



Enterprise Innovation Toolkit

Innovation Facilitator Masterclass

Masterclass Syllabus



by **AJ&Smart**

Innovation Facilitator

Masterclass Syllabus

Module 0 Welcome to the Innovation Facilitator Masterclass

- Lesson 0: Welcome to the Innovation Facilitator Masterclass

Module 1 Introduction to Facilitation

- Lesson 0: Introduction to Module 1
- Lesson 1: How Facilitation Can Be Your Career Game-Changer
- Lesson 2: How Facilitation Can Be Different Than Imagined, Part 1
- Lesson 3: How Facilitation Can Be Different Than Imagined, Part 2
- Lesson 4: Module 1 Summary

Module 2 How to De-Risk Your Sessions for Smooth Sailing

- Lesson 0: Introduction to Module 2
- Lesson 1: Checklists: The Key to Consistency
- Lesson 2: How to Scope Your Sessions
- Lesson 3: How to Leverage the Toolkit for Your Sessions
- Lesson 4: How to Allocate Time in Your Sessions
- Lesson 5: How to Choose the Right People for Your Sessions
- Lesson 6: How to Onboard Participants Ahead of Your Sessions
- Lesson 7: How to Set Up for In-Person Sessions
- Lesson 8: How to Set Up for Remote Sessions
- Lesson 9: How to Build Confidence Before Your Sessions
- Lesson 10: Module 2 Summary

Module 3 How to Deliver Your Sessions Like a Pro

- Lesson 0: Introduction to Module 3
- Lesson 1: How to Start Your Sessions Strong
- Lesson 2: How to Give Clear Instructions, Part 1
- Lesson 3: How to Give Clear Instructions, Part 2
- Lesson 4: How to Give Everyone a Voice
- Lesson 5: How to Manage Time
- Lesson 6: How to Maintain Energy and Momentum
- Lesson 7: How to End Your Sessions Strong

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Module 3 How to Deliver Your Sessions Like a Pro (continued)

- Lesson 8: How to Gather Feedback From (and for) Participants
- Lesson 9: How to Hand Over Effectively
- Lesson 10: Module 3 Summary

Module 4 How to Overcome Facilitation Challenges With Confidence

- Lesson 0: Introduction to Module 4
- Lesson 1: How to Handle Team Selection Challenges
- Lesson 2: How to Handle Nervousness Around Facilitation
- Lesson 3: How to Handle Unforeseen Disruptions
- Lesson 4: How to Handle Tech Issues
- Lesson 5: Module 4 Summary

Module 5 Your Next Steps

- Lesson 0: Innovation Facilitator Masterclass Summary
- Lesson 1: What's Next? Recognize, Practice, and Connect
- Lesson 2: Get Your Certificate
- Lesson 3: Congratulations and Thank You
- Lesson 4: Bloopers Reel

Module 6 BONUS: How to Master Digital Apps for Better Remote Facilitation

- Lesson 0: Introduction to Module 6
- Lesson 1: Miro Pro Tips
- Lesson 2: Mural Pro Tips
- Lesson 3: Zoom Pro Tips
- Lesson 4: Webex Pro Tips
- Lesson 5: Microsoft Teams Pro Tips