

TRAINING COURSE DESCRIPTION

REQUIREMENTS WORKSHOP FACILITATION

Course Length: 1 Day
Level: Intermediate

Greater emphasis is being placed on skilled Business Analysts who have the ability to communicate strongly, engage with stakeholders, and elicit a clear understanding of business requirements. Workshop facilitation skills have never been more important for Business Analysts and IT professionals.

The purpose of this course is to provide participants with the skills needed to successfully facilitate a workshop. This course provides an approach and techniques for the effective planning and running of workshops. The skills and techniques taught on this course will be applicable to all types of workshops, although examples and exercises will focus more strongly on requirements workshops. During the afternoon session course participants undertake a realistic workshop facilitation exercise, to reinforce the principles and techniques learnt during the course.

The 'Requirements Workshop Facilitation' course is delivered by seasoned Equinox consultant practitioners who apply the techniques and practices presented in this course on a daily basis.

This course is endorsed by the International Institute of Business Analysis and aligns to the Business Analysis Body of Knowledge® Version 2.0. This course contributes 8 CDUs towards your CBAP® application / continuing development - use the IIBA® course code E031-009.

Course objectives

Following the completion of the course, students will:

- Have greater awareness of themselves as a workshop facilitator
- Understand a process for preparing and running a workshop
- Understand the rationale, justification, and roles for workshops
- Learn the intricacies of workshop planning
- Have applied the techniques for effectively running a workshop

Course syllabus

Introduction

- Effective people
- Know thyself
- What is facilitation?
- When is facilitation used?
- Workshop facilitation process

Think It

- Workshop purpose
- Sponsorship and participation

Plan It

- Workshop results (what)
- Workshop attendees (who)
- Workshop activities and agenda (how)
- Workshop location (where)
- Scheduling (when)

- Go / no go decision
- Personal preparation

Do It

- Preparing for the workshop
- Opening the workshop
- Monitor and manage interactions
- Capture elements and outcomes
- Keeping the workshop on track
- Quality assurance
- Workshop closure and follow up
- Recapping challenges and interventions

Workshop facilitation exercise

Audience

The primary audience for this course is business analysts, project managers, architects who get involved in facilitating exercises. The course will also be of value to any IT or business professional who are involved in facilitation activities.

Related courses

- Introduction to Business Analysis
- Requirements Analysis Framework
- Requirements Elicitation
- Business Process Modelling
- Software Requirements with Use Cases
- Enterprise Analysis Overview
- Requirements Planning and Management

Prerequisites

None.