Planning and facilitating project workshops
„Managing and facilitating projects professionally - Process Competence in Projects“

Your intention
Project work requires teamwork in large groups. Kick offs, planning sessions and creativity workshops are a few examples of what can sometimes be multi-day project workshops. These are even more complex when attended by executives, customers, external consultants or other stakeholders. For these highly complex group situations it is essential to have a clear structure as well as efficient guidance.

This Advanced Module ‘Planning and facilitating project workshops’ will provide you with the tools and methods for the successful facilitation of crucial, complex group settings.

What you will learn
You will learn and experience that a successful workshop begins with thorough preparation. You will learn to develop workshop goals and objectives (according to the project/workshop context) and convert them into an appropriate workshop structure. You will have the opportunity to reflect on your role as a facilitator and learn how to intervene in demanding group situations.

For whom is the training intended?
This advanced training is for project managers, executives, project consultants and others responsible for project workshops or management meetings.

What questions will be answered?

- How do I prepare a project workshop? What do I need for this?
- Which methods help me to manage the group process?
- What is my role in the group process?
- Which tasks are connected to it?
- What is my impact as a facilitator?
- How can I cope with difficult situations and still be able to acto I shape and organise my role (as consultant, executive, project

Entry requirements:
You have finished the Basic Modules “Structuring projects clearly”, “Creating consensus in one-to-one dialogues” and “Chairing and facilitating project meetings effectively” or have acquired similar expertise.
How we work with you

You will receive some short input sessions on the subject. Afterwards, participants practise the methods in small groups on their own project topics. Afterwards, we will reflect on our experiences in the main group.
A high proportion of our seminars consist of exercises. We also offer you the opportunity to exchange experiences with people in similar situations and work on many common issues with you. This way, putting theory into practice, really begins in the seminar itself.

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