

FACILITATION AND MODERATION

(Course Information)

Introduction

This is a 2-week course. The course is designed to impart competencies required for conducting effective meetings, workshops and trainings.

Course goals

At the end of the course, the participants will be able to:

- Plan meetings and workshops
- Select and analyze topics for facilitation events
- Get an agreement to facilitate an event
- Paraphrase discussions
- Visualize discussions
- Manage workshop group
- Document workshop events
- Use space and voice in a workshop event
- Use varieties of methods of facilitating an event

Who will benefit

The course is appropriate for pre & in-service instructional staff, managers, team leaders, department heads, and trainers from the public & private sectors including NGOs, INGOs.

Areas covered

The following areas are specifically addressed in the course:

- Role of a moderator
- Facilitation contracts
- Use of pin board and flip chart
- Use of space and voice
- Active listening
- Brainstorming
- Group dynamics
- Mediation

Costs

Course fee: per participant

NRs. 12,000.00 for Nepali nationals.

U.S.\$ 250.00 equivalent in NRs. for foreign nationals working in Nepal.

U.S.\$ 400.00 for nationals of SAARC countries.

U.S.\$ 500.00 for nationals beyond SAARC countries.

Accommodation in TITI guest house:

Per night/participant

NRs. 200.00 for Nepali nationals.

NRs. 200.00 for INGOs & foreign nationals working in Nepal.

U.S. \$ 10.00 for international customers.

Food in TITI canteen/participant/day

NRs 300.00 – 350.00 (according to menu) for breakfast, lunch & dinner (Nepali Food).

U.S. \$ 10.00 - 12.00 (according to menu) for continental food & breakfast.

General information

The course language will be mainly in English and whenever necessary, Nepali explanation will be given. Instructional materials are primarily in English. During this course participant's performance is evaluated continuously.

TITI awards certificate upon successful completion of the course as per TITI's evaluation criteria. All TITI courses are approved by the Council for Technical Education & Vocational Training (CTEVT).

About TITI

Training Institute for Technical Instruction was established as a Nepali national institute in 1991, with the support of Swiss Government through Swisscontact, the Swiss Foundation for Technical Cooperation.

The Council for Technical Education and Vocational Training has mandated TITI for its programs & services.

The goal of TITI is to meet the nationwide training needs of technical and managerial people of the sector.

TITI's mission is to ***“Human capacity development is our mission. TITI contributes distinctly to the quality of programs and services of Technical and Vocational Education and Training by means of training, education and research”***.

TITI has trained over 19,000 instructional, managerial and curriculum developers from various countries such as Afghanistan, Albania, Bangladesh, Bhutan, Burkina Faso, India, Indonesia, Kosovo, Mali, Moldova, Nepal, Pakistan, Sri-Lanka, Switzerland, Uganda, Vietnam and Zimbabwe. TITI has conducted training programs, provided TEVT consultancies and other services to Technical Cooperation-Federal Republic of Germany (GTZ), Department for International Development (DFID), Netherlands Development Organization (SNV), ILO/UNDP, SDC, UNICEF, ADRA, SOS, NCED, UNFPA, ADB and other national and international organizations in Nepal and abroad.

For further inquiries, please contact:

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