



*facilitating a culture of participation*

## ToP® Advanced Facilitator Program (AFP)

The ToP® Advanced Facilitator Program is designed to help you have a deep impact on individuals, groups, and entire organizations. It prepares you to create a culture of participation and handle the most challenging facilitation situations in any organization. The ToP® Advanced Facilitator Program includes courses from the Professional Facilitator Program, the Facilitative Leadership Program and regular coaching from an assigned mentor. It also includes assessment for the Certified ToP® Facilitator designation.

ICA ToP® facilitators are well-known for their profound respect of group wisdom and their ability to draw out wise results, motivation and commitment from group work in virtually every sector. This program is designed for people who want to significantly increase their ability to work with groups of any size in any company, community or government setting, to enable you to develop the capacities of an excellent facilitator. You can become an "in demand" facilitator with a reputation for excellence. Build and expand your practice by deepening your skills. Be an even greater asset to your company as an internal facilitator. Gain skills to work with participation within organizational hierarchies. Prepare yourself for major personal work transitions. Increase your potential as a facilitator for groups of any size or interest.

The AFP is a flexible program designed to meet the needs of each participant. After the prerequisite course of Group Facilitation Methods, it begins with a personal learning contract and includes 19 days of course work, frequent practice of methods and skills in your own environment, regular coaching, mentoring and observation by a master ICA facilitator, and intensive practice, sharing and feedback with peers through an online Community of Practice.

### Learn to

- Assess a group's situation and needs
- Design and lead conferences, planning events and think tanks
- Maximize participation, ownership and commitment
- Deal with highly complex situations.
- Be a facilitative leader
- Facilitate solutions to difficult problems in almost any field
- Handle any type of team or group intervention.
- Orchestrate approaches to organizational change.
- Lead strategic planning with any group or organization.

### Benefits

- In depth understanding of ToP methods
- Ability to apply ToP methods in a variety of situations
- Ability to design and facilitate complex events
- Increased 'up-front' skills
- Capacity to handle complex facilitation situations and resolve challenges
- Methods for ongoing reflection and continuous learning
- Experience that integrates knowledge and practice
- Be part of a network of highly professional facilitators



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## Prepare for professional certification

This program addresses all IAF (International Association of Facilitators) and ICA ToP® competencies. Certification assessment is based on evidence from performance and separate from course work.

## You need

- The prerequisite course of Group Facilitation Methods
- A personal learning plan articulating your expectations, intents and plans for the program
- Support from an organization or a client base within which to apply facilitation skills
- Individual initiative and a capacity for self directed learning
- Willingness to give and receive critiques and feedback, reflect upon and apply suggestions
- An ability to work in teams as well as the flexibility to work in structured and unstructured environments
- Commitment to contribute to a monthly online AFP Community of Practice

## Program Structure

### 1. A Learning Plan articulating your expectations and intents, including the following elements.

- Personal goals & objectives – professional, vocational, personal.
- Your experience with ICA and ToP™ methods.
- Self-assessment in relation to ToP Facilitator Competencies
- Your key learning questions
- Capacities and results desired.
- Indicators of achievement.
- Action Plan - Courses – ICA &/or other courses - Other research, reading and study
- Scheduling Plan
- Financial Plan

### 2. Courses

#### *Prerequisite Course - 2 days*

- Group Facilitation Methods - Powerful methods to facilitate and build consensus - - 2 days

#### *Program Courses - 19 days*

- Meetings That Work - Design and facilitate effective meetings - - 2 days
- Facilitated Planning - A participatory planning process leading to commitment and action - - 2 days
- Advanced Facilitation Tools - Tools and methods for getting results - - 3 days
- Organizational Transformation - Diagnose and leverage system-wide change - - 3 days
- Human Development - Foundations for working with changing behaviour - - 3 days
- The Art and Science of Participation - A facilitation design and practice intensive - - 6 days

Courses taken before joining the program will be applied to the AFP course requirements.



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### **3. Mentoring**

- 18 hours of one-on-one mentoring over the course of the program, which includes coaching support in designing events and best use of the methods, reviewing reflection sheets, and ongoing evaluation and suggestions for improvement
- Participation in a monthly online AFP Community of Practice, starting in September.
- Be observed twice facilitating ToP methods in a real situation via video recording or in-person. The first observation is expected early in the program to set a baseline. The second will be toward the end of the program. The review of video is included in the cost of the program. In-person observation can be done via a co-facilitation for which the trainer is paid for facilitation.
- Assessment for CTF following completion of the program

#### **Program completion will be demonstrated by**

- A portfolio of facilitation experience including reflection sheets on each facilitation, mentor's notes, and application of suggestions to improve facilitation capacity
- Demonstration of facilitation expertise that meets competencies
- Evidence of meeting learning objectives set out in learning contract

#### **Program completion will be documented by ToP Certification**

The assessment for ToP certification is based on evidence of the ToP competencies from the completed portfolio and an interview, which will be conducted by two ICA Associates facilitators. Detailed information on the ToP Certification process is available separately.

IAF Certification information is available from the IAF website.

#### **Program Fees**

\$10,256.00 plus GST

This fee includes \$7256 for the six required courses with a discount for registering for the whole program at one time. You may also register for the courses separately without the discount being applied.

The mentoring fee is \$3000 and may be billed separately.

#### **Steps to Apply**

1. Write a letter to ICA Associates stating your intent.
2. Develop a learning contract
3. A mentor will be assigned in consultation with you.
4. Talk through the learning plan with the assigned mentor and make appropriate mentoring arrangements.

## Facilitator Competencies

### A Self Assessment Worksheet

ToP Facilitator Competency	Strengths	Learning Needs
<b>Manage Positive Client Relationships</b>		
<b>Understand Client Needs</b> - Assess client needs and clarify mutual understanding		
<b>Create Appropriate Designs</b> - Design customized facilitation plans toward quality results		
<b>Communicate Client Needs</b> - Articulate client needs and plans in writing		
<b>Effective Project Management</b> - Appropriate marketing, management and financial systems		

ToP Facilitator Competency	Strengths	Learning Needs
<b>Create a Participatory Environment</b>		
<b>Communicate Effectively</b> – Effective communication skills, rapport, active listening and feedback		
<b>Create Positive Atmosphere</b> – Encourage respect for experience and perception of diverse participants		
<b>Resolve Group Conflicts</b> – Mediate conflict and manage disruptive individual and group behaviour		
<b>Implement Plans Effectively</b> – Create and use facilitation procedures to engage the group in their task		

ToP Facilitator Competency	Strengths	Learning Needs
<b>Evoke the Creativity of the Group</b>		
<b>Understand Learning Needs</b> – Assess learning styles and needs.		
<b>Apply Appropriate Approaches</b> – Use learning approaches that best fit the group.		
<b>Elicit Group Creativity</b> – Engage all participants, awaken group energy and encourage creative thinking.		
<b>Utilize Space and Time Effectively</b> – Plan effective use of time, space, visuals and equipment.		

<b>ToP Facilitator Competency</b>	<b>Strengths</b>	<b>Learning Needs</b>
<b>Use ToP™ Methods Effectively</b>		
<b>Conduct Great Conversations</b> - Create 4 levels of questions and orchestrate focused conversations.		
<b>Do Productive Workshops</b> - Use the ToP™ workshop method appropriately and effectively.		
<b>Reveal Depth and Substance</b> - Combine various methods to reveal root issues and insights.		
<b>Illuminate Group Potential</b> - Reveal the possibilities in every situation.		

<b>ToP Facilitator Competency</b>	<b>Strengths</b>	<b>Learning Needs</b>
<b>Orchestrate Quality Events</b>		
<b>Manage Overall Process</b> - Set clear context, use participatory processes and bring appropriate closure.		
<b>Ensure Dynamic Process</b> - Keep the conversation moving, focused on the task and elicit wisdom.		
<b>Adapt to Group Needs</b> - Adapt processes to fit the needs of the individuals and group.		
<b>Work Effectively with a Team</b> - Demonstrate team values and co-facilitation.		

<b>ToP Facilitator Competency</b>	<b>Strengths</b>	<b>Learning Needs</b>
<b>Produce Effective Results</b>		
<b>Apply Appropriate Methods</b> - Apply appropriate methods to ensure task completion and results.		
<b>Clearly Document Results</b> - Keep ongoing records of group work and produce quality documentation		
<b>Develop Authentic Consensus</b> - Enable the group to develop and articulate authentic consensus.		
<b>Prepare for Solid Implementation</b> - Determine and enable the group to create implementation plans		