

## FACILITATING LEARNING AT WORK

Workplaces can be great learning environments and managers play a critical role in workplace learning - this program is designed to make you a leader of learning at work.

Do your staff know how to be effective in their role? If you want to support your staff to thrive in the 'busy-ness' of daily work and do better all the time, you'll need tools, tips and "how to" insights into facilitating learning at work.

### Content

- Planning for meetings, discussions and workshops.
- Facilitating groups.
- Tips for gaining participation.
- Effective communication.
- Using questions to guide group discussions.
- Handling difficult situations.
- Finishing a meeting or discussion.
- Tools and tips for successfully facilitating meetings at work.

### Outcomes

- Understanding how people learn (not all the same way).
- Testing assumptions and determining what learning is required.
- Conducting a skills audit.
- Designing effective learning.
- Practical learning models, tools and tips.
- Monitoring learning for improved performance.
- On-going learning – mentoring, coaching and tutoring.

### Who Should Attend

Team leaders and Managers who are leading others.

### Benefits to You and Your Organisation

- Workplace learning approach implemented for improved performance and staff engagement, linked to performance review.
- Impact on workplace culture to value learning as legitimate work.
- Improved staff morale and engagement.
- Increased staff capability.
- Building organisational capacity with new skills and knowledge.

### Competency Framework

Middle Manager Core  
(ASO4-ASO6)

### Facilitator

The Centre for People  
Development

### Contact

[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)  
08 8212 7555

### Duration

1 full day  
9:00am-4:30pm  
8:45am registration

### Dates & Bookings

[Please refer here](#)

### Location

Level 6, 12 Pirie Street  
Adelaide SA 5000

### Inclusions

Workbook, morning tea, lunch  
and refreshments

### Costs

Professional Members \$460  
State Gov Members \$495  
Corporate Members \$505  
Non-Member \$575

This course is available as part of the Middle Manager Development series. Participants registering for the full series will receive a 10% discount.