

# PROFESSIONAL FACILITATOR PROGRAM

## FEATURES OF THIS PROGRAM

- Addresses IAF core competencies measured in the CPF assessment. (See the table on the back of this brochure for details)
- Covers a variety of solid, well-tested methods and tools that work well with groups.
- Facilitation practice with peer and master facilitator feedback, and written evaluations.
- Theory, concepts and philosophy as well as practical tools and application.
- Taught by ICA facilitators who have the CPF designation and many years of experience in the field.
- A certificate of completion.
- Five hours of personal coaching

## BENEFITS OF THIS PROGRAM

- Understanding ToP® tools and concepts in depth to help you meet CPF requirements.
- Confidence that you have the skills and abilities needed to facilitate successfully.
- A network of supportive professional colleagues.
- The theoretical and practical foundation to combine with your facilitation experience to qualify for the certification process.
- Facilitation designs, experiences and reflections to add to your CPF portfolio
- Personal support to improve your facilitation and help prepare for the certification process
- A solid sense of your next steps to prepare for the CPF assessment.

AGENDA OVERVIEW					
MEETINGS THAT WORK			GROUP FACILITATION		
DAY 1	DAY 2	DAY 3	DAY 4		
Participation in Meetings	Designing Meetings	Focused Conversation Method Experience, Theory, Practice	Consensus Workshop Method Experience, Theory, Practice		
Planning Agenda Items	Facilitating Meetings				
ART AND SCIENCE OF PARTICIPATION					
DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
Participant Experience	Life Dynamics	Foundations of ToP™ Methods	Consensus Formation	Environment for Participation	Ethics and Values
Focused Conversation Method	Consensus Workshop Method	Complex Facilitation Design	Strategic Planning and Strategic Thinking	Charting Documents	Historical Scan
Small Group Practice and Peer Feedback		Designing Complex Events Lab and Co-facilitating Practice		Evaluation and Celebration	

Three courses are also available separately.

If you wish to extend your understanding of ToP® methods even further, consider our Advanced Facilitator Program.

For further information on the courses please see our website at <http://ica-associates.ca> or call us toll free outside Toronto but inside Canada at 1-877-691-1422 or in Toronto at 416-691-2316

The training offered in this brochure is from ICA Associates Inc.

For complete information about the IAF and its Certified Professional Facilitator requirements visit <http://www.iaf-world.org>.



This program is endorsed at the Comprehensive Level by the International Association of Facilitators.

Register online for this program at:

<http://www.ica-associates.ca/product/professional-facilitator-program-pfp/>

# PROFESSIONAL FACILITATOR PROGRAM

Facilitation has become a profession and employers and clients alike are looking for assurance that they are dealing with professionals. The International Association of Facilitators (IAF), the global professional association for facilitators, certifies professional facilitators through a rigorous, competency-based process.

ICA Associates Inc. continues to support the development of professional facilitators and strengthen the field.

Over the past 35 years ICA has developed the Technology of Participation ToP® methods, and many facilitators rely on these for their own professional success. Now ToP Methods are available to you in a way that contributes to your portfolio, preparing you to join the ranks of certified professional facilitators.

*You can prepare for this in just 10 days!*

This program specifically designed to prepare you to meet the qualifications for IAF's certification. The program is made up of three courses *Meetings that Work*, *Group Facilitation* and *The Art and Science of Participation*. IAF core competencies are addressed in each, and all have time for practice and coaching.

Register online for this program:

<http://www.ica-associates.ca/product/professional-facilitator-program-pfp/>



Endorsed at the comprehensive level by the International Association of Facilitators.

## Competencies Taught in Our Professional Facilitator Program

The table below links the core competencies tested in the IAF certification process and the parts of this Program that address them. Many competencies are revisited to strengthen mastery.

M = Meetings that Work  
GF = Group Facilitation  
A/S = Art and Science of Participation

AREA	COMPETENCIES	M	GF	A/S
Create collaborative client relations	1. Develop working partnerships.			x
	2. Design and customize applications to meet client needs.	x	x	x
	3. Manage multi-session events effectively			x
Plan appropriate group processes	1. Select clear methods and processes.	x	x	x
	2. Prepare time and space to support group process.	x	x	x
Create and sustain a participatory environment	1. Demonstrate effective participatory and interpersonal communication skills.	x	x	x
	2. Honour and recognize diversity, ensuring inclusiveness.	x	x	x
	3. Manage group conflict.	x		x
	4. Evoke group creativity.			x
Guide group to appropriate and useful outcomes	1. Guide the group with clear methods and processes.	x	x	x
	2. Facilitate group awareness about its tasks.	x		x
	3. Guide the group to consensus and desired outcomes.	x	x	x
Build and maintain professional knowledge	1. Maintain a base of knowledge.			x
	2. Know a range of facilitation methods.	x	x	x
	3. Maintain professional standing.			x
Model a positive professional attitude	1. Practice self-assessment and self-awareness.			x
	2. Act with integrity.			x
	3. Trust group potential and model neutrality.	x	x	x

# PROFESSIONAL FACILITATOR PROGRAM

*Transform Your Facilitation Practice in 10 Dynamite Days!*

## TORONTO

**Meetings That Work**  
July 2-3, 2018

**Group Facilitation Methods**  
July 4-5, 2018

**Art & Science of Participation**  
July 8-13, 2019

**Other dates available.**  
**Also available in**  
**Edmonton and Regina.**

ICA  
ASSOCIATES

*facilitating a culture of participa*