



R0031213

**SCHOOL OF PROFESSIONAL STUDIES**  
**UNIT CODE BCD 322: FACILITATION AND PRESENTATION SKILLS**  
**DECEMBER, 2017 EXAM** **3 HOURS**

**INSTRUCTIONS: Answer QUESTION ONE and any OTHER TWO in section B**

**Section A: Compulsory**

- 1(a). Define the term facilitation (2mks).
- (b). Explain five core practices of a facilitator ( 10mks).
- (c).Analyze five key steps of planning for a productive workshop (5mks).
- (d). Describe four models of group development (8mks).
- (e). Explain five importance of including visual aids dimension to your speech (5mks).

**SECTION B**

2. (a) Analyze five group norms in a workshop (10mks).
  - (b).Briefly describe factors you need to consider as you do self-appraisal a day after your Presentations (5 mks).
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- 3(a) .Briefly explain five power communication tools commonly used by public speakers (10mks).
  - (b). Analyze five main group norms in a workshop (5mks).
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- 4 (a). Assume that safaricom has contacted you to facilitate a one day meeting with two members per department. Draft a sample work plan with the sample (5mks).
  - (b).Explain five principles and value of facilitation (10mks).
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- 5 (a). Describe five disadvantages of co-facilitation (10mks)
  - (b).Explain five key ingredients of a SMART speech preparation that calls for your great presentation (5mks).