

Facilitation and Follow-up on Groupwork

Enable teams to work effectively, stay aligned, and deliver results



WHY FACILITATION AND FOLLOW-UP MATTER

Build focused,
collaborative teams
that **maintain momentum**
and **deliver outcomes**

Group work is central to modern organisations, yet effective collaboration does not happen automatically. Without clear facilitation, defined roles, and consistent follow-up, group activities can lose focus, engagement, and accountability.

This programme helps professionals understand how to guide group work effectively, manage team dynamics, and ensure agreed actions are completed. It equips participants with practical facilitation and follow-up skills that support collaboration, alignment, and performance.

WHY FACILITATION AND FOLLOW-UP MATTER

In team-based environments, outcomes depend on clarity, engagement, and accountability.

Without effective facilitation and monitoring, teams may experience:

- Unclear roles and responsibilities
- Low engagement or uneven participation
- Unresolved conflict or tension
- Weak follow-up on agreed actions
- Delays and inconsistent delivery

Facilitation and Follow-up on Groupwork equips participants with tools to guide discussions, manage dynamics, and ensure teams remain focused on objectives and results.

PROGRAMME OVERVIEW

Facilitation and Follow-up on Groupwork helps participants understand:

- The role and responsibilities of a facilitator
- Core principles of effective facilitation
- How to support collaboration and group interaction
- How to build trust and motivation within teams
- How to manage conflict constructively
- How to monitor progress and follow up on actions

Participants learn how to facilitate group discussions, encourage participation, and apply structured follow-up to ensure work progresses as planned.

The result:

Stronger teamwork, clearer accountability, and improved performance.

Facilitation is not about control.

It is about guiding people toward shared outcomes.

Accredited and **quality assured**

What this programme Prepares you to do

Facilitation and Follow-up on Groupwork equips professionals with the capability to lead group processes effectively, support collaboration, and ensure consistent follow-through on team commitments.

The programme focuses on real-world application, enabling participants to apply facilitation and monitoring techniques directly within team and organisational settings.

PARTICIPANTS DEVELOP THE CAPABILITY TO

- Understand the role and responsibilities of a facilitator
- Apply facilitation principles in group settings
- Support collaboration and constructive interaction
- Build trust and motivation within teams
- Manage conflict and challenges during group work
- Monitor progress and follow up on agreed actions
- Provide feedback that improves performance
- Keep teams focused on objectives and outcomes

OUTCOMES FOR PARTICIPANTS

- Facilitate group work with confidence and structure
- Guide teams toward clear objectives and outcomes
- Improve collaboration and team engagement
- Address conflict constructively
- Monitor performance and ensure follow-up
- Strengthen accountability and delivery
- Contribute to more effective, aligned teams

Programme structure and **delivery options**

Programme Duration

8 learning hours

Delivery Format

Instructor-led (online)

Subject Matter Expert

Flexible Delivery

Adaptable for organisational requirements and team-based rollouts

Organisation Bundles

Organisational packages and volume discounts available

Instructor-Led Delivery

Every training unit is delivered by subject-matter experts with real-world professional and organisational experience – ensuring learning is practical, relevant, and immediately applicable.

HOW LEARNING IS APPLIED

This programme focuses on applying facilitation and follow-up skills in real workplace situations, where collaboration and accountability directly affect outcomes.

Participants work through group exercises and realistic scenarios that reflect common challenges in team-based work environments.

PARTICIPANTS EXPLORE

- ✓ Facilitating group discussions effectively
- ✓ Encouraging participation and collaboration
- ✓ Managing conflict and group challenges
- ✓ Setting objectives and performance standards
- ✓ Monitoring progress and ensuring follow-through
- ✓ Supporting accountability and delivery

THIS PROGRAMME IS DESIGNED FOR

- Job seekers preparing for team-based roles
- New employees working in group environments
- Team members involved in collaborative projects
- Supervisors and coordinators supporting group work
- Organisations seeking stronger teamwork and follow-through

COURSE PREREQUISITES

No prior facilitation or management training is required.

The programme is suitable for participants at all levels working in team-based environments.

PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Online formats
- Practical and interactive sessions
- Real-world examples and group exercises

WHAT THIS TYPE OF TRAINING DELIVERS

Immediate Application

Apply facilitation tools directly to real team situations.

Stronger Collaboration

Improve engagement, trust, and participation.

Clear Accountability

Ensure actions are tracked and completed.

Consistent Delivery

Maintain focus, momentum, and results.

The result:

Stronger teams. Clearer accountability. And group work that delivers meaningful outcomes where it matters.

COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

Turning capability into national outcomes.



ASSESS

Understand the real operating world

What this Ensures

- Skills that match global industry demands, not generic international templates.



DESIGN

Build training that fits the sector

- Immediate operational impact, because training is built around real sector challenges.



DELIVER

Teach through Saudi SMEs and practitioners

- Lasting organisational capability through the adoption of performance-driven tools and behaviours.



SUSTAIN

Embed the change inside organisations

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

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