

Facilitating Action Learning Sets

Supporting work-based learning

RATIONALE

Action Learning Sets are quickly becoming a valued form of work-based learning and are a powerful tool for professionals and managers. They combine learning with doing and facilitate change in practice. Ideally, sets are facilitated by a skilled facilitator who is able to manage the group process by encouraging the fullest participation by each member of the set. In this way learning is enhanced and maximised. This workshop has been developed in response to identified learning needs of facilitators and the recognition of the need for minimum standards of facilitation.

AIMS OF THE WORKSHOP

- To develop a learning community which mirrors an action learning set
- To gain knowledge of the core competencies required for effective facilitation practice
- To gain insight into personal skills and development needs in relation to the role of facilitator
- To share useful frameworks and models to support effective set facilitation
- To develop and consolidate skills in managing and structuring groups
- To practise effective interventions to facilitate reflection and learning

WORKSHOP OUTLINE: The workshop is **3 days in total**, consisting of two modules.

- Module I is two days. It is follow **three months later** (after they have set up an ALS) by
- Module II which is one day.

The workshop is highly individualised and experiential with the opportunity to apply the concepts taught and to practise skills. It also involves a strong element of **self and peer assessment** of participants' skills against a clear set of **core competencies**.

The first module includes a **pre-course pack** (involving approximately 90 minutes of preparation). The second module includes **pre-course work of a written reflection** on a learning set session.

BROAD AREAS COVERED INCLUDE:

- Contracting for effective learning
- Practicing Facilitation Skills
- Practicing Managing Groups
- Managing difficult situations
- Managing personal boundaries within the organisation
- Self and Peer Assessment

SUITABLE FOR: Practitioners who have had some experience of either participating in or facilitating a learning set or supervision group would benefit most from this workshop but it is also suitable for anyone wishing to gain more skills in managing groups and supporting work-based learning.

LEARNING OUTCOMES: Participants will have knowledge of:

- the role of a facilitator
- how groups function and grow
- theories of adult learning
- potential pitfalls as a facilitator
- accountability structures for the best possible outcomes



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and **developing competencies** in:

- establishing the group
- managing the group process
- supporting effective relationships
- communicating effectively and directly
- facilitating reflection and learning
- seeking help
- tolerating not knowing

FACILITIES: These will be provided by the service/organisation commissioning the workshop and should include:

- a large room
- an lcd/powerpoint projector and flipchart
- refreshments, as appropriate
- photocopying of handouts.

COST: (Fee covers 3 day's tuition and all course materials)

- **For up to 9 participants**
£4,350 + £870 VAT = **£5220** plus expenses and plus VAT
- **For up to 12 participants**
£4,800 plus expenses plus VAT (at 20% from 1st January 2011)

We advise against more than 12 participants, to ensure best learning outcomes- additional participants will be charged at £400 per person excl. VAT) to an absolute maximum of 15.

A facilitator/facilitators will be allocated to your course according to the dates agreed.

Kate Malcomess who is an independent consultant, specialising in clinical and organisational systems. She works predominantly in the Public Sector with NHS Trusts, Voluntary Sector Organisations and Local Authorities. Kate has 12 years experience as a learning set and supervision group facilitator and has a national reputation in the training of facilitators and the setting up of multi-professional, organisation-wide supervision and learning set systems. She has clinical qualifications in 3 professional areas with 16 years experience of clinical practice as a speech & language therapist/family therapist in acute, community and child mental health settings. She has 6 years of senior management experience.

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Janet Wilson who is a highly skilled manager, trainer, consultant and coach with international experience across private, public and voluntary sectors. Her work as a marketing executive and teacher of business studies has given her a clear insight into the issues facing managers in the public sector in positioning themselves effectively for the future. She has a deep interest in the use of reflective practice as a way of supporting excellence and expertise. Janet is a Master Practitioner in Neuro-Linguistic Programming (NLP), a qualified NLP Coach, a trained facilitator and a Life Coach. She also has training in Group Analysis. Janet runs her own coaching business and has worked as an associate for Kate Malcomess Consultancy Ltd since 2004.

