners anticipate continued support and resources for further development. • Participants may seek feedback and guidance on their progress and areas for improvement.
Outcomes	• Increased motivation and enthusiasm among participants to learn and develop their leadership capabilities. • Learners have a clear understanding of the training objectives and what they hope to achieve. • Participants come prepared with an open mindset and readiness to actively engage in the training sessions.	• Enhanced understanding of leadership concepts, theories, and best practices. • Improved self-awareness and emotional intelligence. • Development of essential leadership skills such as communication, decision-making, and team-building. • Increased ability to apply leadership principles in practical scenarios and real-world situations. • Strengthened interpersonal and communication skills for effective leadership.	• Participants are equipped with practical tools and strategies to enhance their leadership effectiveness. • Improved ability to lead and manage teams, solve problems, and make informed decisions. • Increased confidence in taking on leadership responsibilities and challenges. • Continued commitment to personal leadership development and lifelong learning.

Facilitation Best Practices

Here are some best practices for facilitation that can contribute to a successful and impactful training:

Prepare and Plan

- Understand the goals and objectives of the session and design a detailed agenda that supports those goals.
- Familiarize yourself with the content, activities, and materials to ensure a smooth flow of the session.
- Anticipate potential challenges or questions that participants may have and be prepared with appropriate responses.

Create a Positive and Inclusive Environment

- Establish a welcoming and non-judgmental atmosphere that encourages open communication and active participation.
- Respect and value diverse perspectives, ensuring that all participants feel heard and included.
- Foster a sense of psychological safety where participants feel comfortable sharing their thoughts and ideas.

Facilitate Active Engagement

- Encourage active participation by incorporating a variety of interactive activities, discussions, and group work.
- Use effective questioning techniques to stimulate critical thinking and generate meaningful discussions.
- Balance participation and ensure that all participants have an opportunity to contribute.

Foster Collaboration and Teamwork

- Promote a collaborative environment where participants work together and learn from each other's experiences.
- Facilitate team-building activities that encourage relationship-building and trust among participants.
- Emphasize the importance of listening, respecting diverse opinions, and finding common ground.

Checklist

Before the Session:

- Review the training objectives and agenda to ensure clarity and alignment.
- Familiarize yourself with the session content, activities, and materials.
- Prepare any necessary visual aids, handouts, or slides.
- Conduct a technology check to ensure all audiovisual equipment and tools are functioning properly.
- Confirm the training venue setup, including seating arrangements and necessary supplies.
- Prepare any required participant materials, such as name tags or workbooks.
- Rehearse the facilitation, paying attention to timing and transitions.
- Familiarize yourself with any specific instructions or guidelines for the session.

During the Session:

- Welcome participants and establish a positive and inclusive environment.
- Review the session objectives and agenda with the participants.
- Engage participants through interactive activities, discussions, and exercises.
- Facilitate group dynamics, ensuring equal participation and respectful communication.
- Keep the session on track by managing time effectively and adhering to the agenda.
- Encourage questions, reflection, and critical thinking among participants.
- Adapt facilitation style and activities based on participants' needs and learning styles.
- Use effective questioning techniques to stimulate discussion and deeper understanding.
- Monitor participant engagement and adjust facilitation strategies as needed.
- Summarize key points and ensure understanding before transitioning to the next topic.

After the Session:

- Provide a summary or wrap-up of the session, highlighting key takeaways.
- Allow time for participants to ask any final questions or share feedback.
- Collect participant feedback through surveys or evaluation forms.
- Review and reflect on your facilitation performance, noting areas for improvement.
- Debrief with any co-facilitators or support staff to discuss the session's effectiveness.
- Evaluate the success of the session in meeting the desired objectives.
- Make necessary updates or revisions to the facilitator guide for future sessions.
- Follow up with participants as needed, providing additional resources or support.

By following this checklist, facilitators can ensure thorough preparation, effective facilitation, and continuous improvement of their sessions.

Assessments

Level 1: Reaction

- Use the facilitator guide to design participant feedback surveys that assess participants' satisfaction and perception of the training experience.
- Include questions about the facilitator's effectiveness, clarity of explanations, engagement level, and overall training experience.
- Gather feedback on the facilitator's ability to create a positive and inclusive learning environment.

Level 2: Learning

- Utilize the facilitator guide to incorporate pre-training and post-training assessments or quizzes to measure participants' knowledge acquisition and learning outcomes.
- Assess participants' understanding of key concepts, theories, and skills covered in the training.
- Compare pre-training and post-training scores to evaluate the extent of knowledge gained during the session.

Level 3: Behaviour

- The facilitator guide can include guidelines and activities that promote the application of learned skills and behaviors in real-world situations.
- Design participant feedback surveys or assessments that capture participants' self-reported application of the training content in their work or personal lives.
- Include questions that evaluate the extent to which participants have incorporated new behaviors or skills learned in the training.

Level 4: Results

- Collaborate with stakeholders and managers to collect data on the impact of the training on business outcomes such as increased productivity, improved performance, or enhanced team collaboration.
- Use the facilitator guide to incorporate post-training follow-up assessments or evaluations to gather data on the sustained application of learned skills and the achievement of desired results.

Sample Email Template

From: [Facilitator Name]
Sent: [Date}
To: [Participants' email addresses]
Subject: [Course Title]

Hi everyone,

I'm looking forward to working with you on the **[course title].** Course begins on **[day, mm/dd/yy]**. My name is **[your name]** and I'll be your facilitator. **[Short description of relevant experience]**. Currently, I am a **[position]** at **[organization]**. I look forward to facilitating this course and learning from you.

If you have not already done so, please log in to the **[Software Name]** through your "My Training" page and download:

- Participant workbook (XX files)
- Pre-Module 1 Assignment (one file)
- Audience Profile Survey

Please e-mail me your completed Pre-Module 1 Assignment and Audience Profile at least two days before the start of Module 1.

The course schedule is shown below.

Course Schedule	
Day and Time	**Event**
1 day before, time	Pre-Module 1 Assignment
Day, Time	Module 1 Session

Thanks,

[Facilitator Name]
[Facilitator Title]
[Facilitator Mobile Number]
[Facilitator e-Mail Address]

Attach Course Schedule

Course Content Template

This section contains the content for the course. For each module, provide:

- Module description
- Learning outcomes
- Slide thumbnails
- Information on facilitator preparation and activities
- Facilitator script
- Module pre-assignment with answer key, if applicable

Module [X]: Module Name

This module focuses on ….(purpose of module)
This module will allow participants to… (what participants will do)

Learning Outcomes

Participants who participate actively in this module will be able to: (list learning outcomes for this module)

- Learning Outcome
- Learning Outcome
- Learning Outcome

Sample Content

The table below is an example of how the content should be organized. For each slide in your presentation, insert the following in the table:

- **Left column**: Type of Interaction
- **Center column:** Thumbnail of slide, information for facilitator on preparation and activities
- **Right column:** Script for facilitator

Type of Interaction	Slide and Instructions	Script
Kahoot Questionnaire	 **Preparation** Insert any instructions the facilitator should follow prior to proceeding. **Facilitator Activities** Insert any instructions the facilitator should follow for this slide. Additionally, this section can be used to expand on information, such as additional questions the facilitator can pose.	Welcome to Module One of our eight-module series. My name is ____ and I'll be your facilitator today. This module will last about **XX** hours and **XX** minutes. If you have administrative or logistical questions that you'd like us to answer, please send your questions by using the Ask a Question feature in the bottom right-hand corner of your screen. I will send you a personal reply. Today's module focuses on (insert sentence about content of the module). Let's get started.

End of Facilitator Guide