



Participatory
Techniques Ltd

ToP™ Group Facilitation Methods Module 1+



What the course covers:

The course is part of the Technology of Participation (ToP™) Facilitative Leadership Programme. The Module 1 course, in its three day format, gives participants a strong grounding in the basics of group facilitation, and instruction and hands-on practice with the core Technology of Participation methods - the focused conversation method and consensus workshop method.

The course also covers variations to these methods, the background theory, and applications in the workplace. The course explores considerations for facilitators, including working in Māori contexts.

What participants have said:

"Provides effective facilitation tools and allows people to practise and develop skills in a supportive environment"

"The weaving of Te Ao Māori in the experience and content – it felt grounded in our place and people"

"The course has given me confidence to move forward and take a few risks when I'm working with groups – to the benefit of my team and to become better/ more effective in my leadership role."

"This training has given me techniques and tools for facilitating in a way that engages people individually, and collectively, to draw on their wisdom and insight for making a positive difference in their communities."

Who the course is for:

People running meetings or working in project teams, involved in public consultation, stakeholder engagement, planning in groups, internal team meetings, or other situations that require a collaborative approach with others will find the course very useful.

The course is suitable for beginning facilitators, as well as those who are more experienced who are looking to add depth to their skills, and competency with a set of robust and well tested methods.

The course will equip participants with:

- understanding and practical skills to facilitate better meetings
- greater confidence and new tools for working with a group
- the opportunity for some hands on practice and quality feedback in a safe, supportive setting
- expanded awareness of Māori cultural concepts and processes relating to facilitation.

Why "Technology of Participation?"

Technology of Participation (ToP™) facilitation methods are soundly based and well proven - they have been road-tested in more than 50 countries over the past 30 years, used in corporate and government contexts, community and rural development, education and natural resource management. The approach emphasises full participation by everyone in a group - in a way that gets commitment and results.

Course style:

The course format encourages participants to share and learn from their experiences in a supportive environment. Participants are encouraged to bring to the course something they need to plan for, e.g. an upcoming meeting or workshop - there are opportunities in the course for work on these, supported by the trainers. All participants have the opportunity to practise, and constructive feedback is provided.

The course is intensive and includes one evening session. Attendance at every session is required.

Follow-up mentoring after the course is included as part of the course fee.

For more information, and to register for the course, visit www.facilitate.co.nz

Course Fee:

The course cost is \$2,415. Meals (lunches and teas) are included as part of the fee.

Course trainers:

The course will be delivered by authorised Technology of Participation trainers Michelle Rush and Dr Helen Ritchie, working in partnership with a tangata whenua representative from the area to provide Māori perspectives.

Corporate Training Courses:

We also offer in-house training courses that can be tailored to an organisation's specific needs. Please contact us if you would like more information about this option.

Certified Technology of Participation (ToP™) Facilitator (CToPF):

People who complete at least the first three of the Facilitative Leadership Program modules may apply to become a Certified Technology of Participation Facilitator (CToPF), an internationally recognised certification of competence. An assessment process and additional fee applies.