



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. It begins with a personal learning contract and includes 23 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.

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 (worksheet attached)
- 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

Detailed information on the Learning Plan is available separately.

2. Courses

Program Courses - 23 days (in person)/

- Group Facilitation Methods - Powerful methods to facilitate and build consensus - - 2 days
- Meetings That Work - Design and facilitate effective meetings - - 2 days
- Transformational Strategy - A participatory planning process leading to commitment and action - - 3 days
- Advanced Facilitation Tools - Tools and methods for getting results - - 3 days
- Organizational Transformation - Diagnose and leverage system-wide change - - 3 days
- Power Of Image Change- Foundations for working with changing behaviour - - 2 days
- Participation Paradigm- The basis of ToP™ methods - - 2 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.

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
- 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



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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

\$14,928.00 plus HST

This fee includes a 20% saving over the total of all individual courses. Courses taken before joining will count toward the AFP. 80% of the cost of past courses can be applied toward the AFP fee.

The mentoring fee and certification fee is \$3800 of the total fee and may be billed separately.

Steps to Apply

1. Write a letter to ICA Associates stating your intent: ica@ica-associates.ca
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 arrangement

The dates of all courses, and registration can be found online at <https://training.ica-associates.ca/products/advanced-facilitator-program>