

**Persona CPD Programme 2024**  
***Certificate in Group Facilitation and Training Skills***  
**February 24<sup>th</sup> – June 2<sup>nd</sup> 2024**

This 7-day Professional CPD programme is designed for those interested in developing their understanding and skill in facilitating groups and training. The programme is ideally suited for individuals in the helping professions and/or those who are interested in delivering training in their organisation, or joining a training team in an organisational setting, or stepping into offering CPD sessions. The programme will integrate input on theory with experiential learning activities and group discussion plus opportunities to practice in small groups. There will also be opportunities to practice facilitating the larger group.

**Programme Content:**

- Planning and preparing a session/programme
- Facilitation skills and styles of facilitating
- Stages of group development, group dynamics, the roles people take in a group
- The role of a facilitator and types of interventions used with groups
- Creative-experiential learning
- Professional issues and responsibilities
- Evaluation, assessment and endings

**Programme dates for 2024:**

Weekend Saturday February 24<sup>th</sup> and Sunday February 25<sup>th</sup>

Study Day Sunday March 24<sup>th</sup>

Study Day Sunday April 21<sup>st</sup>

Study Day Sunday May 19<sup>th</sup> **ONLINE**

Weekend Saturday June 1<sup>st</sup> and Sunday June 2<sup>nd</sup>

**Programme Structure:**

The programme consists of three stand alone study days and two weekends. All training days will be held at the Persona Centre, Grove House, Uddingston, G71 5PH

Each day will start at **9.30am and finish by 4.30pm**

**Day 1 Planning and Preparation**

- Introductions, learning styles and ways of learning, creating and presenting a programme plan

**Day 2 Facilitation Skills and styles of facilitation**

- The difference between presenting and facilitation, types of groups and interventions and managing the training/group process

**Day 3 Group Development and Group Dynamics**

- Stages of group development, individual processes and the impact of individual process on group dynamics, working with difference, diversity and inclusion

**Day 4 The Role of the Facilitator/Trainer**

- The role of the trainer: power, authority, influence: the power of authenticity and presence, working with vulnerability, professional responsibilities

**Day 5 Remote Training and Facilitation - ONLINE**

- Creating a group environment online, the impact of working online for the programme and participants, technical issues

**Day 6 Creative Experiential Processes**

- The value of creativity for learners and learning, working with different mediums, integrating different mediums into a programme/group process

**Day 7 Evaluation, Assessment and Endings**

- Designing an evaluation process, assessment and feedback, programme evaluation and endings

**Course Requirements:** In order to complete the course participants are expected to meet the following requirements:

- Attendance: the course requirement for successful completion is attendance at every training day. It is understood that unforeseen circumstances do occur and it is suggested that students discuss with tutors anything that comes up which may prevent them from attending any part of the training as soon as they become aware of this.
- Active participation in group activities during the study days
- The submission of a Statement of Learning and Development and Assessment of Competence (2500 words) at the end of the programme.
- Maintenance of a Reflective Journal throughout the programme (not for submission)

**The cost of the programme is £950.** A deposit of £150 is required to secure your place on the programme. The remaining course fees can be made as one instalment of £800 or as 4 separate instalments of £200 due monthly from February 16<sup>th</sup> 2024.

The programme is open to anyone who is interested. If you are interested in participating in the programme, **please complete the Application Form** and forward to [admin@personacounselling.com](mailto:admin@personacounselling.com)

We look forward to hearing from you.

Ishtar and Ross

***Closing date for applications is Friday February 2<sup>nd</sup> 2024***

***Please note there will be a minimum number of participants for the programme to commence. The course will be limited to a maximum of 12 participants***

### **Programme Facilitators:**

**Ishtar Swaffield:** is an educator/trainer/group facilitator/counsellor and supervisor who has been practising for longer than she cares to admit!! She has designed and delivered personal-professional development programmes for corporate and statutory organisations and has been programme director for the Persona Diploma in Counselling and Psychotherapy (BACP Accredited Course) for over 20 years. Ishtar is Person-Centred therapist, (PCT Britain) has an MSc in Counselling and Psychotherapy and a Certificate in Clinical Supervision.

**Ross Cairns:** Is an experienced counsellor/psychotherapist/supervisor/trainer/tutor and group facilitator who has been involved in developing and delivering training in a variety of setting and sectors over the last 20 years. He has created and delivered bespoke training packages for the Scottish Construction Sector as well as working with some smaller organisations to assist with staff training and implementation of key initiatives. Ross is the lead tutor/trainer with Persona and has played a key in the delivery of the Diploma in Counselling and Psychotherapy over the last 10 years.

Ross is an MSc qualified Psychotherapist and an accredited member of BACP and he currently runs a private therapy and supervision practice as part of his portfolio of interests.