GLOBAL INSTITUTE FOR FACILITATIVE LEADERSHIP

Facilitation Expansion & Integration

Module 2 of the ToP Facilitative Leadership Program

All organisations, teams, groups both large and small (plus many individuals) are challenged by complex factors in communicating, collaborating, planning, making decisions, and managing projects.

With effective design and leadership, people can actually start to look forward to being part of a meeting or workshop. They can be more willing and able to prepare, contribute, participate and follow through.

Facilitation Expansion & Integration is for anyone wishing to improve the effectiveness of their communication and interaction with others by expanding the range of methods and variations at their fingertips:

- With application from one-on-one contact to large group processes, for any interaction that matters
- Not just people who stand up in front of a group as the obvious leader of a discussion or workshop, but also those who are happy to help a group from within the group
- Not just in big rooms with whiteboards, but also over coffee tables and on telephones, in any setting
- Not just dealing with events while they are happening, but also designing interactions to maximise the chances of successful outcomes

LEARNING EXPERIENCE

The learning experience includes:

- demonstration and unpacking of skills and techniques
- individual and team/group practice and reflection
- giving and receiving feedback
- coaching of individual facilitation in practice (action learning)

Experiential and adult learning principles support the learning and application of tools and techniques by grounding these in actual work projects of participants.

This format builds competence and confidence in continued use of facilitation methods and deepens understanding of the profound role of facilitation in leading change.

At the end of the training each participant will have a statement of attendance, a comprehensive set of course notes, worked examples, and proposals for application and practice of their learnings in real-life situations.

They will also have access to coaching and mentoring from highly experienced facilitators.

WHAT IT COVERS

- Essential participatory process design
- Tools for Discerning & Framing the Facilitation Task
- Tools for Planning, Design & Preparation of Facilitation Processes
- Variations in Information Gathering & Processing
- Variations on the Workshop Method
- Real-life applications

LEARNING OUTCOMES

At the end of this Module, participants will:

- have a better understanding of facilitation methods and dynamics to deal effectively with the diverse situations they encounter; and
- be able to use variations of ToP and complementary methods in designing programs and engaging people in all stages of the facilitation process

At the end of this Module, participants will have the skills to:

- Discuss the underlying dynamics of facilitation, and how these relate to a range of facilitation methods (including the ToP Focused Conversation & Consensus Workshop methods)
- Apply facilitation tools for discerning the facilitation task; and for gathering and processing information
- Research or develop a new facilitation process suitable for a specific situation, group or technology
- Prepare a plan to deploy the new facilitation process or an existing method variation in a community or work environment following the FLP Focus Question, Design and Staging Guidelines

CONTACT

ToP-GIFL.com

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WHAT PARTICIPANTS SAY

On the content and resources:

- High value
- Greater clarity for designing a process for a variety of purposes
- Massive benefit- will continue to recommend this to others
- It has inspired/ motivated me to actively seek facilitating or co-facilitating opportunities and given more confidence in the methods
- It is really good to have an opportunity to try out the techniques as well as experience them
- Great variations on brainstorming and processing/ organising information
- Rigorous and transparent theory and practice – and practice!
- This course provides not only an opportunity to learn, participate and listen to the theory, but also to practice – very valuable and important as well as 'scary'
- Gaining further understanding how 'good' facilitation can work through a problem from the 'hopeless case' scenario towards revealing real, achievable options
- Provide a good framework and decision process for planning and undertaking facilitation- provide a wider range of skills and tools to apply to situations
- Opportunity to practise in a 'safe' environment and receive lots of feedback plus chance to observe others and think about pros/cons of different styles/ approaches, some of the pitfalls
- Greater confidence to be able to use the techniques

On the leaders:

- Talented, tight, committed and caring. The best experiencing of an enabling and uplifting training session I've had.
- You're all enjoyable people to spend time with – thanks for your energy!
- Practical, holistic, enveloping, and being taken under the wings of tremendously talented team/ whanau, very tightly managed
- Wonderful – really appreciated the enthusiasm and input
- Fantastic, thank you all very much
- You're all so different, which is what works for me so well – seeing different types of people personalise the methods
- Caring, knowledgeable, supportive
- Really appreciated the different styles and enjoyed the team approach

PROFESSIONAL PATHWAYS

This is Module 2 of the **ToP Facilitative Leadership Program**, which is offered internationally by the **ToP Global Institute for Facilitative Leadership** (a Registered Training Organisation - National Provider 52360). See ToP-GIFL.com

Completion of all seven face-to-face Modules of the ToP Facilitative Leadership Program is a requirement for being assessed as a **Certified ToP Facilitator**.

This Module relates to a unit of competency which forms part of the Australian qualifications:
10443NAT **Diploma of Facilitative Management**
10444NAT **Graduate Diploma of Facilitative Leadership**

NATIONALLY RECOGNISED TRAINING

Negotiations are currently underway with universities on potential articulation to higher postgraduate awards.

A qualification can be awarded after all required units of competency are completed and assessed.
To receive a Statement of Attainment, a participant needs to complete the **Assessment** for each unit of competency.
A fee is payable for undertaking Assessment.

CUSTOMISED OPTIONS

The **core** of the package includes:

- Two days of face-to-face interactive delivery (can be split into two one-day sessions for in-house delivery)
- Pre-consultation for in-house sessions to tailor content and resources to the needs of participants
- A comprehensive participant manual

Content examples and learning activities can be **tailored** to client needs for specific applications such as:

- stakeholder engagement/community participation
- cross-cultural communication and application
- project management
- project/program evaluation and reporting; or
- training design and delivery (train-the-trainer)

Potential **expansions** include:

- Additional time focused on grounding learning through case study analysis, scenarios and role plays
- A follow-up advanced session of after 3 to 6 months to deepen learning and reinforce application
- Post-session coaching and mentoring to enhance application of learning