

# Sacramento Professional Facilitators I Course Calendar



## Technology of Participation (ToP)® Facilitation Methods – Leadership Edition

Participatory leadership skills for fostering energized, productive, and meaningful group decision-making. Learn three proven ways to activate team participation: the Focused Conversation method, the Consensus Workshop method, and the Action Planning process. Hands-on practice helps you discover practical use in your life and work. No pre-requisites. **Next Dates: 2019: Sept 10-12, 2019, January 28-30, 2020, May 12-14, 2020, September 15-17, 2020**

### Meetings That Work

Learn how to design and run great meetings while creating a participatory environment. Gain confidence as a facilitative leader in dealing with difficult situations. Learn best practice tools and techniques. **Next Date: March 10-11, 2020**

### Accelerated Action Planning

Learn a fast and engaging method to plan a project or event. Receive a guided action-planning tool that a small team can apply to develop a high level plan. Real projects to plan are welcome at this half-day training. No pre-requisites. (1/2-Day course: check website for time) **Next Dates: June 9, 2020, November 10, 2020**

### Facilitation for Innovation: Inspiring Group Creativity

Expand your learning and facilitation tool kit with creative tools. Learn methods that can be immediately applied to foster creative teamwork, shake up the creative mind, reframe problems and dilemmas, and develop innovative strategies. Walk away with ways to boost a group's creative output in an enjoyable environment. (1-Day) **Next Date: August 11, 2020**

### ToP Secrets of Implementation

Sustaining a plan once it has been implemented can be challenging. Sometimes staying on track is difficult, especially when new people are introduced after the plan is developed. This course is about keeping plans and projects alive, relevant doable and achievable. There is a powerful component for peer mentoring in this course. (2-Day course) **February 11-12, 2020**



### ToP Strategic Planning

ToP Strategic Planning process builds on the ToP Facilitation Methods course, weaving those methods into an integrated approach to strategic planning. The resulting plan is realistic, achievable, and easy to monitor. The course covers design, vision, barriers, strategies and implementation. Pre-requisite: ToP Facilitation Methods (2-Day or 3-day course) **Next Date: October 7-8, 2019, April 15-16, 2020**

### Approaches to Environmental Scanning

Learn multiple interactive and enjoyable methods for conducting environmental review to set the foundation for further work, such as strategic planning or making significant decisions. ToP Strategic Planning recommended. (1-Day) **Next Date: October 20, 2020**

### Facilitation Graphics

Learn to make great charts and templates with ease. No artist skill required. **Next Dates: Oct. 28, 2019, Dec. 8, 2020**

### Mastering the Technology of Participation - MToP

For those seeking in-depth knowledge of over 60 powerful ToP methods or professional facilitation certification. Four quarterly 3-day intensives over one year. **Next Dates: February 19-21, 2020, May 20-22, 2020, August 19-21, 2020, November 18-20, 2020**

Course:	ToP Facilitation Methods Leadership Edition / Virtual Facilitation Online	ToP Strategic Planning / ToP Secrets of Implementation / Meetings That Work	Approaches to Environmental Scanning / Facilitation for Innovation / Facilitation Graphics	Accelerated Action Planning	MToP
1 Corporate	\$1,250	\$950	\$600	\$350	\$5,500
2 Government & Independent Professionals	\$950	\$750	\$500	\$300	\$5,000

ToP Facilitation Methods, ToP Strategic Planning & ToP Secrets of Implementation are approved for continuing education credit by **National Commission for Health Education Certification and American Institute for Certified Planners**. Go to [www.topspf.org](http://www.topspf.org) or [www.top-training.net](http://www.top-training.net) to register or call Nileen at (916) 705-1203