Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

PROJECT MANAGEMENT

Facilitation Skills for project managers Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
5 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

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Facilitation Skills for project managers Training Course

Project Management • 5 Days Intensive • Accredited Certification

Course Overview

Facilitation Skills for Project Managers Training Course focuses on building high-impact facilitation capabilities that enhance collaboration, decision-making, problem-solving, and stakeholder engagement across the project lifecycle.

Key Skills & Software Tools Covered

MS Word • Miro • Microsoft Teams • and Zoom

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
19 Jan 2026 – 23 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Jan 2026 – 23 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Accra	Classroom / 5d	**$4,000 USD / KES 90,000**
26 Jan 2026 – 30 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Jan 2026 – 30 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
26 Jan 2026 – 30 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Facilitation Skills for Project Managers Training Course

Introduction

Effective facilitation skills are critical for project managers responsible for guiding teams, stakeholders, and partners toward shared objectives in complex and dynamic environments. Facilitation Skills for Project Managers Training Course focuses on building high-impact facilitation capabilities that enhance collaboration, decision-making, problem-solving, and stakeholder engagement across the project lifecycle. Participants will explore structured facilitation techniques, communication strategies, and group dynamics principles that support productive meetings, workshops, and project discussions while ensuring alignment with project goals, timelines, and governance requirements.

As projects increasingly involve cross-functional teams, virtual collaboration, and diverse stakeholder interests, project managers must act as neutral facilitators who enable participation, manage conflict, and drive consensus. This course equips participants with practical tools to design and lead effective sessions, manage group energy, address resistance, and translate discussions into actionable outcomes. Emphasis is placed on real-world project scenarios, leadership presence, and facilitation methods that improve delivery performance, accountability, and team cohesion.

Course Objectives

• Understand the role of facilitation in modern project management practices.

- Apply facilitation techniques to improve team collaboration and engagement.
- Design structured meetings and workshops aligned with project objectives.
- Strengthen communication skills for diverse and cross-functional project teams.
- Manage group dynamics and encourage inclusive participation.
- Facilitate decision-making and consensus-building processes effectively.
- Address conflict and resistance during project discussions constructively.
- Use questioning and listening techniques to guide productive dialogue.
- Facilitate problem-solving and risk identification sessions.
- Apply facilitation skills in virtual and hybrid project environments.
- Translate facilitated discussions into clear actions and commitments.
- Enhance stakeholder engagement through structured facilitation approaches.
- Develop personal facilitation styles aligned with project leadership roles.

Organizational Benefits

- Improved project team collaboration and communication
- More effective meetings with clear outcomes and accountability
- Faster and higher-quality decision-making processes
- Reduced conflict and misunderstandings among stakeholders
- Increased engagement and ownership within project teams
- Enhanced alignment between project goals and stakeholder expectations
- Improved delivery performance and milestone achievement
- Stronger leadership capability among project managers
- Better risk identification and issue resolution
- Increased organizational maturity in project governance

Target Audiences

- Project managers and program managers
- Team leaders and project coordinators
- PMO staff and project support officers
- Technical leads involved in project delivery
- Change management and transformation leaders
- Consultants managing client-facing projects
- Development and NGO project managers
- Aspiring project leaders and supervisors

Course Duration: 5 days

Course Modules

Module 1: Foundations of Facilitation in Project Management

- Define facilitation and its role in project leadership
- Distinguish facilitation from instruction and presentation
- Understand facilitator responsibilities and neutrality
- Identify facilitation opportunities across the project lifecycle
- Align facilitation goals with project objectives
- Case Study: Poor facilitation leading to project delays

Module 2: Designing Effective Project Meetings and Workshops

- Set clear objectives and outcomes for facilitated sessions
- Design agendas that support engagement and productivity
- Select appropriate facilitation tools and techniques
- Prepare participants and materials for sessions
- Manage time and transitions effectively
- Case Study: Redesigning an ineffective project meeting

Module 3: Communication and Active Listening Skills

- Apply active listening techniques in group settings
- Use open-ended questioning to guide discussions
- Clarify and reframe inputs to ensure shared understanding
- Manage dominant and quiet participants effectively
- Encourage constructive dialogue among team members
- Case Study: Improving communication in a cross-functional team

Module 4: Managing Group Dynamics and Participation

- Understand group development stages and behaviors
- Foster trust and psychological safety in project teams
- Encourage inclusive participation and diverse perspectives
- Handle challenging behaviors during sessions
- Maintain energy and focus in long meetings
- Case Study: Managing disengagement in a project workshop

Module 5: Facilitation for Decision-Making and Consensus

- Facilitate structured decision-making processes
- Use consensus-building techniques appropriately
- Balance speed and quality in project decisions
- Manage disagreement and conflicting viewpoints
- Document decisions and rationales clearly
- Case Study: Facilitating consensus on project scope changes

Module 6: Conflict Management and Difficult Conversations

- Identify sources of conflict in project environments
- Facilitate constructive conflict resolution discussions
- Apply techniques for managing resistance and emotions
- Maintain neutrality during sensitive discussions
- Guide groups toward mutually acceptable outcomes
- Case Study: Resolving stakeholder conflict in a project review

Module 7: Facilitating Problem-Solving and Risk Sessions

- Structure problem-solving workshops effectively
- Use facilitation tools for root cause analysis
- Guide teams in identifying and prioritizing risks
- Facilitate creative thinking and solution generation
- Convert ideas into actionable mitigation plans
- Case Study: Facilitating a project risk identification workshop

Module 8: Virtual and Hybrid Facilitation for Projects

- Adapt facilitation techniques for virtual environments
- Use digital tools to enhance online collaboration
- Manage engagement and participation remotely
- Address technical and communication challenges
- Ensure outcomes and follow-up in virtual sessions
- Case Study: Facilitating a global virtual project workshop

Training Methodology

- Instructor-led presentations and facilitated discussions
- Practical group exercises and role-playing scenarios
- Real-world project case studies and simulations
- Peer learning and collaborative problem-solving
- Hands-on use of facilitation tools and templates
- Individual reflection and facilitator feedback sessions

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/facilitation-skills-for-project-managers-training-course to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.