

# Post-event guide for facilitators

Highly effective facilitation for every leader



Transform participants experience to a lasting memory

# Post event guide for facilitators

**In Part 3 – the shortest of the 3 parts,  
we'll learn how to Transform participants experience to a lasting memory**

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It's all about how we as facilitators can guide the post-workshop experience and create the mystical link between what was learnt during and what is implemented post the workshop.

# Cluster # 1: The Fundamentals

- ❑ Facilitator leaves contact details with open offer of responding to participant questions
- ❑ Facilitator seeks verbal or written commitment from participants for 2-3 next steps
- ❑ Facilitator sends follow-up email (personal if possible) - event summary & encouragement
- ❑ Facilitator sends 1 & 3 month follow-up quiz targeting event's learning objectives
- ❑ Post-event Supervisor/participant review of learnings and implementation strategy

Our recommendation is that you strive to ensure all of these 5 activities are realized. The more activity you are able to stimulate through these steps the better the retention level.

# Cluster # 1: The Fundamentals

**Additional Notes:**

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Next, we move to the foundation layers. Numerous studies indicate that companies who are making this level of investment on refresher learnings are reaping the benefits.

# Cluster # 2: The Foundations Layers

- ❑ Establish a social-media group, for networking, answering questions, providing key event material
- ❑ The refresher webinars or conference calls – typically two of these, 1 & 3 months after the event
- ❑ Provide access to online material, via mobile, tablet or computer (follow-up bite sized nuggets)
- ❑ Use tandem partners or a buddy system, to leverage support from a colleague at the same event
- ❑ Facilitator acts as a 1 on 1, or 1 on group coach - provides special insights and drives participants

With foundation layers, together with fundamentals you are in a very healthy position to select which approach/s would be most suited to your workshop participants – as not one size fits all.

# Cluster # 2: The Foundations Layers

**Additional Notes:**

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Lean towards the foundation layers over the fundamentals as these have proven more effective in recent times.

# Cluster # 3: The Bridge Builders

- ❑ Self-made videos via the mobile - short videos demonstrating practices in the real world
- ❑ Use Virtual Reality simulations as immersive means for bringing topics to life.
- ❑ Incorporate individually adaptive learning apps powered by machine learning technology
- ❑ Introducing the new kid on the block – Augmented Reality or a combination of VR / AR

These **bridge builders** are where we enter into new territory for most facilitators and companies. It's the ground for the true pioneers, those willing and able to leverage breakthrough technology.

# Cluster # 3: The Bridge Builders

**Additional Notes:**

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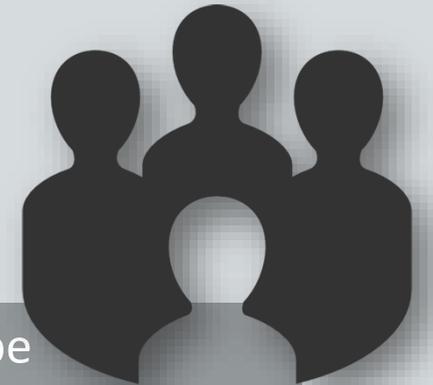
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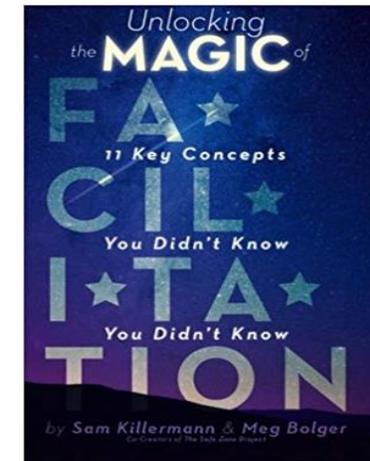
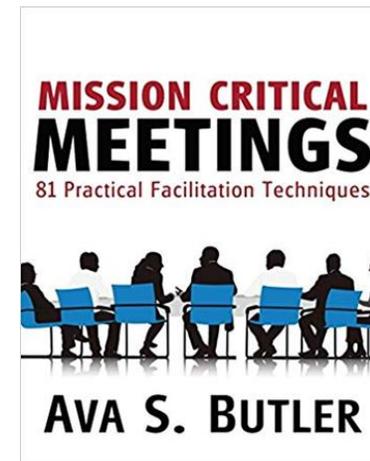
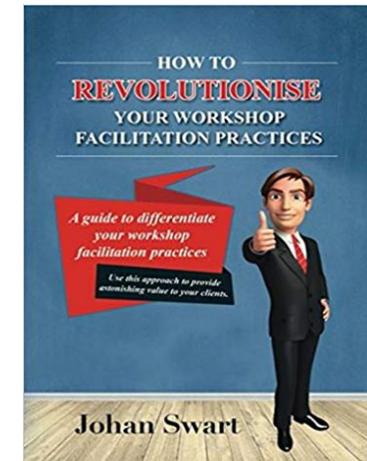
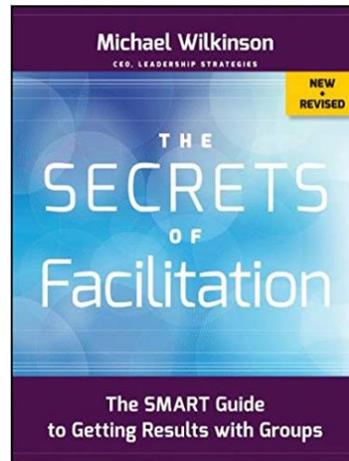
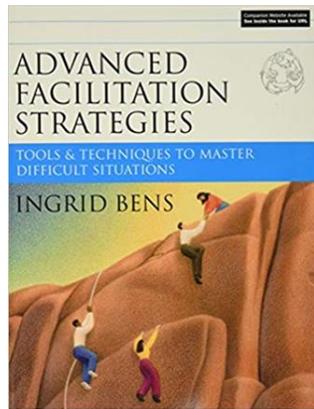
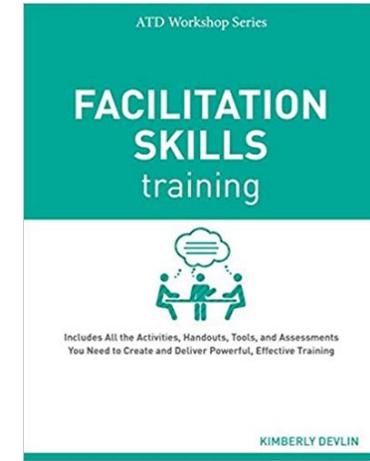
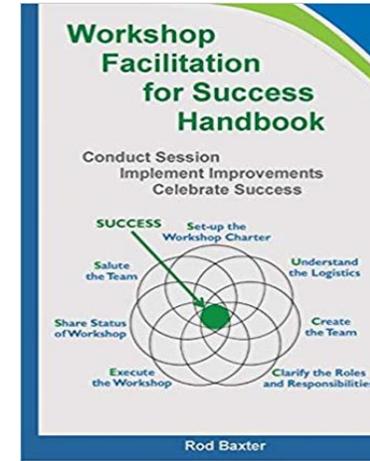
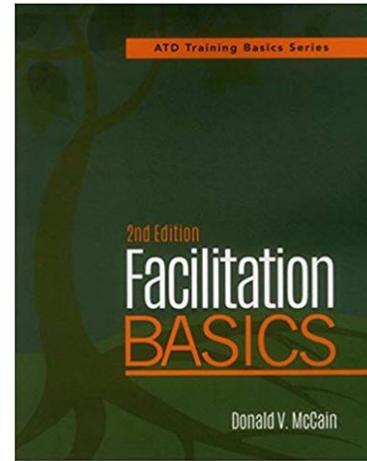
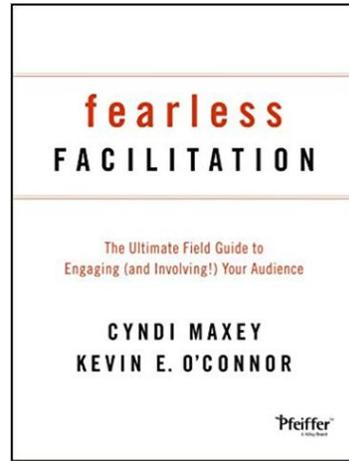
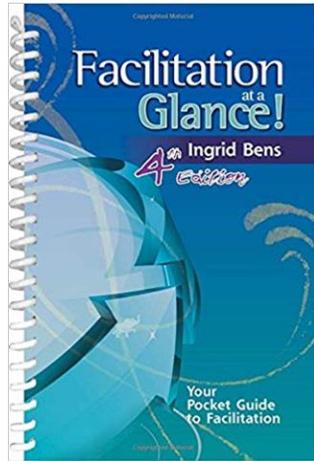
These bridge builders are not on the menu for everyone, but the future landscape is so dynamic and exciting, we thought it worth including them on the radar.

# Adaptive Learning providers

- **Raptivity.** <http://www.Raptivity.com>
- **Waggl.** <http://waggl.it>
- **QStream®** [www.QStream.com](http://www.QStream.com)
- **Mindmarker®.** [www.Mindmarker.com](http://www.Mindmarker.com)
- **ResultsEngine.** [www.FortHillCompany.com](http://www.FortHillCompany.com)
- **70-20.** [www.70-20.com](http://www.70-20.com)
- **BoosterLearn** [www.BizLibrary.com/technology](http://www.BizLibrary.com/technology)
- **Axonify** [www.axonify.com](http://www.axonify.com)
- **Adeption™** [www.Adeption.io](http://www.Adeption.io)

Here's a selection of providers – key an eye out for other new players entering the market

# Additional reference sources - BOOKS



# *Additional reference sources - VIDEOS*

## **A selection of Facilitator related TED Talks and other facilitator videos:**

1. Facilitation techniques by Decision Lens - <https://www.youtube.com/watch?v=VMB1pioI ZZ8>
2. How to be a great facilitator by Karen Friedman - <https://www.youtube.com/watch?v=qgbc-uCSRaw>
3. SixSteps Facilitation by Josef W. Seifert - <https://www.youtube.com/watch?v=bC2kG6hkhQc>
4. The Art of Facilitation: Changing the Way the World Meets by Jay Vogt - <https://www.youtube.com/watch?v=ZfZOvSU8PJE>
5. Facilitation Series Effective Training Techniques by Jamie Fisher - <https://www.youtube.com/watch?v=p8LxLAV6xc4>
6. Facilitation Skills Training: Managing Difficult Meeting Personalities by Dana Brownlee - <https://www.youtube.com/watch?v=CbKB-yzDSOA>
7. Facilitate Great Training by Gregg Learning - [https://www.youtube.com/watch?v=JaWSE\\_I EbE0](https://www.youtube.com/watch?v=JaWSE_I EbE0)
8. 5 tips for facilitating your next workshop by Alison Coward - <https://www.youtube.com/watch?v=d0otyurya48>
9. Michael Wilkinson on The Effective Facilitator - <https://www.youtube.com/watch?v=WbVhfXpzMQI>

# Additional reference sources - SEARCHES

To improve your level of knowledge and understanding related to Facilitation - enter any or all of the following questions in any of the online search engines: *guaranteed to keep you off the streets for hours 😊*

- |   |           |   |
|---|-----------|---|
| 1. What skills do you need to be a facilitator? | <u>or</u> | What are the qualities of a good facilitator? |
| 2. What are facilitation techniques?            | <u>or</u> | What are the duties of a facilitator?         |
| 3. How do you practice facilitation skills?     | <u>or</u> | How can I improve my facilitation skills?     |
| 4. What makes an effective facilitator?         | <u>or</u> | What are key facilitation skills?             |
| 5. How do I become a good workshop facilitator? | <u>or</u> | How do I facilitate a discussion?             |
| 6. How do you facilitate an effective meeting?  | <u>or</u> | What do you expect from your facilitator?     |