

SHORT & CERTIFICATE COURSES

WITS PLUS

FACILITATION SKILLS

Join us on the Wits Campus for our evening class in *Facilitation Skills*, offered over 14 weeks.

The course is offered at the University of the Witwatersrand in lecture format. You will be guided through this programme by a subject expert.

TARGET AUDIENCE

The course will be of value to Human Resource practitioners, change agents, aspiring leaders, line managers, supervisors and team leaders, as well as Talent and Learning development specialists.

T +27 11 717 9503 / 9511 / 9519

E shortcourses.witsplus@wits.ac.za

W www.wits.ac.za/part-time

OBJECTIVES OF THE COURSE

This course aims to:

- Equip participants with skills for selecting appropriate methods to facilitate learning and mediate conflict among individuals, groups and teams;
- Assist participants to reflect upon the significance of the social and cultural context in human interaction;
- Introduce participants to theories and principles of adult learning, lifelong learning, learning organisations and training;
- Enable participants to develop strategies to create a conducive learning environment.

ADMISSION CRITERIA

Matric or equivalent is a pre-requisite and participants need to be fluent in English.

OUTCOMES AND COMPETENCIES

After successful completion of this course participants should be able to:

- Cultivate self-awareness and authenticity;
- Improve communication, trust and relationships;
- Apply critical thinking and responsible decision-making skills;
- Demonstrate personal accountability and willingness to learn;
- Use adult learning principles to manage a team and guide others toward shared goals;
- Display an understanding of group dynamics, diversity and teamwork;
- Build a high performance environment through appropriate feedback;
- Explain strategies to navigate organisational change and motivate personal transition.

COURSE CONTENT

Topics covered include the following:

Personal mastery, that includes:

- Learning agility;

- The Emotional Intelligence (EQ) triangle;
- The neuroscience of trust; and
- The LEARN change model.

Communication Intelligence, that includes:

- The five communication barriers;
- Conflict resolution;
- Problem solving and decision making; and
- Innovation through design thinking.

Learning and Development, that includes:

- The organisation as a learning system;
- The ABC of giving and receiving feedback;
- Creating a performance culture; and
- The priority matrix.

Detailed course outlines will be given to participants in the first lecture.

COMMENCEMENT DATES

Semester 1:

February: Tuesdays 17:30 – 19:30

Semester 2:

July: Saturdays 09:00 – 11:30

ASSESSMENT OF PERFORMANCE

Students will be required to attend the lectures, submit assignments and write an examination. Students will be required to achieve a minimum of 50% to satisfy the requirements of the programme and receive a certificate of competence.

LENGTH OF THE COURSE

Lectures will take place once a week over 14 weeks. The duration of each lecture will be 2 hours. The 13th lecture will be revision and will be followed by a three- hour examination in the 14th week.

WHO IS THE LECTURER?

The course will be taught by Wits staff members in a small group environment in lectures and tutorials.

FEES

R10 100, inclusive of the class notes.

METHOD OF PAYMENT

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring the original deposit slip to Wits Plus on the registration dates as indicated on your letter of acceptance.

CAMPUS ACCESS

All short course participants must obtain a Visitor's Access Card at a cost of ±R140 per year. Parking disc fees also apply: arrangements need to be made with the parking office.

CANCELLATION OF A COURSE

Wits Plus courses offered over one semester:

- Cancellation before commencement of lectures will result in an administration fee of 15% of the total course fee regardless of the reason.
- Cancellation after commencement of lectures will result in liability for the full amount of the course fees regardless of the reason.

Note: Wits Plus, University of the Witwatersrand, reserves the right to withdraw a course from its programme should registrations not reach viable numbers. In this event a full refund will be made. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.