



▶ Facilitating a culture of participation

ToP Facilitation Essentials Program



Prepare for Certification

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. supports the development of professional facilitators and strengthen the field with the Technology of Participation ToP™.



This program is endorsed at the Comprehensive Level by the International Association of Facilitators to cover all IAF competencies.

It also prepares you for ICA's ToP Certification which is an advanced level of certification.

Prepare for ToP™ certification

This program is specifically designed to help you prepare for your ICA ToP™ certification. The program is made up of five courses Meetings that Work, Group Facilitation, Facilitating Client Collaboration, Transformational Strategy and the Power of Image Change. The first three courses prepare you for IAF certification while the fourth and fifth prepare you for assesment as a Certified ToP Facilitator CTF.

The program specifically covers five ToP™ methods: Focused Conversation Method, Consensus Workshop Method, Historical Scan, ToP Participatory Strategic Planning and ToP Action Planning. It also covers Imaginal Education, a transformation process.



Agenda overview

Group facilitation methods		Meetings That Work		Facilitating Client Collaboration	
DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
Focused Conversation Method	Consensus Workshop Method	Participation in Meetings	Event Design	Ethics The Client Call	Creativity Co-Management
Experience, Theory, Practice	Experience, Theory, Practice	Product Oriented Agenda	Facilitating Meetings	Client Assessment	Contracting Evaluation
Transformational Strategy				Power of Image Change	
DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	
Overview Historical Scan	Contradictions Root Causes	Action Planning	Images and Behaviour	Designing Transformation	
Long Range Practical Vision	Strategic Thinking	Implementation	Effective Image Change	Transformational Environment	



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

<https://ica-associates.ca/packages/top-facilitation-essentials-tfe>

Features of this program

- ▶ Addresses IAF core competencies measured in the CPF assessment, and ToP 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.
- ▶ Theory, concepts and philosophy as well as practical tools and application.
- ▶ Taught by ICA facilitators who have the CPF or CTF designation and many years of experience in the field.
- ▶ A certificate of completion.

Benefits of this program

- ✔ Essential ToP® methods to launch you into the field of facilitation.
- ✔ 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.
- ✔ A solid sense of your next steps to prepare for the CPF assessment.

The ToP Facilitation Essentials Program has Comprehensive Endorsement from IAF and helps prepare you for IAF CPF assessment as well as ICA ToP Certification.

The ToP Facilitation Essentials Programs addresses all the competencies assessed by

- ▶ IAF CPF certification
- ▶ ICA CTF certification

You can track your own progress on ICA's learning management system.



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**.

PRICE: \$5,700.00

The cost of this program is 20% discount from taking the course individually.

REGISTER ONLINE AT

<https://ica-associates.ca/packages/top-facilitation-essentials-tfe/>



Courses are not required to be taken during the 11 day periods shown, nor in that sequence.

Five courses are also available separately. Group Facilitation is a prerequisite for Transformational Strategy and the Power of Image Change.

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**



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Competencies Taught in the ToP™ Facilitation Essentials 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

C = Facilitating Client Collaboration

AREA	COMPETENCIES	M	GF	C
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	
	2. Prepare time and space to support group process.	x	x	
Create and sustain a participatory environment	1. Demonstrate effective participatory and interpersonal communication skills.	x	x	
	2. Honour diversity, ensuring inclusiveness.	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	
	2. Facilitate group awareness about its tasks.	x		x
	3. Guide the group to consensus and desired outcomes.	x	x	
Build and maintain professional knowledge	1. Maintain a base of knowledge.			x
	2. Know a range of methods.	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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