



Unleashing Passion and Purpose
in People and Organizations

Objectives

- Discover three methods that maximize participation, engagement and ownership for meetings
- Develop meaningful dialogue at all stages of a facilitation
- Understand the process of getting facts, reactions, meaning and resolution for discussions
- Practice using a consensus building method that allows everyone's ideas to be included in the final consensus
- Learn an action planning process that gets people excited about implementing the action plan
- Practice each method and receive valuable feedback for improving your facilitation skills from peers and instructors

ToP® Group Facilitation Methods

Facilitator's will add three valuable methods to their toolbox:

1) The Focused Conversation Method, 2) The Consensus Workshop Method, and 3) The ToP Action Planning Process. Participants will experience each method, learn the steps to successfully facilitate each method and practice each method in a safe learning environment. All three methods are designed to maximize participation, engage the participants, and create clear results that people are excited about.

Focused Conversation:

- Method Overview and Demonstration
- Determining the Rational and Experiential Aims
- Objective Questions – getting the facts
- Reflective Questions – reactions, associations, images
- Interpretive Questions – provide meaning, value, significance
- Decisional Questions – determines resolution, action, next steps
- Walk-through the method
- Develop your own Focused Conversation and Practice

Consensus Workshop Method:

- Method overview and Demonstration
- Establish the rational and experiential aims
- Set the context
- Generate new ideas - brainstorming
- Form new relationships - clustering
- Discern the consensus - naming
- Confirm the resolve
- Walk-through of the Consensus Workshop Method
- Group practice

Action Planning Method:

- Method overview and Demonstration
- Set the context – review the background information and givens
- Imagine the victory – envision the future
- Assess the current reality – acknowledge the situation
- Make a commitment – ensure commitment to the action plan
- Identify key actions – brainstorm actions to achieve the commitment
- Assign task teams – determine who will work on what
- Develop the calendar of action items – establish timeframes
- Coordinate the calendar – leadership, timing, budget, final details
- Affirm resolve – celebrate the completion of the planning process
- Walk-through the method
- Group practice of the Action Planning Method

Wrap Up:

- Distinctions between each method and when to use
- Applications

Length: A Two or Three Day Format are available

Materials: ToP® Group Facilitation Manual \$85.00