



Agenda

Click [here](#) for additional training and schedules.

Elicitation and Facilitation—Tools, Tips, and Techniques

Instructor(s): Megan Stowe

Length: 1 day

Prework: None

CEUs: 0.7/see below for PDU breakdown

Level: Intermediate

Training Topic: Business Skill Enhancement

Subtopics: Requirements Management, Power Skills

Training Description:

This training provides intermediate and advanced business analysts, project managers, and product managers a set of elicitation and facilitation skills fundamental to their roles. It teaches you where to start with requirements elicitation on a project, including how to build an elicitation plan and individual agendas for elicitation sessions. The training builds confidence and provides the skills you need to prepare for sessions, conduct interviews, and apply models during the elicitation process as well as take effective notes.

Learning Objectives:

Upon completion of this training, learners will be able to:

- Apply various techniques to elicit requirements.
- Understand how to plan elicitation on a new project.
- Identify the right audience for elicitation sessions.
- Execute a tailored elicitation session for a particular audience.
- Create and execute facilitated sessions.
- Understand what tools to use within a facilitated session.
- Analyze and understand what to do with elicitation results.


AGENDA

Requirements Core Concepts:

- Overview
- Soft Skills
- Facilitation Role
- Creating Elicitation Plans
- Facilitation and Elicitation
 - Group facilitation skills
 - How to use visual models in elicitation
- Post-Elicitation Activities

Professional development units (PDUs) are 1-hour blocks of time spent learning, teaching others, or volunteering. By attending this training, you will be able to achieve the following PDUs as learning hours to apply for PMI certification or to maintain your certification status with PMI. [View](#) how your PDUs align with the PMI Talent Triangle®.

	Technical	Leadership	Strategic	Total
CAPM® / PMP® / PgMP®	0	3.5	3.5	7.00
PMI-ACP® / Agile*	0	3.5	3.5	7.00
PMI-SP®	0	3.5	3.5	7.00
PMI-RMP®	0	3.5	3.5	7.00
PfMP®	0	3.5	3.5	7.00
PMI-PBA®	0	3.5	3.5	7.00



**Please note that the asterisked row above applies to the PMI® Agile Certification Journey and includes DASM™, DASSM™, DAC™, and DAVSC™ certifications.*