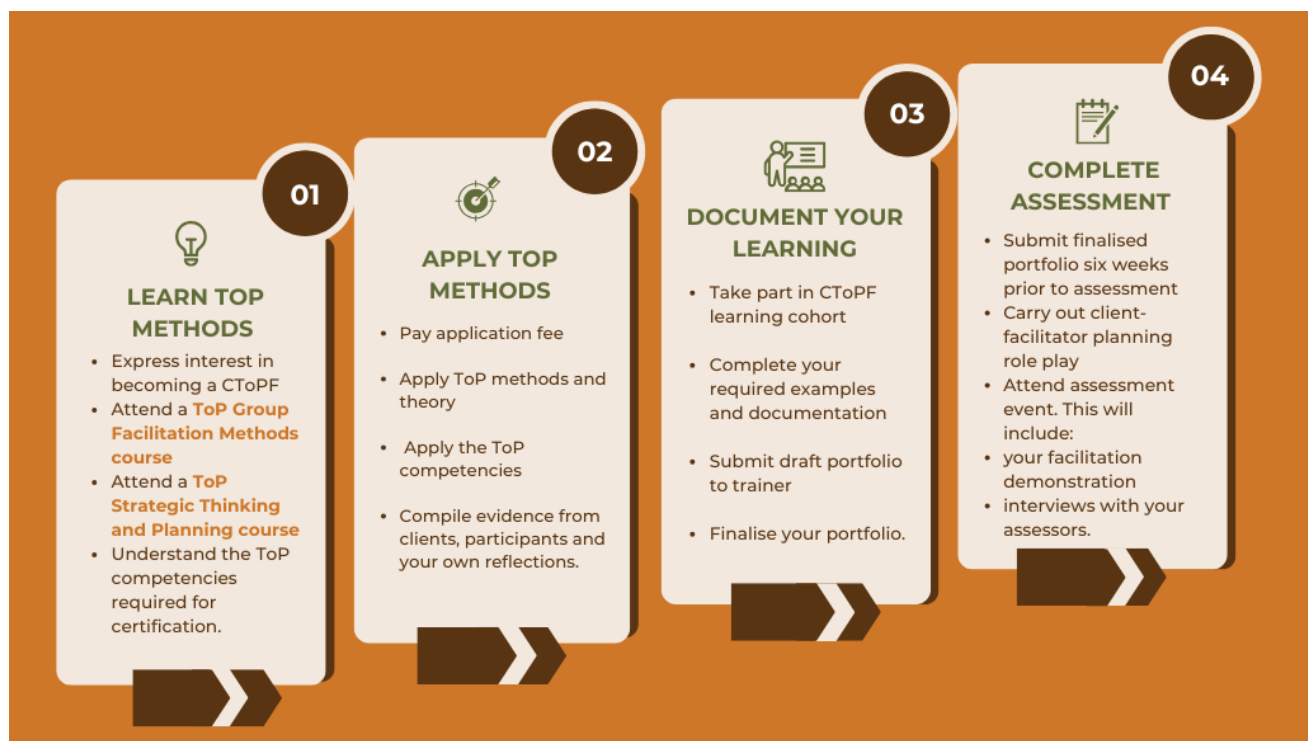


# Want to become a Certified ToP™ Facilitator?



## Getting Started

This brochure sets out what's involved in the journey to become a Certified ToP™ Facilitator through the certification process authorised by the Institute of Cultural Affairs Australasia. It explains what to do if you are ready to make a start.



# Benefits of becoming a Certified ToP Facilitator

- This certification is a pathway to grow your confidence and competence as a ToP™ facilitator.
- Becoming a certified ToP™ Facilitator gives you an internationally recognised award.
- It provides you with evidence of your competence to share with employers, colleagues and clients.
- You'll be part of a national and global community of Certified ToP™ Facilitators (CToPF).
- You'll be more attractive to clients who look for the reassurance of an industry issued certification when choosing a service provider.
- You'll be better equipped to facilitate the complex and diverse conversations teams and organisations need to have in the world as it is today.

## The Certification Pathway

The pathway to certification has four main steps, the first three of which may progress concurrently, depending on you, the Candidate and when you have made the decision to pursue the Certified ToP™ Facilitator award.

These steps are:

**1 Learn ToP Methods** – attend the minimum required courses and understand the competencies you must demonstrate to achieve your certification.

**2 Apply ToP Methods** – use ToP methods in your facilitation, document your facilitation designs (planned and actual) and your learnings about facilitation in general.

**3 Document your Evidence of Competence** – assemble your documented evidence into the required template to build your portfolio and complete the assessment application forms. Submit to your trainer for review.

**4 Complete Assessment** – provide your completed Portfolio to your assessors. Attend the assessment event where you will facilitate a session to further demonstrate your competency'.

Details of what's involved at each of these steps are below. You'll see what's:

- **required** (the minimum you must do), and what's
- **recommended** (things that we believe improve your chance of building your skills to the competency required).



# 1. Learn ToP Methods

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| <b>Learn ToP Methods</b> | <p><b>REQUIRED</b></p> <p>Attend ToP Group Facilitation Methods (Module 1+)</p> <p>Attend ToP Strategic Thinking and Planning (Module 2-3)</p> <p>Complete the <b>CToPF registration form</b> and pay your first instalment.</p> <p>Familiarise yourself with the seven ToP competencies and their related criteria for certification:</p> <ol style="list-style-type: none"><li>1. Design and Facilitate Using ToP Methods Effectively</li><li>2. Create a Participatory Environment</li><li>3. Evoke the Creativity of the Group</li><li>4. Orchestrate Quality Events</li><li>5. Manage Positive Client Relationships</li><li>6. Model Positive Facilitative Leadership</li><li>7. Produce Effective Results.</li></ol> <p><b>RECOMMENDED</b></p> <p>Meet with ToP mentor to confirm understanding of CToPF process and means for ongoing support.</p> <p>Attend one or more ToP FLP advanced courses. These are:</p> <ul style="list-style-type: none"><li>• Working with Diverse Value Systems (Module 4)</li><li>• Principled Influencing and Negotiating (Module 5)</li><li>• Understanding and Leading Change (Module 6)</li><li>• Being a Facilitative Leader (Module 7).</li></ul> |
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## 2. Apply ToP Methods and Theory

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| <p><b>Apply ToP Methods</b></p> | <p><b>REQUIRED</b></p> <p><b>8 examples of facilitating using ToP methods</b> Your portfolio requires evidence from <b>eight</b> situations in which you have used ToP methods in your facilitation.</p> <p>This includes:</p> <p><b>Three examples</b> using Focused Conversation Method</p> <p><b>Three examples</b> using Consensus Workshop Method</p> <p><b>Two examples</b> which may be any of:</p> <ul style="list-style-type: none"> <li>• Historical Scan process</li> <li>• Wave Analysis</li> <li>• ToP Action Planning method</li> <li>• Force Field Analysis</li> <li>• Modified Nominal group</li> <li>• Abbreviated Workshop method</li> <li>• Plenary Workshop</li> <li>• Other ToP related variations</li> </ul> <p><b>At least ONE of these examples</b>, either in addition, or comprising a series of the above, must be for when you have taken a group through a full ToP Strategic Thinking and Planning process.</p> <p>These facilitation examples must be from within the last five years.</p> <p><b>Accompanying evidence</b></p> <p>For each example, you will need to provide evidence that demonstrates your competence</p> <p>This includes:</p> |
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|  | <ul style="list-style-type: none"> <li>• <b>How you planned your facilitation</b>, e.g. correspondence with your client (the person who asked you to facilitate)</li> <li>• <b>How you carried out your facilitation</b> e.g. your runsheet, workshop materials and workshop products, video or audio that shows you facilitating</li> <li>• <b>How others found your facilitation</b>, e.g. client and participant feedback, debrief notes, notes from a ToP trained observer or your trainer</li> <li>• <b>Your personal reflections</b> on your facilitation effort.</li> </ul> <p><b>RECOMMENDED</b></p> <ul style="list-style-type: none"> <li>• Take part in online network ToP Community of Practice</li> <li>• Connect regularly with your cohort for peer-to-peer support to maintain your energy and focus and to enhance you learning</li> <li>• Assemble your potential portfolio examples as you go, e.g. after each time you have facilitated using one or more ToP methods.</li> <li>• As part of this, review what you did, and the feedback you got in light of the competencies and note which competency(ies) you believe you have met and the evidence that shows this (e.g. provide a link to feedback from a participant, and/ or the steps you followed in your runsheet).</li> </ul> |
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### 3. Document your learning

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| <b>Compile your evidence</b>           | <p><b>REQUIRED</b></p> <p>Assemble your documented evidence into the required templates.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Meet regularly with your mentor</b> | <p><b>RECOMMENDED</b></p> <ul style="list-style-type: none"> <li>• Meet as scheduled with your ToP mentor and / or Community of Practice to support your growth and development through these reflection opportunities.</li> <li>• Include your insights in your documentation of evidence.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Complete your documentation</b>     | <p><b>REQUIRED</b></p> <p>Document, with accompanying evidence showing how relevant competency(ies) met the following:</p> <ul style="list-style-type: none"> <li>• your facilitation designs (planned and actual)</li> <li>• the product(s) from each facilitation example</li> <li>• client, participant feedback and your own learnings about facilitation.</li> </ul> <p>Compile your documentation in the templates provided in the CToPF Candidate Manual.</p> <p>Seek feedback on your portfolio from your trainer:</p> <ol style="list-style-type: none"> <li>1. When you have finished compiling evidence for your first facilitation example</li> <li>2. When you have a completed a full draft of your portfolio</li> <li>3. When you believe your portfolio is fully finished.</li> </ol> <p><b>RECOMMENDED</b></p> <p>Aim to complete your portfolio well ahead of the deadline. This will give you more time to add to it if necessary after each trainer review.</p> |

## 4. Complete your assessment

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| <b>Complete your assessment</b> | <p><b>REQUIRED</b></p> <p><b>Submit your portfolio</b> to your assessors by the date specified. This will typically be six - eight weeks prior to your assessment date.</p> <p><b>Prepare for your assessment day role play scenario</b> following the instructions you will be given by the Assessment Process Manager.</p> <p>This typically includes:</p> <ol style="list-style-type: none"><li>1. Selecting a scenario from the list of supplied potential scenarios</li><li>2. Set up a time to 'interview' your 'Client Assessor' treating them as if they are a real client</li><li>3. Provide a draft, and as necessary, further refine and agree your runsheet for the scenario with your 'Client Assessor.'</li><li>4. Discuss and confirm with them:<ol style="list-style-type: none"><li>a. what activity from the full runsheet you will facilitate for your 45-minute role play activity on Assessment Day</li><li>b. the role(s) to be assigned to those who will be the 'group' taking part in your activity</li><li>c. the 'scenario' materials you may need to create prior (e.g. if your activity is something that would have been in the middle of your session, if you were doing the whole session for real)</li></ol></li></ol> <p><b>Prepare for your assessor interviews</b></p> <ul style="list-style-type: none"><li>• Refresh yourself with your own portfolio and the assessment criteria.</li><li>• Refresh yourself with the stances of a Facilitative Leader</li></ul> |
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|  | <ul style="list-style-type: none"> <li>• Be ready to answer questions and further add to examples that illustrate how you have met the competencies required.</li> </ul> <p>Attend the assessment day.</p> <ul style="list-style-type: none"> <li>• Be on time</li> <li>• Bring all the materials you will need with you <ul style="list-style-type: none"> <li>○ <b>Note:</b> Standard items that will be provided for you are: <ul style="list-style-type: none"> <li>▪ Sticky wall</li> <li>▪ A1 flipcharts</li> <li>▪ Vivid marker pens</li> <li>▪ A whiteboard and markers</li> </ul> </li> </ul> </li> </ul> |
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## Assessment Results

At the close of the Assessment Day, you will be informed whether you have:

1. Passed (met the required competencies)
2. Been awarded a conditional pass (you will have a date by which to fulfil any competency that the Assessors would like to see more evidence for)
3. Been deferred.

## CToPF Awards

When you are awarded a CTOPF you will be part of a global community of certified ToP facilitators.

Your name will be included in the [list of those holding the award](#), on the Institute of Cultural Affairs International website.

You will be awarded a certificate and provided with the Assessment report summarising feedback from your assessor team.

Holding a CTOPF qualifies you to work towards becoming an authorised ToP trainer.

# Want to make a start?

By working as part of a cohort you will enjoy the practical and moral support of working with other CTOPF candidates on your journey.

| TASK OR TOOL                                                                                                                                                                                                           | TICK                     |
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| <i>When you are ready to make a start, complete the <a href="#">CTOPF registration form</a></i><br><br><b><i>You will receive notice of the next Cohort intake date and be invoiced for your first instalment.</i></b> | <input type="checkbox"/> |
| <i>Pay your assessment fee \$2,500 + GST (due a month ahead of the Cohort start date) to be sent the CTOPF Candidate guide and related Portfolio templates.</i>                                                        | <input type="checkbox"/> |
| <i>Add dates to your diary from an 18 month schedule sent to you including check in dates, portfolio review dates and the assessment date</i>                                                                          | <input type="checkbox"/> |

