

# Facilitative Leadership

Approaches and skills to lead with confidence and ease

**I Purposeful Facilitation - Making meetings productive and enjoyable**  
By Arrangement

**II Strategic Thinking and Action - Releasing breakthrough insights, decisions and plans**  
By Arrangement

with **Richard and Maria Maguire, Unfolding Futures Pty Ltd**

## Would you like to:

- Design and lead meetings that bring out the best in people and reach trustworthy results?
- Generate inclusive dialogue and deal with issues and conflicts creatively?
- Apply flexible and practical tools that foster fresh thinking and commitment to sustainable action?



We are committed to providing an environment where safe and easy learning of effective tools and techniques can be immediately transferred into your work and life.

## Purposeful Facilitation gives tools for:

- ✓ Leading great conversations with large or small groups and one-on-one
- ✓ Guiding brief or extensive workshops that get to the heart of the matter
- ✓ Accessing underlying patterns and dynamics of facilitation
- ✓ Bringing about fast action planning with vision and commitment

## Strategic Thinking and Action shows you how to:

- ✓ Move good ideas into focused, agreed actions
- ✓ Integrate processes for comprehensive thinking and planning
- ✓ Stimulate insightful analysis and innovative solutions through questions
- ✓ Build sound plans that participants own and enact

## This approach is especially useful for

Team meetings

Project and policy design

Community forums

Performance reviews

Creative problem solving

Cross cultural awareness

Conflict resolution

Leadership development

Service improvement

Conference design

Event planning

Personal planning

*“If I had known these approaches earlier, we could have saved much time and stress in endless discussions.”*

*“There is so much on offer now and much more promised than is delivered. This is one course that does deliver. I have used what I have learned with countless groups, large and small, over the last ten years, and in my own personal planning. What a gift!”*

# PURPOSEFUL FACILITATION

## Making meetings productive and enjoyable



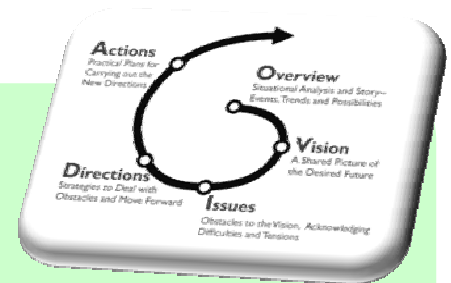
This course is relevant and practical for skilled and less experienced facilitators. It helps you to ease your way into working with any group and ensure that:

- ✓ Everyone's voice is heard, not just the loudest or most talkative
- ✓ Significant issues, insights and possibilities, hidden beneath the surface, are uncovered
- ✓ People can speak freely and honestly yet stay on track and on purpose
- ✓ Large amounts of information and diverse perspectives are woven into valuable conclusions
- ✓ Common ground is affirmed and positive relationships develop

# STRATEGIC THINKING AND ACTION

## Releasing breakthrough insights, decisions and plans

Requires completion of Purposeful Facilitation or other Top™ course



The course builds on what you learned from Purposeful Facilitation and other experiences and helps you to:

- Lead a group of people to create plans they trust and will carry out
- Make strategic thinking, planning and action natural and attractive
- Work with uncertainty, conflict and complexity when they come your way
- Use the planning process spiral flexibly and in combination with other methods
- Ensure motivated follow-up and with ongoing adjustment for unexpected results

We are struck again and again by what people come up with when they are allowed to contribute, listen, invent and integrate everyone's knowledge, values and wisdom into common solutions. Strategic thinking, planning and action can be encouraged and learned. It makes organizations less dependent on external experts and staff less resistant to change.

### Who are the courses for?

Anyone who is responsible for people working well together:

- Business and government managers
- Community workers and educators
- Consultants and planners
- Team leaders
- Individuals interested in improving communication and interactions between people, whether in a leadership position or not

### How will you learn?

Both courses are highly interactive and hands-on, building on your strengths and style. We are committed to providing an environment where safe and easy learning of effective tools and techniques can be immediately transferred into your work and life.

- ✧ Practical demonstration of principles and models by two experienced facilitators
- ✧ Guided practice and supportive feedback in small groups
- ✧ A detailed clear manual to use throughout your career
- ✧ A chance to plan how you will use what you have learned in your daily work
- ✧ Many ideas and ongoing support for applying these methods in your situation.

*"Taking a course with Richard and Maria will leave you inspired. They have a rare combination of depth of skill and understanding and enormous integrity in what they offer."*

## About the Technology of Participation (ToP™)

In these courses we share what we have found to be essential and flexible building blocks for successful group work: ToP methods. Based on sound principles, they have proven their usefulness around the world - in business, government and community work, including the United Nations. They have been developed by the Institute of Cultural Affairs (ICA) over the last fifty years and are still evolving. Members of the ICA, including the Maguires have supported the development of the professional field of facilitation and of facilitators networks on regional and international levels.

### Some of the books describing ToP (for sale during the seminar)

- Winning Through Participation by Laura Spencer
- The Art of Focused Conversation by Brian Stanfield
- Focused Conversations for Schools by Jo Nelson
- The Workshop Book by Brian Stanfield

## Post Course Support

We are available to help you afterwards via phone or email and, along with our colleagues across Australia, provide further advanced training and mentoring in ToP™ methods and facilitative leadership. Certification as a ToP™ facilitator is available through ICA Australia. These two courses provide some of the prerequisites for certification.

**Venue:** Gallery Function Centre, Level 6 UTS Tower, 1 Broadway

### Fees

\$700 Early Bird\* (afterwards \$795). Two or more persons–Early Bird\* \$650 per person (afterwards \$750). Both courses–Early Bird\* \$1300 (afterwards \$1500). All prices include GST. For cancellations up to two weeks in advance of the course we will refund your registration fee (minus a \$100 administration fee). Transfer to another person or date is possible. \*Early Bird applies to registrations fully paid 4 or more weeks before course begin.

Your fee includes Workbook, Lunch, Refreshments and after course support. Limited scholarship assistance is available.

## ABOUT RICHARD AND MARIA



Richard and Maria Maguire have been facilitating groups, organisational change, conferences and community development for over thirty years. They have consulted widely and taught in the business, government and community sectors in Australia, Asia, Europe and the US. In addition to masters degrees they have completed training in systems analysis, Open Space Technology, Public Participation, Certificate IV in Training and Assessment, NVC, NLP, de Bono's thinking tools and others.

They are passionate about enabling participative decision –making and responsibility towards a sustainable future for all.



If this interests you, contact us at

## Unfolding Futures Pty Ltd

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## REGISTRATION

I/We would like to attend and/or  Purposeful Facilitation  
 Strategic Thinking and Action

Name(s):..... Position(s)/Roles: .....

Organisation: ..... Mobile: .....

Phone: ..... Fax: ..... Email:.....

Address: ..... Post Code: .....

Payment Amount: \$.....  Cheque  Bank Transfer  MasterCard  Visa  American Express

Card Number: ..... Expiry Date: ...../.....

Name on Card:..... Signature: .....

**Bank Details:** Unfolding Futures: AMP Banking BSB 939 200 Account No 670 351 568. Note: PF/PSP and your name  
If you make a bank transfer, please notify us when you have sent the transfer.