ASSOCIATES

Facilitating a culture of participation

Advanced Facilitator Program

ADVANCED FACILITATOR PROGRAM

ToP® Advanced Facilitator Program

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. It also prepares you for the CTF certification as well as the Certified Professional Facilitators (CPF) certification issued by the International Association of Facilitators (IAF), which is the most recognized evidence of your competencies as a professional facilitator worldwide. 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.

Beginning in September, an additional format of the AFP will include:

- Fixed dates for a cohort of 12 people who work together over a year or more.
- Flexible dates for people who want to take the training at their own pace.
- A learning community connection and community among participants, which is crucial for knowledge sharing, collaboration, and peer exchange and supports.
- A diverse and dynamic learning environment that fosters active participation and engagement.
- Clear prerequisites and expectations of practices helps participants understand what is expected of them and provides a clear roadmap for success.
- Online platform for communication and networking creates a closer-knit community that can continue to support each other even after the program ends.

Benefits:

As a practitioner, you will:

- Apply ToP methods in a variety of situations.
- Design and facilitate complex events.
- Handle complex facilitation situations and resolve challenges.
- Become a member of a dedicated community committed to continuous quality improvement practices.
- Confirm that you have the ability to meet and exceed the globally recognized and accepted international standards.
- Increase recognition and confidence in your skills and experience.
- Have the opportunity to realign your career and development goals.

Your clients will:

- Have evidence that you possess 'up-front' skills.
- Know that your skills have been reviewed and recognized by peers, meeting high requirements for competency and job performance.
- View the ToP® as evidence-based certification.
- Know that you value your work enough to choose to go through this rigorous certification process.

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

ASSOCIATES

18 MONTHS

10 COURSES

26 TRAINING DAYS

18 HOURS OF 1:1 MENTORING & COMMUNITY OF PRACTICE

Contents of the Program

- The program includes ten courses (see detailed course description in Annex I)
- 18 hours of one-on-one mentoring over the course of the program
- The course format is mainly online, using two online platforms: Zoom and Mural.
- Courses can be taken in-person from the flexible schedule
- Participation in a monthly online AFP Community of Practice
- Participation in the facilitation practice platform on a volunteer basis, where one can apply the ToP facilitation tools and methods to real clients on real cases.

Mentorship

- Each student will receive 18-hour one-on-one personal mentoring. The mentor is an experienced facilitator who has obtained CTF. They come from different professional backgrounds, and you can choose a mentor that best fits your needs.
- The mentors will help you improve your core competencies required for CTF certification and assist you in preparing the necessary materials for the certification. They will help you fully prepare for the CTF certificate.

Program Fees

- The tuition of the AFP cohort program is a globally unified price, **CAD 17,760** plus tax. This includes all costs and fees for the course, personal mentoring, and CTF certification. There are twelve spots available for the fixed enrollment AFP, and more spots for flexible enrolment.
- The globally unified price: $17,760.00 plus applicable taxes includes a 20% discount on all courses.

Professional Certification

This program addresses all IAF (International Association of Facilitators) competencies and all ICA ToP® competencies. Certification assessment is based on evidence from performance and separate from course work.

Project Consultation and Registration

Please contact us through email for any questions related to the program and registration:
xwang@ica-associates.ca

Appendix 1: Course description

Name	Overview	Dates
Group Facilitation Methods	This is a foundational course for professional facilitators, which provides a comprehensive foundation for facilitation practice. It goes beyond "sitting" facilitation and reliance on instincts, using the most powerful facilitation methods and processes. Learn a progressive approach, including clear thinking, rational decision-making, strong consensus, and open dialogue.	(other dates available)
Meeting That Work	This is a foundational course that includes a wealth of tools and practices. The course will provide you with professional skills, templates, and practical tools to increase commitment to action and handle difficult or controversial projects. With the best practices of professional facilitators, you can achieve benefits from meetings beyond your imagination. Turn meetings into "events" that people want to participate in, increase engagement, and get the best input and results from everyone.	(other dates available)
Facilitating Client Collaboration	This course shows how to collaborate with a client, co-discover their big challenges, co-manage a robust facilitation intervention, contract with the client and evaluate the results. Packed with tools, templates and sophisticated assessment methods. Facilitating Client Collaboration will prepare you to launch your ownfacilitation practice.	(other dates available)
Transformational Strategy	This course demonstrates how to lead participatory strategic planning and, perhaps more importantly, how to involve everyone in strategic thinking. By incorporating stakeholders' perspectives into your long-term plans, you can maximize organizational strategic innovation, creativity, and flexibility. Diverse inputs will establish commitment and action for transformation.	(other dates available)
Organizational Transformation	Organizational transformation creates willing participants and partners for change, enabling people to take responsibility for transformation rather than reacting to it. Manage complexity and lead the transformation process. Use whole system diagnostics to analyze change drivers and plan a path of natural evolution within the organization to facilitate rapid and sustainable change.	(other dates available)
Power of Image Change	Good facilitation results in good products, while exceptional facilitation can lead to positive changes in how people view themselves and each other and can result in meaningful behavioral changes. This course demonstrates how to facilitate groups with dysfunctional behavioral patterns and change these patterns by: • Identifying the root causes of unproductive behavior. • Applying facilitation methods to support behavioral changes. • Redefining facilitation as a transformational skill. • Gaining a deeper understanding of facilitation methods.	(other dates available)

Leading Dynamic Teams	Thiscourse is designed to provide participants with the skills and knowledge needed to lead and manage a high-performing team. Over the course of four sessions, participants will learn how to form and develop a team, clarify the task at hand, implement effective actions, and sustain morale throughout the process.	(other dates available)
Facilitating Conciliation	This course shows the facilitative way for working through and getting beyond the entrenchment of multi-stakeholder, multi-issue conflict in order to propel organizations and parties forward. While conflict is built into life and is part of the creative process, negotiating from power and fixed positions deepens the divide and expands the problem. Learn alternatives to adversarial approaches in disputes. Rather than "managing" or "dealing with" conflict, this course works with the underlying root cause of systemic conflict. People can work together and form solutions even when conflict is built-in, normal and will not go away.	(other dates available)
Participation Paradigm	Understand why ToP™ methods are so successful in all situations and why they have such a profound impact on participants. The ICA method is based on cross-cultural research on human perception and experiential patterns over many years. Explore a framework for creatively and powerfully using all ToP™ methods". **Learn how to:** • Provide facilitation and improve skills in challenging situations. • Respond appropriately to the struggles of individuals and groups. • Enhance the motivation for action and reduce discouragement. • Focus on core information and motivation. Maximize the impact of meetings and planning meetings by intentionally using verbal and visual imagery.	(other dates available)
Art & Science of Participation	This six-day intensive course will greatly enhance your ability to facilitate any group more effectively in an organizational or community setting. Strengthen your skills and increase your confidence. The course includes ToP techniques and applications, designing and practicing facilitation activities, as well as the foundations of ToP. Bring your facilitation challenges to the class.	(other dates available)

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Appendix 2: Key AFP program trainers and mentors

Bill Staples

ICAA Principal / CTF / CPF Master / Senior Associate / ToP Trainer / Inductee into the IAF Hall of Fame

For over 40 years, Bill has focused on guiding diverse groups in participatory strategic planning, large-scale forums, complex public consultations, guided course development, and whole-system community development planning. Bill has designed and delivered hundreds of facilitations and facilitative leadership courses for organizations in Canada and around the world. He is the author of the book *Transformational Strategy: Facilitaing ToP Participatory Planning* and a contributor to many other facilitation books. Bill is a Trustee for ICA International and regularly travels to the United States, Ukraine, South Korea, Japan, and China to teach facilitation.

Helen Wythe

ICAA Associate / Licensed ToP Trainer / CPF Master / CTF / CPF Assessor / former regional director of Canada IAF

Helen has over 30 years of facilitation experience. She has designed and facilitated Prime Minister summits, organizational transformation plans, company-wide strategic planning, public engagement events, and many problem and project-based facilitation activities. Helen is known for her calm and thoughtful approach. As a mentor in the IAF mentorship program, she has coached hundreds of facilitators to obtain their CPF certification.

Huiying (Yoyo) You

ICAA Principal and senior consultant / CTF certification review / ToP certification trainer / CPF

Yoyo has over 25 years of experience in organizational management, organizational change and training, and nearly 10 years of facilitation experience, providing services to various organizations in China, Canada, and the United States. She specializes in the design and organization of participatory facilitation workshops, including strategic planning, transformation, cultural values implementation, and cross-cultural communication. Yoyo is the first CTF and ToP certified trainer in mainland China. She is dedicated to promoting ToP techniques in mainland China. She has translated *The Courage to Lead*, and *Transformational Strategy*, and *Getting to the Bottom of ToP* in the process of publication.

Dave Strong

ICAA Associate / Certified ToP Facilitator / ToP Trainer

Dave has nearly 30 years of facilitation experience in the field of economic and community development. He has been involved in many government and national grant-funded collaborative projects and has extensive experience in supporting teams to think through complex issues. Using participatory values as the core of his work, he encourages teams to make thoughtful decisions. Dave is as comfortable in the Board room as he is in grassroots facilitation.

John Miller

President / Principal / CPF / CTF / Senior Consultant / ToP Trainer

John Miller is a well-informed, passionate, professional yet neutral third party presence in situations that can become politicized or conflicted. He has experience designing and facilitating meetings for organizations in every sector and across Canada. His background in community development and work with a wide range of NGOs equips John to see all sides of an issue and to set a trusting, constructive tone so people share wisdom productively. As an ICA ToP Trainer he shares what he has learned about facilitation with hundreds of people every year.

Christine Pinto

ICA Associates / CTF / ToP Trainer

Christine has extensive experience in diversity, inclusivity, and equity, ensuring that historically marginalized voices are heard while respecting and including others. She has a deep understanding of the nuances of processes within large institutions, including policy development and regulatory environments. By drawing on her experience in different countries, she enriches her role as a consultant, facilitator, and trainer.

Robin Parsons

ICAA Associate / CPF /CTF / ToP Trainer

Robin has over 25 years of experience as an executive in organizations. She has led marketing, business intelligence, and strategic planning teams at Bell Canada and Devon Energy. She is also a Communications and Advertising Accredited Professional (CAAP).

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