SCECSAL
STANDING CONFERENCE OF EASTERN, CENTRAL AND SOUTHERN AFRICAN LIBRARY AND INFORMATION ASSOCIATIONS

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Practical Introduction to Facilitation

Effective facilitation is critical in today's collaborative workplaces. Professionals must navigate diverse perspectives and guide discussions toward consensus, whether in multi-stakeholder events or internal organizational processes.

Goal: This course aims to equip participants with foundational facilitation skills and practical tools to confidently plan and lead inclusive, participatory, and consensus-driven group sessions (e.g., consultative workshops, etc.).

Course Content/Objectives

- *Introduction to Facilitation*: Gain an understanding of facilitation, its importance, and how it differs from training and presentations, while exploring the roles and responsibilities of a facilitator.
- *The Facilitation Cycle / Framework:* Learn the structured facilitation process, from planning to session closure.
- Facilitation Tools and Techniques: Explore methods and tools for planning a facilitation session, creating inclusive environments, encouraging participation, achieving group consensus, and evaluating a facilitated event.
- *Practical Application and Exercises:* Apply your learning through planning exercises, role-plays, simulations, and group reflections.
- *Coaching:* Receive targeted coaching and support on request after the training, especially when planning and delivering facilitated events. Coaching will be available until 31 December 2025.

Target participants: Anyone who wants to become a facilitator or enhance their practical skills in leading inclusive meetings and events with diverse participants, where collaborative decision-making and agreement on actions are essential.

Number of Seats: Maximum 25 participants
Duration: 3 hours (14:00 – 17:00 CAT)
Date: 30 October 2025

Organisers: Library and Information Association of Zambia (LIAZ), in collaboration with the Standing Conference for Eastern Central and Southern African Library and Information Associations (SCECSAL).

Course Fees: K500.00 includes:

- Course materials (PDF)
- Certificate of Participation (PDF)
- Coaching on request

Participants Requirements

- Access to a computer, tablet, or smartphone with a stable internet connection.
- Ability to use virtual meeting platforms (e.g., Zoom).
- Basic digital literacy for accessing course materials and participating in interactive activities.
- Willingness to actively engage in discussions, exercises, and group activities.
- Interest in facilitation and applying skills in meetings or events.

Registration and Payment: Interested in joining the course? Scan the QR code on your phone or open the link to register.

https://tinyurl.com/facilitation-course

Please deposit or wire the course fees into the following bank account by **12:00** on **29 October 2025**:

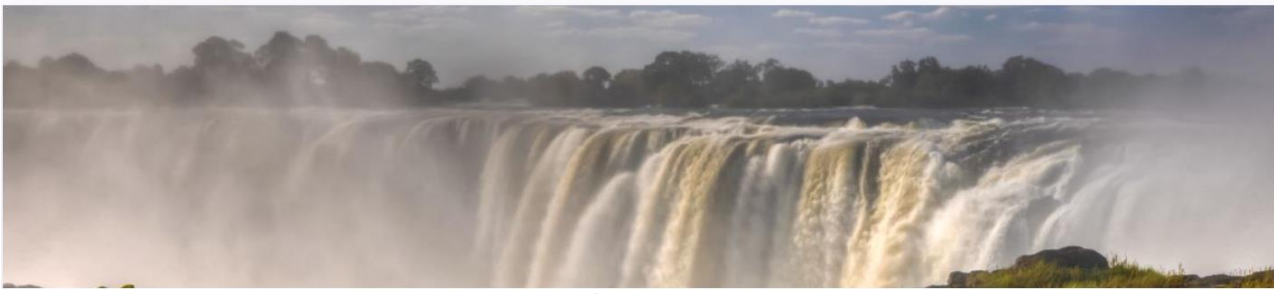
Bank Account Holder's Name: LIAZ-SCECSAL
Bank Name: Indo Zambia Bank Limited
Bank Address: Plot No. 830, Corner of Cairo/Malasha Road
Branch Name: North End
Branch Code: 005
Sort Code: 090005
SWIFT/BIC Code: INZAZMLX
Account Number: 0052030001052
Currency: ZMW

Or via mobile money into **LIAZ Airtel Mobile Money Line – 0979805780**

Send proof of payment via **WhatsApp** to:

- Mr. Michael Phiri, LIAZ Projects Officer: +260-977-539464
- Ms. Matildah M Kagele, LIAZ Publicity Secretary: +260-975-793484

Note: Only confirmed paid participants will receive the Zoom link and passcode for the training course. Closing date for registration and payment of fees is **29 October 2025**.



Join us at

The XXVII Standing Conference of Eastern, Central and Southern African Library and Information Associations
27 April – 1 May 2026
Avani Victoria Falls Resort | Livingstone, Zambia
For details, visit: https://conference.scecsal.org/