Certification Task Team



Report to the 2010 TTN Meeting St Paul MN – January 10, 2010

2009 TTN Certification Work Group

- **Linda** Alton
- **Terry Bergdall** Ester Mae Cox (Chair 2009) Mary Flanagan (Chair 2010) **Dennis Jennings Anne Neal Marilyn Oyler Jane Stallman**



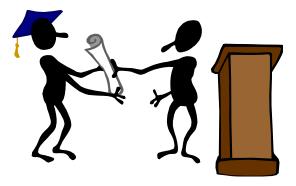
Certification Task Team Work

In collaboration with ICA, to market and administer the CTF (Certified ToP Facilitator) Program

Highlights for 2009 – Certification Task Team

Priority Focus for year was planning and designing Meeting of Assessors to standardize assessments and write the rules for becoming an assessor

At Pre-meeting to TTN in St Paul 2010 7 of 8 Current Assessors participated 3 of 4 On Assessor Journey participated 6 Assessments conducted Created Assessor Handbook Updated Guidelines and Standards ICA helped fund this work (\$1000) CTF Assessors Handbook January 7-8, 2010 St Paul MN





Technology of Participation

Priority – Created one-page Flyer featuring MToP and Certification – to be placed in all training (ICA) manuals

Distributed at IAF in Vancouver

Team created copy – ICA hired design person and printed the copies



TRAINING SERIES -

The Technology of Participation (ToP)®

First, I wanted to assure myself that I was applying the ToP® methods skillfully, and as intended by the masters who invented it.

Certification was and is the only way to do that. Second, the certification process caused me to apply greater rigor as I learned the methods. Working on certification while taking the ToP® Mastery course (MToP®) helped me speed-up my learning curve as I practice the methods.

I wanted to insert all my work with clients during that year into my portfolio. This gave me incentive to do only top quality work that met the standards of certification, including complete documentation.

Today, when I meet a potential client, it is helpful to be able to say that I am a certified facilitator. It definitely sets me apart from the rest of the pack, and lends external credibility to my own claims about my capabilities. I also use my certification portfolio to demonstrate to clients the depth and breadth of my experience. - Sheila LeGeros, Minneapolis



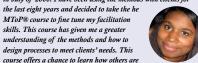
Attending and completing the MToP® year-long intensive course was one of the best training experiences of my career. It enabled me to hone my facilitation, leadership and organizational development skills. I gained a comprehensive understanding of

the Technology of Participation methods and techniques. These methods are highly effective for

engaging large and small groups in shared meaning and decision-making processes that build teamwork, form consensus, and develop ownership.

MToP® taught me the value of engaging and working with groups in a more focused, intentional and strategic manner. Planning and ministry groups that I facilitate are continuously happy with the results and outcomes. I owe this success to the MToP® course. - Dionisio Salazar, New York

My first experience using the group facilitation methods was in July of 2000. I have been using the methods with clients for the last eight years and decided to take the he MToP® course to fine tune my facilitation skills. This course has given me a greater understanding of the methods and how to



using the methods in their work and teaches you new ways to use the methods. I have been able to improve my facilitation skills and competencies each session from the course work and feedback. I only wish I had taken the course sooner.

- Regeanna N.J. Mwansa, Phoenix

Become certified in **ToP[®]** Facilitation!

This can be your next step to deepen your facilitation skills!

Mastering the Technology of Participation® Develop your competence with ToP[®] methods

MToP cohorts of 12-15 participants commit to a year of learning while holding the 'space' for participatory facilitation and exploring new skills personally and collectively. For each one, it has become an exciting provocative unique time.

See more information on back.

ICA Certified ToP® Facilitator (CTF) Program Demonstrate your competence as a ToP[®] Facilitator

Join one of the world's largest professional facilitator networks - the Institute of Cultural Affairs - certifying facilitators internationally who, through training and experience, demonstrate the highest level of professionalism in using ICA's ToP® methods. See more information on back.

Web Site Information...

To sign up for Institute of Cultural Affairs ToP® classes: www.ica-usa.org/index.php?pr=coursestop

To find a Certified ToP® Facilitator www.ica-usa.org/index.php?pr=top-facilitator-find

The ToP® Certification Program Guide & **Application Form and CTF Core Competencies:** www.ica-usa.org/pdf/ToPCertificationGuide.pdf



ToP® is registered trademark of Institute of Cultural Affairs

TRAINING SERIES –

Mastering the Technology of Participation® A year-long learning community to support and deepen your facilitation practice in a small group 'cohort' environment

Developing your competence with ToP® methods...

Prereauisites

ToP® Facilitation Methods and ToP® Participatory Strategic Planning

Benefits

- · Deepened understanding of the philosophy and world view underlying the Technology of Participation®.
- Expanded skills for designing processes to facilitate complex situations
- · On-going supportive community of colleagues engaged in the practice of facilitation.
- · Understanding the relationship of ToP® methods to other facilitation and organizational development methods.
- · A disciplined 'program' for the ToP Certification candidate's journey, coaching and experience provided towards the Certification assessment.

ICA Certified ToP[®] Facilitator (CTF) Program

An international assessment process that recognizes and validates your professional competency as a ToP® facilitator

Demonstrating your competence as a ToP® facilitator...

Benefits

- · This certification is recognized worldwide for skills linking participation, dialogue, and respect.
- · CTF Facilitators have shown competency using ToP® methods applicable with any discipline requiring productivity and teamwork
- · Have a competency-based credential in which self-assessment and professional mastery increase personal confidence.
- · Certified ToP® Facilitators have high visibility on ICA's website for public client review.

Certification Assessment Process Fee: \$1200

To apply go to: www.ica-usa.org/pdf/ToPCertificationGuide.pdf

Program Components - Participants create a learning community to support and deepen their journey through.

- Intensives 12 training days (3 days/quarter) focusing on theoretical and experiential learning - Depth interchange with program colleagues.
- Field Experience Participants arrange practical applications of ToP® methods between training sessions in participant's workplace and community: as well MToP teams facilitate a transformative action planning process with a not-for-profit client during Intensive III. - real-time learning!
- · Personal Inquiry Projects Each participant selects an individual research project tailored to learning interests and participatory facilitation - to be shared in Intensive IV.
- Mentor Relationships Monthly mentoring and observation opportunities vary from teleconferences to monthly coffee shop-coaching gatherings.

Cost: \$4000

To register go to: www.ica-usa.org/index.php?pr=topmastering

Program Components - The learning path for becoming a Certified ToP® Facilitator (CTF) will vary with each individual. Each candidate arranges to complete the following:

- Courses ToP® Facilitation Methods, Participatory Strategic Planning, and an advanced course - ToP® Secrets of Implementation, Mastering the Technology of Participation, and/or The Power of Image Shift.
- · A Facilitation Portfolio documenting mastery in all 7 areas of facilitation competence through session designs, facilitation plans, reports, evaluations, self-reflection, and client testimonials.
- Mentor Observations of Your Facilitation Two mentor evaluation surveys completed after on-site observation and feedback.
- Client Evaluations Five clients complete evaluation survey about the candidate's ToP® methods mastery and facilitation skills
- · The Assessment Interview Final review and celebration of your facilitation competency by two ToP® CTF Assessors.

For additional courses and dates, or to register online, go to www.ica-usa.org.

Priority – CTF brand identity logos placed on ICA website and communicated procedure to CTF CTF can use logos on business cards and websites

Certification events planned for: January 2010 in St Paul April 2010 in Minneapolis

International CTF added to ICA Website(USA, Canada, Australia, and Singapore)

Linde Alton

Lynda Lieberman Bake **Nadine Bell Dennis Jennings** Barbara MacKay Marilyn Øyler **George Packard Jane Stallman** Sunny Walker Judy Weddle Jim Wiegel

Current CTF Assessors

Those On Assessor Journey

Ester Mae Cox Mary Flanagan Cheryl Kartes

Celebrate 6 Newest Certified ToP Facilitators

Kim Behrens

Kathy McGrane Rebecca Gigen Jennifer Obinna Terry Bergdal

Inina Fursman

What's Ahead – Marketing CTF – perhaps Regional Marketing Beef up Certification on ICA Website

More Certification Events More current Trainers becoming CTF

Recruit Mentor Trainers to be CTF Assessors Welcome more TTN members to the Task Team

That's All Folks! Questions?