

Prepared for



APPRENTICE FACILITATOR TRAINING PROCESS OUTLINE

DESIGNED FOR THE ONETEAM LEADERSHIP EXPERIENCE

This process is designed to train a new facilitator to effectively lead and support the OneTeam Leadership Experience.

The process is also designed to develop the Apprentice Facilitator to effectively communicate about and advance the work throughout the organization, help prepare participants for the course, and support graduates in their ongoing resiliency progression after the course.





1

KICK-OFF WORKSHOP

6-hour opening session at the OneTeam Leadership Headquarters in Charlotte, North Carolina to establish process context, clarity and alignment. The session will establish the foundation of a strong and trusting relationship between the Apprentice Facilitator and the OneTeam Leadership Executive Coach and Lead Trainer, Nicholas Beamon. The Kick-off Workshop will also include setting the context of the training, the purpose of the training, the scope of the training and mutual agreements to govern the training process. The session will also include an overview of the methodology of both OneTeam Leadership and the OneTeam Leadership Experience. This session will serve as the launch of the Executive Coaching Process.

2

FOUR (4) IN-PERSON TRAINING SESSIONS (1-2-HOUR SESSIONS)

Module 1 – Facilitator Basics

- Nicholas' experience as a coach and facilitator, his key learnings and the OneTeam methodology

Module 2 – Program Content Training

- The why, what and the how
- The process, the segments and transitions
- Session flow
- Materials and physical content

Module 3 – Skill Set Training

- Effective questioning
- Verbal and non-verbal communication
- Communication techniques such as open-ended questions, affirmations, reflections etc.
- Rapport building
- Active listening

Module 4 – Practice Facilitation

- Practice with Nicholas and preparing to move into live sessions
- Shadowing calls, meetings, etc.



LEADERSHIP FORMS
THE FOUNDATION
OF
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PERFORMANCE.



TEAMS ARE THE
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3

BI-WEEKLY ONE-ON-ONE PERSONAL COACHING SESSIONS (30-MINUTE CALL SESSIONS)

- Deepen and sustain a trusting and connected coaching relationship with Executive Coach and Lead Trainer, Nicholas Beamon. This component includes 30-minute bi-weekly executive coaching calls with Nicholas.
- The coaching relationship must be established and accepted between Nicholas and Apprentice Facilitator.
- Coaching sessions allow for the Apprentice Facilitator to continue their own personal coaching process/development. They will become aware of their behavioral patterns and the impact they are having on others to help them progress as a facilitator.
- Exercises and prompts to be shared between coaching sessions to help deepen the Apprentice Facilitator's self-awareness, overall level of presence and leadership effectiveness.
- Nicholas and the Apprentice Facilitator will use examples from the Apprentice Facilitator's personal and professional life as live examples to explore deeper insights. This requires transparency, deep trust and the willingness to share and explore one's patterns with their coach.

4

BI-WEEKLY ASSIGNMENTS

Content and material related to bi-weekly coaching sessions.

5

IN-SESSION EXPERIENCE

Attend and participate in OneTeam Leadership Experience programs with live participants. The Apprentice Facilitator will progress from observing in the back of the room (Chair C), to actively supporting the live process (Chair B).

- Chair C requires 100% presence and allows the Apprentice Facilitator to take notes on the flow of the program and to clarify their own personal stories and insights into useful sharing for participants.
- The Apprentice Facilitator must agree to be device-free during programs and limit all outside obligations or distractions in order to be 100% present with the participants and in order to learn the content of the program.





- This role requires 90% listening and learning and 10% sharing with the group.
- The Lead Trainer(s) will work with the Apprentice Facilitator during breaks to train them on components of the program, the “why” behind certain facilitation decisions and to help refine and lead the Apprentice Facilitator on their sharing with the group.
- Undergo training on room support from a OneTeam Leadership Engagement Manager to understand the approach, moving logistical parts and the backend of the participant experience as supported by OneTeam Leadership.
- Undergo training on room set up to understand the approach behind the room set-up and the facilitators responsibility for the program environment.
- Undergo training on pre and post-program communication plans to understand the approach to readiness and post-program support.
- Phase 1 – Chair C (back of a live room)
- Phase 2 – Chair B (Active participation in the front of a live room)

6 PRE-PROGRAM READINESS CALL TRAINING

The Apprentice Facilitator will be trained to facilitate small group pre-program coaching readiness calls, including shadowing at least 10 small group conference calls facilitated by the Lead Trainer to observe the content, flow, and objectives of the call.

- Lead Trainer to decide when the Apprentice Facilitator is ready to take readiness calls as lead call facilitator and will observe the Apprentice Facilitator on at least 5 calls to help coach and develop call facilitation.



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7 FINAL FULL GROUP READINESS CALL TRAINING

The Apprentice Facilitator will be trained to facilitate final full group readiness conference calls, including shadowing at least 5 full group conference calls with Lead Trainer to observe the content, flow, and objectives of the call.

- Lead Trainer to decide when trainee is ready to lead final group readiness conference calls as lead call facilitator and will observe trainee on at least 3 calls to help coach and develop call facilitation.

8 TRANSITION TO CHAIR B

The transition to Chair B is to be decided by Lead Trainer when it is established the Apprentice Facilitator is ready for the next step in their training program. This role requires front of the room participation from the trainee during 3-day program and direct coaching and training on the components of the program.

- This training process is heavily improvisational and requires Chair B to receive in the moment coaching and training with immediate opportunities to lead modules of the program under the supervision of the trainer.
- Chair B must be able to clearly articulate stories, insights and awareness that directly connects with modules of the program and be in a heavy sharing mode (versus a teaching mode) while in this role.
- The Apprentice Facilitator will be in Chair B role for no less than 12 months before the trainee may be considered fully trained and ready to lead as Chair A. This transition is to be decided by the lead trainer.

9 POST-SESSION DEBRIEF CONVERSATION

- Strengths and opportunities
- Shared learning
- Presentation feedback and coaching



OneTeam Leadership is a strategic consulting firm that believes leadership, teamwork and culture make the most significant impact on performance. We bring decades of executive and consulting experience to our work helping forward-thinking leaders engage their most powerful and durable competitive advantage – their people.

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