



REPARIO

reCharge reFocus reNew

Effective

Facilitator Training

WWW.REPARIO.COM
800-513-8759



**Repario is Latin meaning:
'to renew or restore'.**

Our goal is to help you convert your human capital into working capital.

We accomplish this by connecting the heart and mind of each individual to the organization. Tapping into Knowledge, Skills and Abilities (KSA), and also attitudes, that each individual acquires throughout their life and then, forgets to use them.

As a professional services organization, we provide a wide range of services to achieve this goal:

- Highly interactive and experiential learning opportunities - workshops, training, facilitation.
- Individual 'Challenge' Coaching.



- Immersion retreats for executives
- Philanthropic events designed to bring out the best in all of us and connecting our hearts and minds.
- Consulting to organizations looking to achieve this internally.

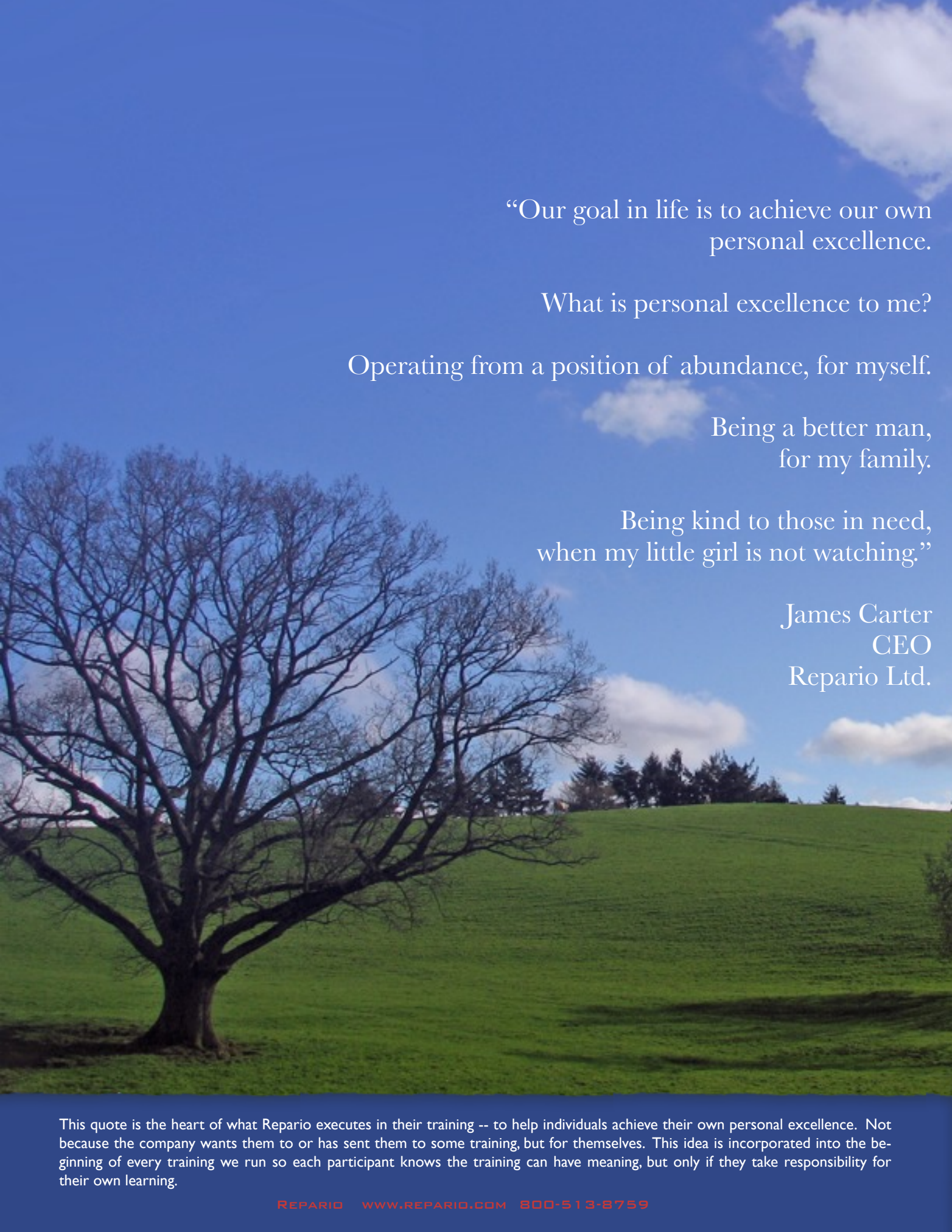


Repario is also committed to diversity - not simply cultural and ethnic diversity, but also diversity of thought, opinion, values and beliefs.



Our logo reflects this belief - three individuals with their heads together and arms outstretched, each one a primary color.

With individuals coming together, open minded, any problem can be overcome. This is the greatest source of creativity and strength.



“Our goal in life is to achieve our own
personal excellence.

What is personal excellence to me?

Operating from a position of abundance, for myself.

Being a better man,
for my family.

Being kind to those in need,
when my little girl is not watching.”

James Carter
CEO
Repario Ltd.

This quote is the heart of what Repario executes in their training -- to help individuals achieve their own personal excellence. Not because the company wants them to or has sent them to some training, but for themselves. This idea is incorporated into the beginning of every training we run so each participant knows the training can have meaning, but only if they take responsibility for their own learning.

Effective

Facilitator Training

What do I Receive?

- ✓ Bound copy of Effective Facilitators Handbook
- ✓ Two days of training from a Repario Facilitator
- ✓ Eligibility to become a Repario Facilitator
- ✓ A fun environment to learn and test your skills
- ✓ Learn with the activities and tools we use in our own workshops and programs
- ✓ Discounts for purchasing our products.

What Will I Learn?

- ✓ The Single Most Important Responsibility of a Great Facilitator
- ✓ The Single Most Abused Role of a Poor Facilitator
- ✓ The Greatest Challenge of all Facilitators
- ✓ How to select, setup, execute and process a successful activity
- ✓ Facilitative behaviors of a professional facilitator
- ✓ How to overcome resistance, seek clarity and intervene in the right situations.

What will we do?

This will be an active workshop in which you will not only learn from a professional facilitator, not only participate in actual activities, but also RUN the activities and DEBRIEF a real activity. While you are doing that for participants, you will be tested on what was learned in the classroom setting.

Costs?

The cost for the two-day Effective Facilitator Training is \$795.00. Bring a friend, partner or colleague for free!

Last Thoughts?

In A Nutshell -- you will learn because, as Confucius says, you will be involved.

Check www.BuildingTeams.com for dates and locations of the next workshop.

“Fantastic session by world class facilitators who really are passionate and care about what they are doing. Would recommend to even experienced facilitators since there was so much knowledge and skills passed on.

Thanks James, Leen and Robert! You guys are great.”

September 2008 Participant

Effective

Facilitator Training

Program Objectives

As a result of your participation in this program, you will:

- ✓ Become familiar with a simple, practical framework for designing and leading effective meeting, group planning sessions and other facilitated events
- ✓ Understand and be able to use a range of strategies and techniques for developing and maintaining consensus
- ✓ Learn skills to deal with disruptive, difficult meeting behaviors and dominating team members
- ✓ Develop an increased ability to support organizational change.
- ✓ Gain an increased sense of confidence and leave energized to take on a greater leadership role within your organization.

Setting the Foundation

- ✓ Understand what a facilitated session is and when to use (or not use)
- ✓ Identify the benefits and critical success factors related to facilitation

Facilitate the Process

- ✓ Open the session
- ✓ Apply session methods and techniques such as icebreakers, information gathering, categorizing, prioritizing, and energizing
- ✓ Maintain focus on the desired outcome

- ✓ Engage participants
- ✓ Record the session results
- ✓ Close the session

Facilitate Yourself

- ✓ Self-assess performance
- ✓ Maintain neutrality
- ✓ Facilitate or lead when you're the boss
- ✓ Understand problem solving and decision-making models, when and how to use them

Facilitate the Event

- ✓ Define the session objectives, deliverables, participants, and roles and responsibilities
- ✓ Identify room layout, equipment, and supplies requirements
- ✓ Create a session agenda and detailed facilitator's agenda

**Telling
Ain't
Training!**

Facilitate the Group

- ✓ Understand and apply communication techniques such as active listening, inclusiveness, playback, physical and verbal interventions, and consensus building
- ✓ Understand and manage group behavior and group dynamics

More Details

Key Benefits of Effective Facilitator Training

- ✓ Facilitation is a 'Life' skill that can be used in many areas of your life.
- ✓ Unveil the power of structured, collaborative thinking paired with action for achieving business goals.
- ✓ Cultivate the potential of a group by involving participants in building consensus and promoting quick results while creating opportunities for broader-based participation and influence
- ✓ Generate more and better solutions to problems.
- ✓ Understand the importance of, and develop commitment to, the preparation necessary to achieve meeting objectives.
- ✓ Manage (or better yet, prevent) dysfunctional behavior in the group.
- ✓ Practice facilitation techniques with interactive feedback and coaching.

While there are certain 'classroom' elements that will, and must, occur to give everyone a baseline of knowledge, you will help direct which elements receive the most attention.

However, there are a few items that WILL occur during those two days:

- ✓ You WILL learn how to run and debrief activities.
- ✓ You WILL facilitate and process an activity from start to finish.
- ✓ You WILL receive feedback from participants about your facilitation.

Interested?

We are happy to speak with you at length with you to help you decide if this is the right training for you. We look forward to meeting you!

*“THIS WAS ONE OF THE BEST WORKSHOPS I
HAVE PARTICIPATED IN!”*

September 2008 Participant

Training

Survival Guide

Wear Comfortable Clothes

You will be active - wear clothes you might wear walking for three miles.

Bring the Right Attitude

You are responsible for your own learning. A spirit of fun, adventure and learning is important.

Make Sure Your Needs Are Heard

You may have special physical needs, dietary restrictions, etc. Just let us know!



**CALL LEEN ZABALLERO AT EXTENSION 318
FOR CREDIT CARD PAYMENT, OR SEND A
CHECK TO:**

Repario Accounting
684 Saddle Horn Way
Fernley, NV 89408

**REPARIO
800-513-8759
925-264-4426 FAX
WWW.REPARIO.COM**