



GROUP FACILITATION METHODS (TOP #1)

TOOLS FOR EFFECTIVE GROUP DECISIONMAKING

For Managers and Decisionmakers

4-5 December 2001 (Tuesday/Wednesday)

Contact: <icahk@hkstar.com> or tel: 2561-9209.

COURSE OBJECTIVE: This course introduces the tools of small group communication that allow for effective group discussions and group decision-making. You will be amazed at how quickly you can assist a group to develop understanding, consensus, and agreement. Methods learned include:

- The Focused Discussion Method that provides a structure for clear dialogue and discussion, moves discussion from the surface to the depth, and encourages diversity of perspective.
The Workshop Method which engages participation of each group member, focuses the group's consensus towards change, builds an effective team partnership to act, and encourages group rapport and interaction.
The Action Planning Process, a project based planning process that allows comprehensive action generation and task assignment and creates focused, motivated teams.

WHO SHOULD ATTEND: Managers, Supervisors, Team Leaders, Change Leaders, HR professionals, Focus Group Leaders, Training Managers and anyone who has to lead a group in decision making.

FACILITATOR: Mark Pixley is a facilitator of organizational transformation and works with senior management groups to design and facilitate their organization's change process including strategic planning, team building, corporate visioning and organizational assessment.

THE INSTITUTE OF CULTURAL AFFAIRS: Is a unique facilitation, training and research organization providing effective participatory methods to organizations and communities. Based in 30+ countries around the world, it works with helping people understand and manage their change process.

PAST PARTICIPANTS INCLUDE: PCCW, China Light & Power, Merrill Lynch, DHL Worldwide Express, Ogilvy & Mather, Edelman Public Relations, AMI Market Research, Novartis Pharma, ExxonMobil

ADMINISTRATIVE DETAILS:

- Time: 9:00 a.m. to 5:00 p.m.
Location: To be announced.
Fee: HK\$3400 including snacks and material.
Payment should be by cheque to "The Institute of Cultural Affairs Ltd"
Discounts:
=> HK\$500 for registration 10 days in advance.
=> Register two people and a third can attend for free.
=> Special rates for Non-profits and NGOs.
=> Book ToP #1 & ToP #2 for HK\$ 5000

Register by faxing in the following form to 2562-6181

Please register me for Group Facilitation Methods on

Registration form with fields for Name, Title, Organization, Email, Address, and Tel.



THE INSTITUTE OF CULTURAL AFFAIR - HONG KONG

The Woodside, Mt. Parker Road, Quarry Bay, Hong Kong

Tel: 2561-9209 Fax: 2562-6181 Email: icahk@hkstar.com