

How Facilitation differs from Training and Presenting

Training, public speaking and facilitating share some common behaviour and skills and often compliment each other; but these are distinctly different developmental activities. Illustrated below are some factors of each.

Training	Presenting	Facilitation
<p>Participants are present to learn.</p> <p>Objectives are based upon learning.</p> <p>Session plans are prepared to enhance the learning process.</p> <p>The trainer is the catalyst to learning.</p> <p>The trainer asks questions to evaluate learning.</p> <p>Visual and training aids (video tapes, role plays, exercises) are used to illustrate learning points.</p> <p>Involvement (experiential learning) is used to learn from others experience and maintain interest.</p>	<p>Audience is present to receive prepared remarks.</p> <p>Objectives are based on what is to be communicated - i.e., sell inform, motivate, describe.</p> <p>Presenters outline is to structure a logical presentation.</p> <p>Presenter primarily answers rather than asks questions.</p> <p>Visual aids are used to present data, charts graphs, tables.</p> <p>Date, charts, graphs are used to support the message or recommendations.</p> <p>Communication is largely one way from the presenter to the audience.</p>	<p>Participants are members of teams whose goal is to recommend quality improvements.</p> <p>Objectives are based on process improvements.</p> <p>An agenda is used to structure the meeting.</p> <p>Questions are used to develop individual involvement.</p> <p>Flip charts are used to record team member inputs and ideas.</p> <p>The facilitator guides members on the use of tolls for team problem solving.</p> <p>Facilitator manages the meeting structure, not content.</p>