



ICA Associates Facilitation Skills Programs v3.

Journey to Facilitator Certification

	Professional Facilitator Program (PFP)	ToP® Facilitation Essentials Program (TFE)	Facilitative Leadership Program (FLP)	Advanced Facilitator Program (AFP)
Overview	Prepare for IAF CPF certification (Certified Professional Facilitator)	Prepare for ICA CTF certification (Certified ToP Facilitator) and IAF CPF	The New Face of Leadership	Prepare for ICA CTF and IAF CPF certification
Curriculum	Specifically designed to prepare you for IAF's Certified Professional Facilitator certification.	Specifically designed to prepare you for ICA ToP® certification. Also covers IAF CPF competencies.	Designed for leaders to leverage the knowledge and experience of your people to make sound decisions and implement effective action.	Designed to help you have a deep impact on individuals, groups, and entire organizations.
Courses	<ul style="list-style-type: none"> ▪ Meetings That Work ▪ Group Facilitation Methods ▪ Art and Science of Participation ▪ 10 days 	<ul style="list-style-type: none"> ▪ Meetings that Work ▪ Group Facilitation Methods ▪ Facilitating Client Collaboration ▪ Transformational Strategy ▪ Power of Image Change ▪ 9 days 	<ul style="list-style-type: none"> ▪ Group Facilitation Methods ▪ Transformational Strategy ▪ Organizational Transformation ▪ Power of Image Change ▪ Participation Paradigm Leading ▪ Dynamic Teams ▪ Facilitating Conciliation ▪ 16 days 	<ul style="list-style-type: none"> ▪ Meetings that Work ▪ Group Facilitation Methods ▪ Facilitating Client Collaboration ▪ Transformational Strategy ▪ Organizational Transformation ▪ Leading Dynamic Teams ▪ Facilitating Conciliation ▪ Power of Image Change ▪ Participation Paradigm ▪ Art and Science of Participation ▪ Up to 18 hours of 1-1 mentoring ▪ AFP Community of Practice ▪ Certification costs ▪ 26 days
IAF CPF Certified™ Professional	Addresses all IAF (International Association of	Addresses all IAF (International Association of	Addresses most of the IAF competencies.	Addresses all IAF (International Association of



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Facilitator	Facilitators) competencies. Certification assessment based on evidence from performance separate from course work.	Facilitators) competencies. Certification assessment is competency based and separate from course work.		Facilitators) competencies. Certification assessment is competency based on and separate from course work.
ICA CTF Certified ToP® Facilitator	Addresses about half of the ICA ToP competencies.	Addresses all ICA ToP competencies. Certification assessment is based on evidence from performance and separate from course work.	Addresses all ICA ToP competencies. Certification assessment is based on evidence from performance and separate from course work.	Addresses all ICA ToP competencies. CTF assessment and ToP Certification is included in the AFP, based on evidence of performance.
IAF Endorsed	Endorsed at the Comprehensive Level by the International Association of Facilitators.	Endorsed at the Comprehensive Level. Endorsement by IAF and helps prepare you for IAF CPF assessment as well as ICA ToP Certification.	N/A	Addresses all IAF competencies and all ICA ToP competencies. AFP contains both IAF endorsed Programs
Features	Addresses IAF core competencies measured in the CPF assessment. Covers a variety of solid, well-tested methods and tools that work well with groups. Facilitation practice with peer and trainer feedback. Includes theory, practice, demonstration, application, and design. Taught by ToP Facilitators who have CTF certification and many years of experience in the field.	Addresses all ICA ToP competencies and IAF core competencies measured in the ToP and CPF assessment. Covers a variety of solid, well-tested methods and tools that work well with groups. Facilitation practice with peer and trainer feedback. Includes theory, practice, demonstration, application, and design. Taught by ToP Facilitators who have CTF certification and many years of experience in the field.	This is for independent facilitators and consultants, as well as inhouse facilitators. Supports transforming the culture and practices of your or any organization by equipping you with the ability to get employees and all stakeholders working together from plans they develop together.	Includes everything in PFP and TFE and FLP including methods and processes that clients find transformational. An assigned mentor will help you improve your core competencies will assist you in preparing the necessary materials for ToP certification. The most comprehensive course of facilitation study in the world, this prepares you to design and facilitate the most challenging situations, including large scale transformation.

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	A certificate of completion. Three hours of personal coaching.	A certificate of completion. Five hours of coaching.		
Benefits	Facilitation skills for any team or group-based operation. Lead better meetings and know how to bring a group to consensus. Confidence that you have the skills to facilitate successfully. Facilitation tools, designs, templates for a wide variety of applications. Personal support to improve your facilitation. The theoretical and practical foundation to combine with your facilitation experience to qualify for the IAF's certification process. A solid sense of your next steps to prepare for the CPF assessment.	Facilitate strategic planning, action planning, consensus building, hold better meetings and generate creative solutions with any group you work with. Essential methods and approaches to launch you into the field of facilitation or launch your own business. Confidence that you have the skills and abilities needed to facilitate successfully. The theoretical and practical knowledge to qualify for ICA's ToP certification process or IAFs CPF certification process. A solid sense of your next steps to prepare for ToP or IAF Certification.	Become knowledgeable and skilled in the complex task of departmental and organizational development. Transform the culture of your organization. Plant seeds of a culture of participation. Leverage the knowledge and experience of your people to make sound decisions and implement effective action. The facilitative leadership program can help you transform the practises of your organization by equipping you with the ability to get employees and all stakeholders working together from plans they developed together.	Design and facilitate large complex situations. Facilitate ambiguous situations and resolve challenges. Assist any group in transforming their situation or organization. Be part of a dedicated community committed to continuous quality improvement practices. Be trusted by directors and owners to engage all stakeholders appropriately to create breakthroughs leading to commitment and action. Realign your career and development goals with confidence. Be recognized by peers, meeting high requirements for competency and job performance. Become a ICA Certified ToP Facilitator.
Certification	Certification assessment is based on evidence from performance and separate from course work.	Certification assessment is based on evidence from performance and separate from course work.	Certification assessment is based on evidence from performance and separate from course work.	Certification assessment is based on evidence from performance and separate from course work. Mentor will help prepare you for certification.
Cost	\$4,788.00 CAD	\$5,700.00 CAD (20% discount from	\$7,416.00 CAD	\$16,960.00 CAD



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	(20% reduction in the cost of the individual courses.)	taking the course individual)	(20% discount on all courses)	(20% discount on all courses)

IAF Endorsed™ Comprehensive Programmes <https://www.iaf-world.org/site/professional/endorsement>

A 'comprehensive programme' covers all six IAF Core Competencies, and is intended for people who want to strengthen their facilitation knowledge and skills, and for those who want to become an IAF Certified Professional Facilitator.

IAF Core Competencies:

- A: Create Collaborative Client Relationships
- B: Plan Appropriate Group Processes
- C. Create and Sustain a Participatory Environment.
- D. Guide Group to Appropriate and Useful Outcomes.
- E: Build and Maintain Professional Knowledge and
- F: Model Positive Professional Attitude.

ICA Core Competencies include almost all of the IAF's but also includes several important ToP methods as well, and has a large emphasis on implementation.