

# Advanced ToP Tools



## Distributed Collaboration, Action and Accountability

Get teams, workgroups, departments and whole organizations working together to ensure success after success. Create collaborations that bring the right people together for the right task, focus their purpose and keep them on track. Use the group's creativity to solve problems, generate lasting solutions and learn from mistakes. This course demonstrates how to build lasting commitment and empower groups to implement immediately.

### You can:

- ✓ Form effective task forces and committees.
- ✓ Motivate participation with any size group.
- ✓ Generate joint solutions for complex situations.
- ✓ Launch programs and campaigns.
- ✓ Maximize commitment to any team project.
- ✓ Motivate and sustain coalitions and partnerships

## Course agenda

DAY 1	DAY 2	DAY 3
Getting started	Building momentum	Sustaining Accomplishment
<b>Initiation</b> <ol style="list-style-type: none"> <li>1. Effective Team</li> <li>2. Group Journey Models</li> <li>3. Claiming the Victory</li> <li>4. Creating a Charter</li> </ol>	<b>Storming</b> <ol style="list-style-type: none"> <li>1. Team Morale</li> <li>2. Understanding Team Conflict</li> <li>3. Tools for Difficult Situations</li> </ol>	<b>Performing</b> <ol style="list-style-type: none"> <li>1. Leading a Team</li> <li>2. Project Work Planning</li> <li>3. Coordinating Action Plans</li> </ol>
<b>Forming</b> <ol style="list-style-type: none"> <li>1. Ladder of Participation</li> <li>2. Historical Scan</li> <li>3. Framework of Participation</li> </ol>	<b>Norming</b> <ol style="list-style-type: none"> <li>1. Participation Guidelines</li> <li>2. Model Building</li> <li>3. Model Merging</li> </ol>	<b>Transforming</b> <ol style="list-style-type: none"> <li>1. Group Journey</li> <li>2. Tracking Implementation</li> <li>3. Evaluation, Learning and Remaneuvering</li> </ol>

### Learn how to:

- ▶ **Launch an Initiative** - Clarify the purpose and build team consensus from day one.
- ▶ **Form a Team** - Form roles and relationships to make the initiative successful.
- ▶ **Collaborate Effectively** - Maintain motivation and momentum throughout the project cycle.
- ▶ **Build Models** - Create structural solutions for a variety of purposes.
- ▶ **Create Work Plans** - Enable groups to create practical plans and action timelines.
- ▶ **Track Action** - Tools for accountability, problem solving, ensuring results and reinforcing change.



**Leverage the knowledge and experience of your people** to make sound decisions and implement effective action. To lead longer term projects and programs with finesse requires skill and practical tools that operate through entire work cycles. This course shows how Facilitators ease the way to success, making it easy for groups to do their work. But some groups have major, complex challenges in working together. This course provides the advanced tools you need to break through group inertia and build momentum toward success. Deepen your ability to get the best from participation as a facilitator or leader.

**Advanced ToP Tools teaches practical methods to generate innovation and strengthen collaboration and cohesion.**

**Professional Facilitators** — build commitment in multi-stakeholder workgroups.

**Project Managers**— guide initiatives to success.

**Committee Chairs** — reconcile systemic conflict with participatory methods.

**Managers and Executives** — advance vital causes with facilitative leadership.

**Front-line Staff** — focus people on success.

Advanced ToP Tools will be replaced in 2024 with two courses:

- Leading Dynamic Teams
- Facilitating Conciliation

This course is part of the **Facilitative Leadership Program** and the **Advanced Facilitator Program**.

**PRICE:** \$1,745.00 + HST

**PREREQUISITE:** Group Facilitation Methods

**REGISTER ONLINE AT** <https://ica-associates.ca/courses/advanced-top-tools/>



Available as a classroom **In-Person (IP)** course, a scheduled **Live-Online (LO)** course

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 **Facilitating a culture of participation**

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