

The Facilitator – Client Journey

Scope of the Getting Hired as a Facilitator course



Getting hired as a meeting facilitator

Course contents

Lesson	Focus	You will learn
1. Be Credible	How to present yourself as a skilled professional	<ul style="list-style-type: none">○ The basic credibility-building tools and where to find help
2. Market your services	How to find potential clients	<ul style="list-style-type: none">○ On-line and face-to-face ways to let people know about the problems you can help them solve
3. Schedule Exploratory conversations	The bridge that can lead to getting hired	<ul style="list-style-type: none">○ The questions to ask a prospective client in order to understand the organizational context and purpose of the meeting that may require facilitation
4. Clarify your role	The scope of the facilitator's responsibilities	<ul style="list-style-type: none">○ How to explain the differences between frequently confused roles such as group leader, content expert, trainer, guest speaker, mediator, moderator and process facilitator
5. Draft a proposal	The terms of reference for the job	<ul style="list-style-type: none">○ What to include so that both you and the client are clear on the services being offered and their value to the client's organization
6. How to charge for your services	The financial cost and value proposition of the proposal	<ul style="list-style-type: none">○ Options for setting fees and payment schedule○ When to consider working for free
7. When to say "no, thanks"	The conditions under which should you decline an offer to facilitate	<ul style="list-style-type: none">○ Warning signs that this job is not for you○ Options to offer the prospective client
Bonus!	The Facilitator's Prayer	A heartfelt, funny, non-denominational oration that captures the essence of what meeting facilitators need, want, fear and welcome