



▶ Facilitating a culture of participation

Professional Facilitator Program



Prepare to become a Certified Professional Facilitator

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.



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

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

Over the past 45 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.

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 participants have time for practice and coaching.



Agenda overview

Meetings that work

Group facilitation methods

DAY 1	DAY 2	DAY 3	DAY 4
Participation in Meetings	Designing Meetings	Focused Conversation Method	Consensus Workshop Method
Planning Agenda Items	Facilitating Meetings	Experience, Theory, Practice	Experience, Theory, Practice

Art and science of participation

DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
Participant Experience	Life Dynamics	Foundations of ToPTM 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	

The dates of all courses, and registration can be found online at:

<https://ica-associates.ca/packages/professional-facilitator-program-pfp>

Features of this program

- ▶ Addresses IAF core competencies measured in the CPF assessment. (See the table 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.

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



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

If you wish to extend your understanding of ToP® methods even further, consider our **Advanced Facilitator Program** or our **ToP Facilitation Essentials Program**

PRICE: The cost of the Professional Facilitator Program is **\$4,788.00** which is a 20% reduction in the cost of the individual courses.

REGISTER ONLINE AT

<https://ica-associates.ca/packages/professional-facilitator-program-pfp/>



Three courses are also available separately:

- ▶ Meetings that Work
- ▶ Group Facilitation
- ▶ Art and Science of Participation

For further information on the courses please see our website at

<http://ica-associates.ca>

Toll free outside Toronto
but inside Canada at **1-877-691-1422**
or in Toronto at **416-691-2316**

▶ **The dates of all courses, and registration can be found online at:**
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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 diversity, ensuring inclusiveness.	x	x	x
	3. Manage group conflict.			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 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



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ICA Associates Inc.
401 Richmond St. West, Suite 405
Toronto, ON M5V 3A8
Ph: 416-691-2316
Fax: 416-691-2491

www.ica-associates.ca