



**stellar**  
leadership group

Better leaders delivering better outcomes

# Mastering Facilitation

Lead with confidence.  
Facilitate with purpose.

*“Unlock the skills, tools, and mindset needed to design and lead impactful meetings, workshops, and team interventions – both in-person and online.”*

# MASTERING FACILITATION



Discover how to make meetings and workshops more engaging, productive, and meaningful. Led by the highly regarded group process facilitator and team coach **Dawn Jarvis**, this four-day program blends theory with practice in a supportive, hands-on learning environment.

Using robust frameworks, practical tools, and guided reflection, you'll learn how to:

- Design and lead purposeful group sessions.
- Build trust and psychological safety in fully online, hybrid, and in-person spaces.
- Navigate complex group dynamics.
- Apply coaching techniques to support team effectiveness.

## Meet Dawn Jarvis

Dawn Jarvis is a respected executive leader and the Managing Director of **Stellar Leadership Group**. With over 30 years of senior leadership experience across the public and government sectors in both Australia and the UK, she is a masterful group process facilitator and senior team coach who brings clarity, energy, and purpose to every room she enters.



Dawn is known for her strategic foresight, political astuteness, and strong values-based leadership. She has successfully coached and mentored hundreds of senior leaders to navigate uncertainty, strengthen their influence, and lead systemic change. Her delivery style is candid, supportive, and deeply grounded in real-world practice, preparing you not just to learn but to lead with confidence and courage.

She creates inclusive, high-trust learning environments where people feel safe to reflect, challenge themselves, and stretch beyond their comfort zones. Her sessions are equal parts rigorous and engaging, offering both practical tools and powerful mindset shifts.

# BUILDING THE FACILITATION PICTURE

Across four interconnected sessions, like pieces of a puzzle, you'll develop the mindset, methods, and confidence to facilitate groups and coach teams with clarity and impact.

## SESSION 1



### UNPACKING FACILITATION

Discover what makes facilitation effective. Learn how to design purposeful sessions using tools like the Workshop Surfboard and OD Cycle, and explore the key phases of a well-structured workshop or meeting.

## ROLE OF THE FACILITATOR

Focus on your presence and mindset as a facilitator. Explore the concept of “use of self,” develop greater self-awareness, and learn to stay grounded and effective in challenging group situations.



## SESSION 2

### HYBRID FACILITATION

Gain practical strategies to plan and deliver meaningful hybrid and virtual sessions. Learn how to create psychological safety online, use technology with purpose, and ensure participants feel connected and engaged regardless of their location. This session equips you to design inclusive, interactive experiences that overcome the common challenges of hybrid working.



## SESSION 3

## GROUP DYNAMICS & TEAM COACHING

Blend your facilitation and coaching skills to work more powerfully with teams. Understand how to help groups clarify their purpose, collaborate effectively, and make aligned decisions.



## SESSION 4

As each piece of the puzzle comes together, our skilled facilitator will guide you through interactive exercises, real-world case studies, and collaborative discussions.

This structured, practical approach helps you apply new skills with confidence in a safe and supportive setting. Whether you're building from the ground up or strengthening existing capabilities, each component adds to a complete and adaptable facilitation toolkit.

## FREQUENTLY ASKED QUESTIONS & KEY BENEFITS

### **What is facilitation training?**

Facilitation training equips you with the skills, tools, and techniques to plan, lead, and guide group discussions, meetings, and workshops. Whether in-person, online, or hybrid, you'll learn how to help groups work more purposefully and achieve meaningful outcomes.

### **What makes a good facilitator?**

A great facilitator brings strong communication skills, emotional intelligence, adaptability, and the ability to read and respond to group dynamics. They create space for participation, manage conflict constructively, and guide groups toward clear, shared goals.

### **Who is this course for?**

This course is ideal for professionals who lead or support group work. It suits those new to facilitation and experienced practitioners wanting to sharpen their skills and explore the team coaching dimension. Leaders, project managers, HR professionals, consultants, and community facilitators will all benefit from learning the tools and techniques.

### **Benefits to you**

- Greater confidence in designing and leading effective meetings and workshops.
- Practical tools to support group communication, decision-making, and engagement.
- A deeper understanding of group dynamics and how to work with them.
- Skills to manage challenging behaviour and hotspots with calm and clarity.

### **Benefits to your organisation**

- More purposeful and productive meetings.
- Improved team engagement, alignment, and performance.
- Better decisions and follow-through.
- Stronger collaboration across functions and levels.

### **Benefits to your community**

- Transferable skills to support local initiatives, volunteer roles, and public meetings.
- The ability to build shared understanding and connection in everyday and high-stakes situations.
- Positive ripple effects across families, schools, neighbourhoods, and networks.

# ADVANCE YOUR CAREER TODAY

Ready to build your facilitation skills in a supportive, practical environment? Below are the key details to help you prepare for the program.

## Program Dates

This four-part program is delivered face-to-face over four full-day sessions:

- Session 1: Wednesday, 8th of October 2025
- Session 2: Wednesday, 15th of October 2025
- Session 3: Wednesday, 21st of October 2025
- Session 4: Wednesday, 29th of October 2025

Each session runs from  
8:30 am – 4:00 pm

## Location

Coomera Indoor Sports Centre - 53 Beattie Rd, Coomera QLD 4209

## Your Investment

Four full days of face-to-face training: **\$1,195 per person.**

**Early Bird:** \$995 per person (book by 08 September 2025)

Throughout the program, you'll have access to a range of valuable resources designed to support your ongoing development.

*We always offer subsidised and/or free places to under-resourced organisations or not-for-profits, so please enquire if you may have trouble funding this development*

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

## You will receive

- ✓ Four full days of face-to-face training.
- ✓ Comprehensive workbooks (100+ pages of tools and techniques).
- ✓ Personal development journal.
- ✓ All required stationery and course materials.
- ✓ Morning tea, lunch, and afternoon tea provided each day.

## INSIGHTS FROM PAST PARTICIPANTS

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."*



### City Council



*"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"!."*

### 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."*



### National Charity



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

*Remember, career growth is a continuous journey, not a fixed destination. Stay curious, motivated, and committed to learning. Embrace challenges as opportunities for growth, and aim to become the best version of yourself.*

## OUR SPECIALISMS

Our work centres on five key areas:



**COACHING  
TEAMS**



**COACHING  
LEADERS**



**DELIVERING  
OUTCOMES**



**DEVELOPING  
LEADERS**



**RESOLVING  
CONFLICT**

We work with individuals, teams, and senior leaders to strengthen collaboration, build capability, and create accountable, high-performing cultures. Using our proven STELLAR MODEL®, we help teams assess where they are and take practical steps to improve how they work together.

We support leaders through change and challenge, offering expert coaching, mentoring, and tailored development programs—including targeted initiatives like our FLAG program for female leaders. Whether designing strategy, facilitating delivery, or addressing workplace tensions, our approach is grounded in experience and evidence, focused on building trust, clarity, and lasting impact.



### 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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