

Empowering HR Professionals: Facilitation, Communication, and Emotional Wellness Mastery

Duration: 5-days

Training Objectives:

- Build confidence and competence in facilitating discussions, workshops, and meetings.
 - Enhance body language and communication effectiveness for improved influence and connection.
 - Strengthen emotional resilience, self-awareness, and empathy for personal and professional well-being.
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Day 1 – Foundations of Facilitation Excellence

- Understanding the role and mindset of a facilitator
 - Key differences between training, presenting, and facilitating
 - Principles of adult learning and group dynamics
 - Creating a safe and engaging learning environment
 - Managing different participant types and group behaviors
 - Techniques for setting expectations and framing discussions
 - **Activity:** Facilitation role-play – “Leading a team discussion”
 - **Reflection:** Self-assessment on facilitation style and growth areas
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Day 2 – Advanced Facilitation Tools and Techniques

- Designing interactive and participative sessions
 - Using questioning and storytelling techniques to drive engagement
 - Handling conflicts and resistance during facilitation
 - Giving and receiving feedback effectively
 - Visual aids, flipcharts, and digital facilitation tools
 - Managing time and flow during sessions
 - **Activity:** Small group facilitation practice with peer feedback
 - **Reflection:** Creating an individual action plan for facilitation mastery
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Day 3 – Body Language and Communication for Influence

- Understanding non-verbal communication and its impact

- Decoding posture, gestures, eye contact, and facial expressions
 - Aligning verbal and non-verbal communication for authenticity
 - Building presence, confidence, and credibility as a communicator
 - Vocal tone, pace, and articulation mastery
 - Active listening and empathetic communication techniques
 - **Activity:** Recorded practice session – “Delivering a message with impact”
 - **Reflection:** Feedback and personal improvement roadmap
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Day 4 – Emotional Wellness and Workplace Resilience

- Understanding emotions and their influence on workplace behavior
 - Recognizing stress triggers and emotional fatigue
 - Techniques for emotional regulation and self-care
 - Building psychological safety and empathy in teams
 - Practicing mindfulness and grounding exercises for balance
 - The role of gratitude, optimism, and resilience in HR roles
 - **Activity:** Guided mindfulness and emotional mapping exercise
 - **Reflection:** Personal emotional wellness plan
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Day 5 – Integrating Skills: The Emotionally Intelligent Facilitator

- Linking facilitation, communication, and emotional wellness
- Applying emotional intelligence in group facilitation
- Managing energy and emotions in self and participants
- Creating inclusive, motivating, and safe learning spaces
- Peer-led micro-facilitation sessions demonstrating learned skills
- Group feedback and facilitator coaching
- **Activity:** “The Final Facilitation Challenge” – participants lead a mini-session
- **Closing Reflection:** Key takeaways, behavior change commitments, and next steps