Proven Facilitation Techniques with AI | 40 Hours | Train-the-Trainer

---

🎯 TARGET AUDIENCE

- Corporate Trainers & Facilitators

- L&D Managers & Instructional Designers

- Internal Subject Matter Experts

- Coaches & Consultants

- Senior Leaders transitioning into facilitation roles

🎓 LEARNING OUTCOMES

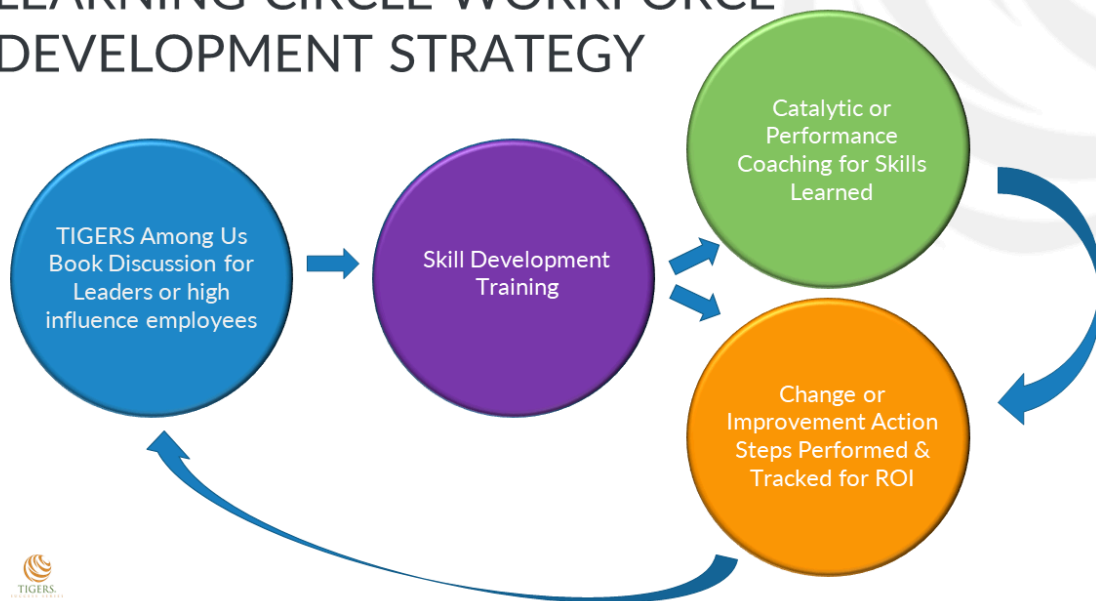By the end of this program, participants will:

- Design **high-engagement learning journeys** using AI

- Facilitate **difficult, diverse, and senior audiences**

- Handle silence, resistance, dominance & disengagement

- Use AI for **content creation, questioning, diagnostics & reflection**

- Deliver **memorable, outcome-driven sessions**

- Build their **signature facilitation style**

- Certify themselves as **AI-enabled Master Facilitators**

🧩 40-HOUR CURRICULUM STRUCTURE

MODULE 1: The DNA of World-Class Facilitation (6 Hours)

LEARNING CIRCLE WORKFORCE DEVELOPMENT STRATEGY

TIGERS Among Us Book Discussion for Leaders or high influence employees

Skill Development Training

Catalytic or Performance Coaching for Skills Learned

Change or Improvement Action Steps Performed & Tracked for ROI

Key Topics

- Trainer vs Facilitator vs Learning Architect

- Adult learning principles (and why most sessions fail)

- Psychological safety & trust creation

- The facilitator's mindset: neutral yet influential

Proven Techniques

- Contracting the room

- Framing outcomes powerfully

- Establishing facilitation authority without hierarchy

🛠️ **Practice:**
Facilitation self-diagnostic + peer feedback

MODULE 2: Facilitation Design Mastery with AI (6 Hours)

How AI Is Enhancing The Corporate Training Processes

- Automated Content Curation
- Engaging Content
- Personalized Learning Paths
- Virtual Simulations
- Upskilling Recommendations
- Scalability
- Evaluating The Success Of Training
- Continuous Feedback
- Enhanced Learner Experience
- Predictive Skills Gap Analysis
- Administration Efficiency
- Automated Feedback
- Automated Grading And Certification

Key Topics

- Designing outcomes → flow → experience

- Converting content into conversations

- Microlearning, experiential loops & reflection cycles

AI Integration

- Using AI to:

    - Create session outlines

    - Generate activities & case studies

    - Design pre-reads & diagnostics
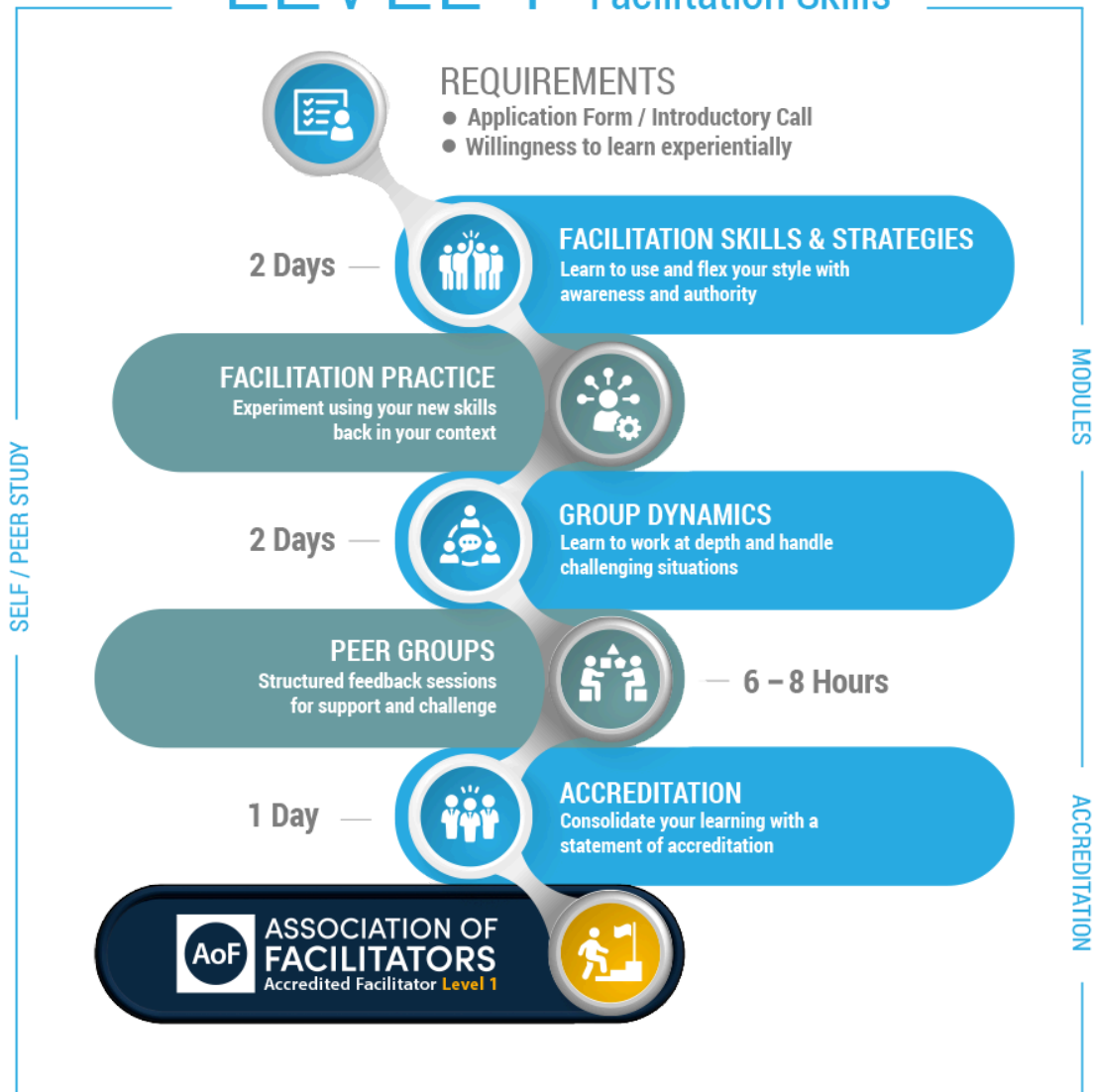
    - Personalize learning paths

🛠️ **Lab:**
Design a full 90-minute session using AI + facilitation logic

---

MODULE 3: Advanced Facilitation Techniques (8 Hours)

LEVEL 1 Foundations in Facilitation Skills

SELF / PEER STUDY

MODULES

ACCREDITATION

REQUIREMENTS
- Application Form / Introductory Call
- Willingness to learn experientially

2 Days

FACILITATION SKILLS & STRATEGIES
Learn to use and flex your style with awareness and authority

FACILITATION PRACTICE
Experiment using your new skills back in your context

2 Days

GROUP DYNAMICS
Learn to work at depth and handle challenging situations

PEER GROUPS
Structured feedback sessions for support and challenge

6 – 8 Hours

1 Day

ACCREDITATION
Consolidate your learning with a statement of accreditation

AoF ASSOCIATION OF FACILITATORS
Accredited Facilitator **Level 1**

Dealing with difficult participants

Workshop Facilitation

The act of providing unobtrusive, objective guidance to a group in order to collaboratively progress towards a goal

Principles

Your foundational actions and behavior

Goals

Consistent objectives you aim to achieve

Proven Techniques Covered

- Powerful questioning (Socratic, reflective, disruptive)

- Managing:

    - Dominant participants

    - Silent rooms

    - Defensive leaders

    - Passive resistance

Group Dynamics

- Energy management

- Reading the room

- Intervening without embarrassing

🛠️ **Simulation:**
Live facilitation with curveballs introduced

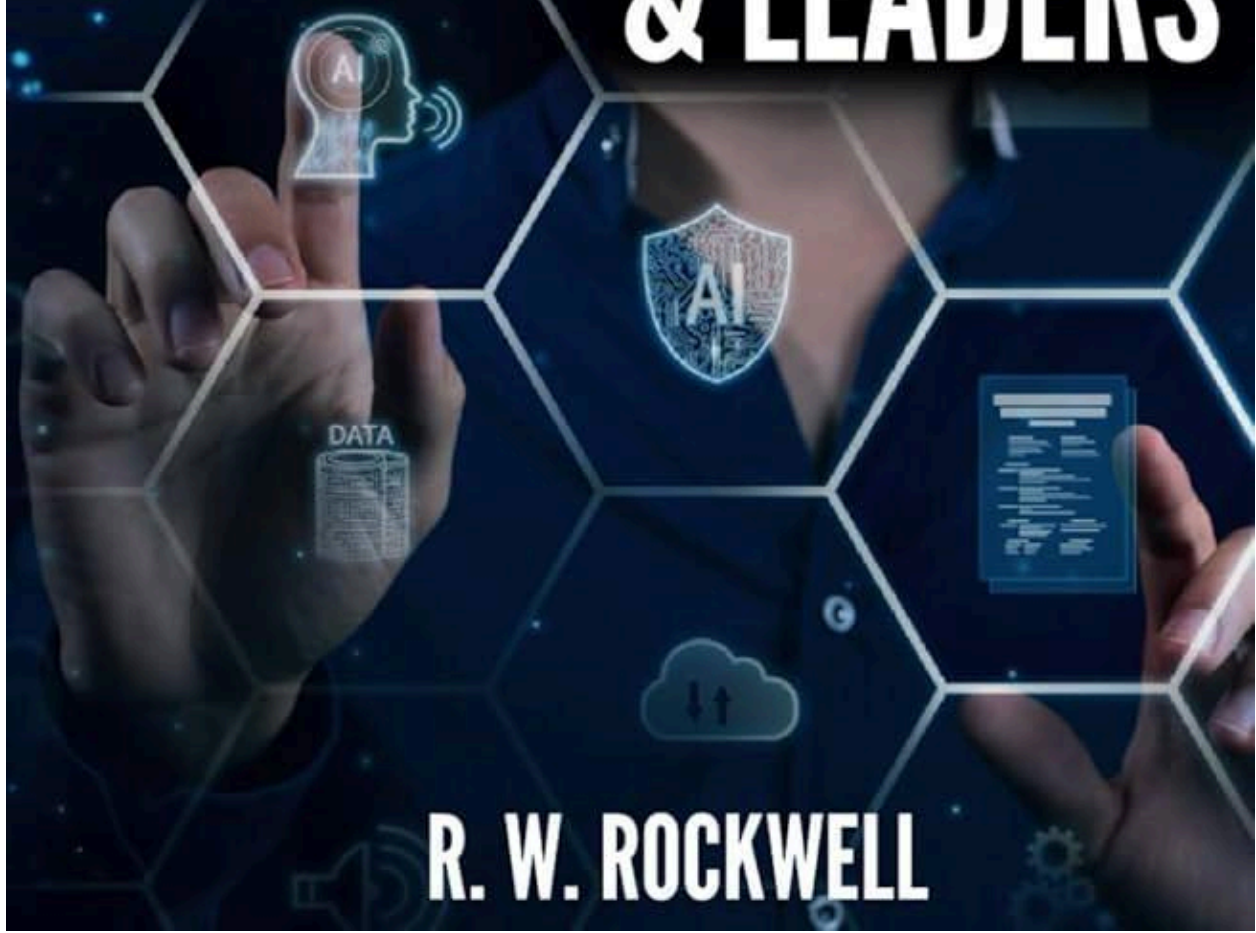# MODULE 4: AI as a Co-Facilitator (7 Hours)

LIVE POLL TOOLS

QuestionPro

AI TOOLS AND TECHNIQUES FOR CORPORATE FACILITATORS & LEADERS

R. W. ROCKWELL

AI Use Cases for Facilitators

- Real-time question generation

- Chat-based reflection prompts

- Polls, quizzes & pulse checks

- Scenario creation on the fly

- Post-session summaries & insights

Ethical & Practical Use

- When NOT to use AI

- Maintaining human presence

- Avoiding over-automation

🛠️ **Hands-On Lab:**
Run a live session where AI supports engagement

MODULE 5: Facilitation for High-Stakes & Complex Rooms (6 Hours)

Contexts Covered

- Senior leadership rooms

- Conflict & emotionally charged discussions

- Strategy & decision-making workshops

- Cross-cultural & virtual facilitation

Techniques

- Neutral reframing

- Managing disagreement

- Consensus vs commitment

- Facilitating without content expertise

🛠️ **Case Lab:**
Facilitate a leadership conflict scenario

MODULE 6: Measuring Impact & Facilitator Presence (4 Hours)

MASTER BODY LANGUAGE FOR EXECUTIVE PRESENCE

12 shifts that instantly upgrade how you're perceived

Meera Remani | Executive Leadership Coach

Use soft, steady eye contact

✦ Make your point. Hold eye contact for 3 seconds, then glance away briefly.

Use a genuine smile

✦ Let your eyes crinkle. This builds warmth and connection.

Roll your shoulders back

✦ This instantly makes you look more confident and open.

Avoid shrugging your shoulders when speaking

✦ Shrugs signal doubt, even when your words don't.

Keep your chest open, not puffed

✦ An open chest shows confidence without looking forced.

Stand symmetrically to show stability

✦ Distribute your weight evenly, so that you don't look unsure or awkward.

Use a power pose to signal confidence

✦ Stand tall, feet apart, hands on hips, like a winner. Expand your posture, don't shrink

Smooth your forehead to show calmness

✦ A relaxed forehead projects composure and control.

Let your brows move naturally

✦ Slight movement signals presence and emotional connection.

Face your palms upward when speaking

✦ This invites trust and signals openness.

Don't clasp your hands low or tuck elbows

✦ These make you look nervous and unsure.

Use gestures that match your message

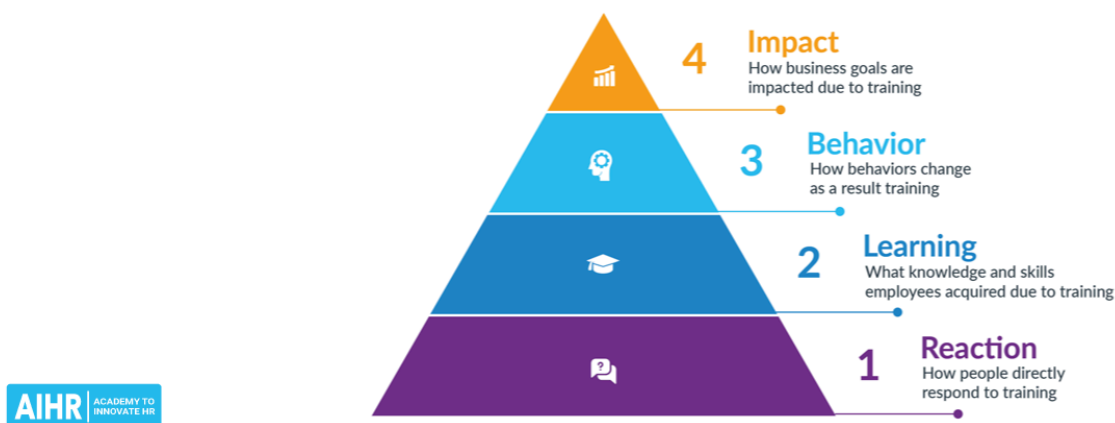✦ Be intentional. Don't overuse your hands. Keep fingers relaxed

FACILITATING
STORYTELLING
Workshops

2-day intensive training on leading and facilitating storytelling workshops

CAPITAL
STORY
telling

Topics

- Facilitator presence (voice, body, silence)

- Storytelling as a facilitation tool

- Measuring learning transfer

- AI for feedback analysis & insights

🛠️ **Exercise:**
Video-recorded facilitation + AI-assisted feedback

MODULE 7: Certification, Capstone & Signature Style (3 Hours)

FORK⚙LIFT
TRAINING.COM

CERTIFICATE OF TRAINING

This Certificate has Been Awarded to

John Watkowski

for the successful completion of
the following Online Training Program:

Forklift Train-the-Trainer

Aligned with OSHA 29 CFR 1910.178, ANSI B56.1, and CSA B335

Forklift Classes 1, 2, 3, 4, 5, 7

Student Signature

CERTIFIED
FORKLIFT TRAINER
FORKLIFTTRAINING.COM

2020-7-27
Issue Date

OFL-3423-765
Certificate I.D.

Facilitator Evaluation Form

Course Title

[   ]

Course Date

[MM-DD-YYYY   📅]

Venue

[   ]

Presenter Name

[   ] [   ] [   ]

Title (Optional)   First Name   Last Name

Please evaluate the presenter/ facilitator for the following areas:

	Not Satisfied	Somewhat Satisfied	Satisfied	Very Satisfied	N/A
Communication skills	○	○	○	○	○
Presenter's attention and interest	○	○	○	○	○
Presenter's knowledge and professionalism	○	○	○	○	○
Presenter's answering skills to the participant questions	○	○	○	○	○
Presenter's attitude (positive or negative)	○	○	○	○	○

Please evaluate the program for the following areas:

⚠️

Capstone

- Facilitate a 30-minute session (AI-enabled)

- Peer + facilitator evaluation

- Create a **Personal Facilitation Playbook**