

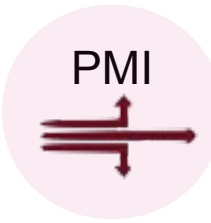
FOCUS ON FACILITATION™



Blue Hat



C&S



PMI



RAD



CAF



AGO

Do you wish meetings could be shorter and more productive? Are you frustrated with drawn out debates that go nowhere? What if there was a way to facilitate meetings with clarity and control?



APC

White Hat

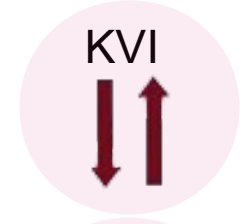
Focus on Facilitation combines Six Thinking Hats®, Lateral Thinking™, and Power of Perception™ to provide a multitude of tools that enable you to deal with a wide range of meeting scenarios.



OPV

Red Hat

The Six Thinking Hats provides a unified direction for all participants. Lateral Thinking generates and protects new ideas. Power of Perception broadens perspectives to promote objectivity and clarity.



KVI

Yellow Hat

Keep meetings focused. Practise parallel thinking. Generate creative ideas. Leverage multiple viewpoints. Keep egos in check. Improve team work. Harness the power of collective thinking.



FIP

Black Hat

True leadership begins with thought leadership. Lead the way and earn respect by running efficient and effective meetings, every time.



DOCA

Green Hat

Random Word

Concept Triangle

Challenge

Harvesting

Treatment



Edward de Bono Training Pte Ltd

A Subsidiary of Thinking Management Techniques Pte Ltd

24 Raffles Place #02-09/10 Clifford Centre, Singapore 048621 | +65 6535 7602 | +65 6535 7627 | www.debonotraining.com



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FOCUS ON FACILITATION™ Course Outline

Why you should attend

Meetings are a part of daily corporate life. Yet most of them are argumentative, unfocused, and run overtime. Facilitation skills avoid these problems and increase productivity and morale.

- Conduct meetings efficiently
- Focus discussions on key issues
- Reduce time spent in meetings
- Reach decisions and achieve results
- Boost teamwork and morale

What you will learn

Identify the type of thinking taking place at any one time. Use tools that harness collective thinking instead of argument. Get participants to think together towards goals and results.

- Six Thinking Hats® for parallel thinking
- Lateral Thinking™ for creative output
- Power of Perception™ for broader views
- Maintain focus and objectivity
- Channel thinking towards desired outcomes

How you will learn

Thinking is a skill, just like tennis. You cannot learn a skill by merely reading about or watching it. You have to practise the skill yourself and get feedback from a trained professional.

- Presentation of thinking tools
- Examples of how each tool is used
- Hands-on practice for facilitating each tool
- Group discussions to learn from others
- Feedback to improve your facilitation skills

Who should attend

Facilitation is an essential skill for anyone who conducts meetings or leads discussions with teams of any size. Anyone who works in teams will benefit from this course.

- Leaders of organisations and teams
- Managers who lead discussions
- Chairpersons of meetings
- Project leaders who co-ordinate teams
- Executives who aspire to leadership