ToP®
TECHNOLOGY OF PARTICIPATION

ToP® Facilitation Methods

Learn three proven processes for activating group participation. Gain hands-on experience practicing methods and explore ways to apply them to your specific situation.

The Focused Conversation Method
Learn a structured process that helps you plan and facilitate a meaningful exchange of ideas. Discover ways to involve every member in thinking through difficult issues. This process heightens your effectiveness in facilitating virtually every form of group communication.

- Conduct purposeful, productive meetings and discussions
- Quickly capture a group's best thinking
- Surface new ideas and solutions
- Ask questions that stimulate candid feedback and discussion

The Consensus Workshop Method
Energize problem-solving with a process that builds active participation and teamwork. Productively channel diverse ideas into consensus decisions everyone can own and support. Learn tools to facilitate groups to new levels of creativity and cooperation

- Tap rational and intuitive thought processes
- Integrate diverse ideas
- Generate practical and creative solutions
- Develop group consensus

The Action Planning Method
Master this powerful implementation planning process which enables you to help a group rapidly pull together an effective plan, organize needed resources and mobilize individuals' energy into action.

- Visualize a successful result
- Analyze the current reality
- Create a practical plan
- Maximize group commitment and involvement

Who Should Take This Course?
People who are actively involved in the leadership and facilitation of groups and teams including: Supervisors, executive directors, managers, professional facilitators, private consultants, training managers, educators, health practitioners, community specialists, concerned citizens and team members in high participation environments who need increased exposure to group participation methods to be effective.

Benefits:

- Reduces time spent on conflict resolution and prevents conflicts
- Allows groups to discover their own motivation
- Gets a deepened personal commitment
- Points to visible results
- Saves time and money through increased productivity

Prerequisite:
Group Facilitation Methods is the prerequisite for many other ICA listed courses.

Program Information
Typically programs begin promptly at 8:30 a.m. and finish no later than 5:30pm. Lunch is on your own. Breakfast and great snacks provided. No audio or video recording is permitted.

ICA The Institute of Cultural Affairs in the U.S.A.

Oregon Schedule 2017
June 7-8 (Beaverton)
December 7-8 (Beaverton)

This course, the Group Facilitation Methods course, is our foundational and prerequisite for many other courses.

Cost
$655.00 ($605 Early Bird)
The fee for the Technology of Participation two-day workshop includes a comprehensive 86-page workbook and program instruction with two trainers with over 50 years combined training experience.

Registration
Registration can be completed online at the ICA website:
http://icausa.memberclicks.net

or contact Barbara MacKay at

North Star Facilitators
Phone: 503-579-5708.
Fax: 503-524-3752
bmackay@northstarfacilitators.com
www.northstarfacilitators.com

Discounts
When full payment or purchase order is received 3 weeks or more in advance, you can receive a discounted fee of $605 for a two-day course.

Cancellation
Cancellations may be received up to 10 days prior to each course for a fee of $100.00. Cancellations received with less than 10 days prior to a course will be subject to full payment. You may send a substitute or change to another Oregon course date in 2017 for $100.00.