



**stellar**  
leadership group

Better leaders delivering better outcomes

# Mastering Facilitation

Master the art of facilitating  
group workshops  
and meetings

# MASTERING FACILITATION



Explore the mastery of group facilitation making meetings and workshops useful, impactful and unforgettable for the right reasons. Our specialised program led by the seasoned group process facilitator, Dawn Jarvis will improve your facilitation skills both in-person and online by leveraging top-notch processes.

This program is tailored to provide you with the necessary methods and confidence to lead effective interventions, workshops, and meetings successfully.

## Meet Dawn Jarvis

Dawn Jarvis boasts a wealth of experience as a seasoned executive leader in the public sector, with a distinguished career spanning over three decades. She is the founder and Managing Director at Stellar Leadership Group (formerly People & OD Partners Ltd.), where she provides coaching and mentorship to senior public servants in Australia and the UK across various government levels.



Dawn is highly regarded as a world-class facilitator of group processes and a senior team coach. Her exceptional leadership skills have inspired those she collaborates with to achieve outstanding results, even in the face of adversity. Renowned for her strategic clarity, practical operational expertise, and astute political acumen, Dawn excels in driving tangible outcomes.

With a remarkable history of success in public service, corporate governance, and entrepreneurship, Dawn possesses a sharp strategic vision and the ability to identify necessary actions. Leveraging her operational background and political acuity, she consistently delivers practical and effective results.

Dawn is committed to both challenging and supporting you and your organisation to instigate enduring transformations. Her unwavering commitment to execution ensures that you will greatly benefit from her guidance and knowledge throughout the program.

# PROGRAM OVERVIEW

Embark on a four-day immersive and highly interactive program packed with valuable insights and hands-on experiences covering the following topics:

**SESSION 1**  
Monday 4th  
November

## UNVEILING FACILITATION

Explore effective strategies for organising successful interventions, workshops, and meetings. Learn about the Workshop Surfboard and the OD Cycle, grasp the significance of each phase, and acquire tips for outstanding facilitation.

**SESSION 2**  
Monday 11th  
November

## THE ROLE OF A FACILITATOR

Dive into the qualities of an effective facilitator. Focus on the concept of "use of self," crucial skills, abilities, and mindset needed for successful facilitation. Identify your motivations, acknowledge triggers, and practice expanding your comfort zone.

**SESSION 3**  
Monday 18th  
November

## HYBRID FACILITATION

Enhance your skills in planning, executing, and maintaining a secure psychological space in online and hybrid meetings and workshops. Embrace technology, and navigate the opportunities and challenges of hybrid facilitation.

**SESSION 4**  
Monday 25th  
November

## GROUP DYNAMICS & TEAM COACHING

Investigate the evolving field of team coaching. Leverage your facilitation expertise and coaching methods to assist teams in aligning with a common purpose, setting a compelling vision, and making informed decisions for organisational success.

Our skilled facilitator/s will lead you through interactive exercises, real-world case studies, and collaborative discussions, enabling you to apply your learning in a supportive setting. Whether you are new to facilitation or seeking to enhance your current skills, this program caters to all levels.

## WHAT OUR PARTICIPANTS ARE SAYING

Hear from those who have experienced our transformative facilitation and coaching program firsthand:

### Local Government

*"Dawn is very experienced in dealing with groups, teams and group dynamics, hearing some real life examples of things not going so well brought it all to life and increased my confidence no end."*



*"My biggest takeaway was "It's not my work"! When I think of all the time I've taken the flip chart away, typed it up, sent out the action points, only to find out nothing happens, now I know why, "it's not my work"!."*

### City Council

### Public Health UK

*"Once we saw Dawn facilitating our strategic plan sessions and people who had never been involved before started leading decisions and actions, we knew we had to learn how to do this, so we booked out a whole program for our people."*



*"While there will always be the need to get some things facilitated by an external provider, having a good number of people trained to do facilitate well internally has lowered our costs and enabled us to give a great meeting experience to many more people in our organisation."*

### National Charity

# ADVANCE YOUR CAREER TODAY

Engaging in this program will enhance your skill set, whether you are looking to progress in your current field, transition to a new industry, or enrich your existing knowledge.

## Why Attend

- Develop a deep understanding of facilitation roles and responsibilities
- Learn about the nuances of facilitation processes and content
- Enhance essential facilitation skills and personal competence and confidence
- Handle conflict situations and participant apathy and negativity effectively
- Learn more about yourself and how to use your strengths and manage your triggers

## When and Where

Carrara Indoor Sports Stadium - 296 Nerang Broadbeach Rd, Carrara QLD 4211

**Session 1** - Monday, November 4th

**Session 2** - Monday, November 11th

**Session 3** - Monday, November 18th

**Session 4** - Monday, November 25th

## Inclusions

- Four full days of comprehensive training.
- Detailed workbooks for each session, containing over 100 pages of tools, tips, and techniques.
- Catering provided: Morning tea, lunch, and afternoon tea.
- All required stationery and course materials.
- Personal development journal.

## Your Investment

4 days of face-to-face training: **\$1195** per person, **\$995** early bird to 30 September 2024.

Throughout the program, you will have access to a variety of resources to support your development. Remember, career growth is an ongoing journey, not a destination. Stay curious, motivated, and committed to learning. Embrace challenges as opportunities for personal advancement, and strive to become the best version of yourself.

# FREQUENTLY ASKED QUESTIONS

## **What is facilitation training?**

Facilitation training involves the practice of planning, designing, and leading meetings and workshops (face-to-face, online, and hybrid) to help a group achieve a specific goal. It requires a unique set of skills, techniques, and tools – all of which you will learn through our facilitation training course.

## **What are the qualities of a good facilitator?**

A good facilitator possesses excellent interpersonal and management skills, strong communication and presentation abilities, adept writing and training delivery skills, analytical thinking, and more. These qualities enable them to facilitate tasks effectively and ensure successful group interactions.

## **Who is this course suited to?**

This program is designed for busy professionals who work directly with others. It is suitable for both new and experienced facilitators who want to enhance their skills and gain a deeper understanding of team coaching. It is equally beneficial for leaders who want to get more out of their meetings with their teams and want to understand and use tools and techniques to make meetings and workshops useful, impactful, and memorable for all the right reasons.

## **What are the benefits of this program for individuals?**

- Increase your confidence in planning, leading, and running online and face-to-face meetings and workshops.
- Deepen your understanding of group dynamics and learn how to harness the wisdom of the group to maximise participation.
- Acquire skills to manage challenging aspects of group and team dynamics.
- Expand your toolkit with a wider range of communication, problem-solving, and decision-making techniques.
- Gain a Certificate of Completion and discounted access to supervision.

## **How will this program benefit my organisation?**

- Improve business decisions and outcomes.
- Enhance group interactions and conduct more productive meetings.
- Boost staff engagement and commitment.
- Foster better working relationships within the team.

### What are the benefits to the community?

- As a skilled facilitator, you can effectively handle a range of everyday and extraordinary situations.
- Use your skills to support community initiatives, public meetings, and volunteer efforts.
- Apply your facilitation abilities in family or household situations, benefiting those around you.
- Being an excellent facilitator positively impacts not only you and your organisation but also the wider community.

### Is there a certification upon completion?

Yes, participants will receive a Certificate of Completion and can gain access to ongoing professional supervision.

### What is the duration of the course?

The program is held over four consecutive Mondays in November. The full days provide an immersive and engaging learning experience.

## HOW TO ENROL

Seize the chance to enhance your skills in group facilitation and team coaching. Transform your career and make a lasting impact on your organisation and community. For more details, visit our website or contact us at [admin@stellarleadershipgroup.com](mailto:admin@stellarleadershipgroup.com). We offer various payment methods, instalment options, and a few subsidised places; don't hesitate to ask for details. We believe in supporting everyone to learn these brilliant skills, don't let lack of funding stop you asking about how we can support you to attend.

## ADVANCE YOUR CAREER TODAY

Secure your spot today by enrolling and benefiting from our special early-bird offers. Enrol now to save! - **Early Bird Special: Reserve your place before 30 September 2024 for only \$995 per person.**

**[Click here to register](#) today and make an investment in your future!**

# Our Specialisms

## COACHING TEAMS

Using the STELLAR MODEL® to diagnose the health and maturity of your team. From that baseline, you'll test new ways of working, tools, and techniques you can implement straight away to improve your processes and relationships. Our aim is for you to notice, name, and act on our interventions to improve. We run workshops, away days, retreats, supporting strategic thinking and accountable implementation underpinned by productive team relationships.

*You kept us accountable, helped us to connect and gave us a pathway forward and a way to navigate. It was the first time the team actually stopped and listened to each other.*



## COACHING LEADERS

Coaching individual leaders face to face, over the phone, or on any virtual platform. We have several highly qualified and experienced coaches and coach supervisors, and we also use our experience to mentor leaders through change and turbulence.

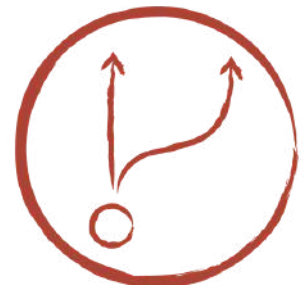
*I really enjoyed the sessions and went home exhausted and challenged after each one. It's been very thought provoking and has created some space for me to reflect on what is important to me, what I'm aligned to and where I'm really looking to be.*



## DELIVERING OUTCOMES

We support boards and senior teams to plan for the future, enabling accountable delivery of strategic goals. We run strategic planning workshops, and support organisations to design and implement delivery goals by enabling delegation, expectation setting, and accountability across the organisation.

*"When renewing our 5-year plan, Stellar Leadership Group were critical in not limiting our thinking to historical practice."*





## DEVELOPING LEADERS

We run a range of leadership programs and stand-alone master classes in leadership topics for all levels in organisations. We have a specific program of events for female leaders under our FLAG program (Female Leadership & Growth).

*Huge thanks to you for helping us mature as an organisation with a designed leadership development program, it has been an excellent development initiative and we will see the benefits in the future.*



## RESOLVING CONFLICT

We have lots of experience in helping co-workers resolve conflict. Whether it is interpersonal, professional or issues-based problems, our simple and effective method, based on well-evidenced and researched theories has a very high sustainable success rate.

*"The team come in and help you talk, and really listen to each other, then find ways to communicate well as professionals."*



### Why work with us?

We are a bit different. We help you see the problems and the solutions AND we get stuff done and make sure it works before we leave. We understand that you know what needs to be done, we help you get it done, and share our skills.

We want you to be able to sustain what we put in place, and we put effort into transfer skills as we work, making your investment sustainable for the future.

[Click HERE to find out more about our work and our future events and publications](#)



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[dawn-jarvis-coaching-leaders-teams-systems](https://www.linkedin.com/company/dawn-jarvis-coaching-leaders-teams-systems)