



# Facilitation Courses Online

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# KOLBE COMPANY ONLINE FACILITATION COURSES

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## Accelerated Action Planning

In this hands-on interactive course, learn to energize and align small teams to successfully plan a project or event in a matter of hours, in an online environment. The fast and engaging 8-steps planning process ensures that all the practical details that make for a successful project are covered in a comprehensive, high level action plan produced in just two hours. This process is perfect for unexpected projects where a leader needs to quickly assemble a team to produce an action plan quickly.

AAP online provides the process, templates, and tools to quickly organize a group to develop a workable plan to accomplish a specific objective that has been already been approved in concept.

### Participants will learn to:

- Use online tools and templates to produce an action plan
- Scope a project to ensure the right team is assembled
- Lead small team action planning sessions
- Motivate a team to embrace a plan
- Produce a comprehensive high-level action plan in 2 hours
- Use the ToP AAP template tools to support continued project planning

Accelerated Action Planning is designed for leaders who lead small teams under 12 participants in planning short term projects and events.

## The Agenda

### Module 1:

- Introduction to Accelerated Action Planning
- Overview of the 8-step process
- Defining the project – Four D's
- Project scoping template
- Facilitating Core Agreements - Four Facilitation Processes

### Module 2:

- Developing the Detailed Plan – Four Facilitation Processes
- Documentation
- Templates in Ten Languages Resource
- Facilitating Team Check-in
- Review Game

### The Course Includes:

- State of the art learning platform accessible via computer
- A 12-page guide
- Two instructors
- In-process coaching
- Templates for post course online use in English and Spanish

**Course Length:** Two 2.5-hour sessions on one day (one in the morning and one in the afternoon).

**Participants:** Minimum number is 8. Maximum number is 20.

## Designing Powerful Online Meeting Experiences

Great virtual meetings happen because good planning happens. This hands-on course focuses on new ways to move teams forward in this new virtual era. In this interactive training, participants learn how to engage stakeholders online. Engagement provides a key solution to helping teams reach creative solutions to problems. This session is not a technical training on specific tools, rather an introduction to creating meaningful online experiences.

**In this course, participants learn simple tools to design meaningful online experiences by learning to:**

- Design a results-oriented online meeting
- Choose methods to best facilitate interactive online experiences
- Understand the fundamentals of online meeting design and facilitation
- Design the critical elements of an online meeting
- Identify the appropriate technological tools to use in a given meeting
- Use and identify compelling interactive visuals to engage participants

**Designed for Individuals Who:**

Currently lead or facilitate online meetings and want to facilitate more effective experiences for participants.

### The Agenda

- Offered in a fast-paced two-hour session
- Before the Meeting: Establish the purpose, design the meeting, identify technology
- During the Meeting: Engage participants
- After the Meeting: Implement decisions

**The Course Includes:**

- Guided practice designing an actual online meeting
- Resource list and templates

**Course Length:** One 2-hour session.

**Participants:** Minimum number is 8. Maximum number is 30.

## **ToP® Facilitation for Innovation: Inspiring Group Creativity Online**

Description: While the “lone genius” remains a beloved cultural image, the science of creativity shows that connections among innovators are what enable breakthroughs, large and small. Groups and teams are a critical place to cultivate creative thinking for innovative solutions. This high energy online course introduces tools and practices that groups and teams can use to elevate their creativity quotient. Facilitating group creativity and innovative action has always been a challenge, perhaps never more so than when a group is tasked to “think outside the box” on the spot and come up with new solutions to a problem or situation. This highly interactive course utilizes multiple creative tools to explore and practice group innovation. Participants learn methods that can be immediately applied to foster creative teamwork. The course consists of three modules totaling ten hours which can be scheduled flexibly over multiple days.

### **Participants build skills by learning how to:**

- Facilitate processes to heighten and enhance a group’s creativity
- Frame and reframe problems and dilemmas
- Resolve issues and problems creatively
- Develop innovative strategies and prototypes
- Expand toolkit with methods to enhance creativity methods with groups

Designed for individuals who wish to develop the creative capacities of teams and groups, the course emphasizes practical rather than theoretical modes of creative thinking and problem solving. Since multiple methods and tools are demonstrated, the course is especially useful for those who lead and facilitate teams which need collaboratively to craft new ways of perceiving and operating.

### **The Agenda**

#### **Module I (3 hours):**

- Welcome and Interactive Opening
- Shaking up the Group Mind: An exploration and experience of several gamification exercises which open new pathways of perceiving

#### **Module II (3.5 hours):**

- Problem Framing and Re-framing: A problem-mapping process involving four different lens through which the problem are framed for delineating major components, then re-framed in “how-to” questions for each of those components. (doesn’t really make sense to me)

#### **Module III (3.5 hours):**

- Developing Innovative Solutions: Building on the “how to” questions, participants collaboratively fill in creative templates for crafting strategic solutions to the questions. Prototypes are then developed by small teams to visualize the implementation of the key strategies to the reframed problem.

**The course includes:**

- A 40-page resource book detailing procedures for all methods and tools presented with additional options included
- State of the art learning platform accessible via mobile or computer
- Three online 180-to 210-minute sessions – each practicing a new method or tool
- New topics each session
- Individual coaching and mentoring for participants group creativity challenges
- Access to course for 90-days after course completion date
- Certificate of completion
- Small learning groups of 20 maximum
- A resource book with expanded methods and tools for immediate use with client teams.

**Course Length:** 10 hours spread over 2-3 days with a maximum of 20 participants.

**Participants:** Minimum number is 10. Maximum number is 20.

## Facilitating Group Participation

Galvanize your team while building skills that drive results and strengthen interpersonal dynamics. Teams learn how to plan, lead, manage and coordinate highly effective meetings using the art and science of facilitation.

### Participants build skills to maximize meeting results by learning to:

- Design and guide effective results-oriented meetings
- Cultivate interpersonal skills, ownership, and accountability
- Turn difficult situations into productive experiences

### Facilitating Group Participation is designed for individuals who want an introduction to facilitation and a blended learning approach:

- Live instructor-led lessons online
- Group practice, discussion, and coaching
- Individual reading, presentation, reflection, and evaluation
- The more you participate the more you get out of the course. This is an interactive, engaging course. You should expect to spend:
  - 2-3 hours of reading weekly
  - Weekly postings and reading discussions
  - 90 minute weekly online meeting or playback of recorded meeting
  - Additional practice of newly acquired skills, on your own, to share with the group

### The Agenda

In this 7-week program, teams participate in four online meeting for Modules 1, 3, 6 and 7.

- **Module 1:** Principles of Facilitation – Learn the roles of a facilitator and how the roles affect how we manage meetings.
- **Module 2:** Facilitative Listening Skills – Explore and try out over 21 different listening skills.
- **Module 3:** Chart Writing Techniques – Learn the value of color, borders and icons building new and creative charts both on-line and in-person.
- **Module 4:** Effective Brainstorming – Determine the best brainstorming tool for the situation. Try out a variety of methods online.
- **Module 5:** Productive Discussions – Learn how to facilitate open and honest discussions.
- **Module 6:** Designing Agendas – Improve your agendas by implementing best practices for clarity and purpose.
- **Module 7:** From Difficult People to Constructive Outcomes – Diagnose difficult situations and remedies.

**The Course Includes:**

- Sam Kaner's *Facilitator's Guide to Participatory Decision Making*
- State of the art learning platform accessible via mobile or computer
- Seven online 90-minute meetings – each practicing a new method or tool (optional – recorded for later viewing)
- Recorded online meetings for playback at anytime
- Opportunities to facilitate breakout meetings weekly
- New topics each week
- Individual coaching and mentoring for your particular meeting challenges
- Access to course for 90-days after course completion date
- Certificate of completion (mentioned above. Here too? Why not Sam Kaner here too?)
- Group online discussions and reflections of practice
- Continuing Education Credits

**Course Length:** Seven session with self-directed learning with four online sessions over seven weeks.

**Participants:** Minimum number is 8. Maximum number is 20.

## Meeting the Challenge: Facilitation Fundamentals Online

Competent facilitation requires more than a familiarity with tools and techniques. This course teaches the foundations of facilitation -- the distinction between managing meeting agendas versus effectively leading groups through complex processes. Whether face-to-face or online, techniques may be essential tools for those who lead meetings, but without a foundation of values, ethics, and core competencies most leaders flounder when faced with successfully facilitating meetings to yield sustainable results and strengthen team relationships.

### Participants build skills by learning to:

- Identify essential tasks associated with each stage of the facilitation process
- Practice behaviors which demonstrate internationally recognized core competencies
- Describe the connection between facilitators values and behaviors and their impact on groups
- Select most appropriate processes for congenial, formal, or intense meetings

### The Agenda

- Characteristics and Capabilities of Facilitators
- International Association of Facilitators Core Competencies
- Data, Decision making, Deliverables and Discussions
- Asking Questions
- Moving from Place (face-to-face) to Space (online)
- Access to several online resources for meeting methods

### This Course Includes

- Two 3.5-hour sessions on two consecutive days
- A supplemental 300-page desktop resource manual "Facilitation at a Glance"

**Course Length:** Two 3.5-hour session on two consecutive days.

**Participants:** Minimum number is 10. Maximum number is 20.

## **ToP Secrets of Implementation Online**

Sustaining a plan, once it has been implemented, can be challenging. Staying on track is difficult, especially when new people are introduced after the plan is developed. This course anticipates the fact that all plans will need adjustments as they are implemented and provides a road map to do so. The course is designed to help keep plans and projects alive, relevant, doable, and achievable. Participants are asked to bring real-life implementation problems to class to experience group problem solving methodology.

**Participants build skills to facilitate implementation efforts using a wide variety of tools, models, and templates by learning to:**

- Apply the 40 keys for facilitating implementation success
- Deal proactively with the challenges of implementing large-scale strategic plans
- Sustain momentum to bring the plans to implementation
- Review strategic plan progress and plan for upcoming initiatives
- Bring closure to plans and celebrate the team's work
- Integrate new leadership, partners, and collaboration from multiple sectors
- Assess change motivation and ability factors so that initiatives are successful
- Lead teams so that they are enthusiastic from the start and throughout implementation
- Ensure the hard work of planning is realized with concrete accomplishments

**ToP Secrets of Implementation is designed for individuals who want to have an engaging and interactive process to implement plans and strategies in an online approach:**

- Those charged with implementing plans and strategies
- Strategic plan implementation teams
- Organization and community change agents
- Local, state, and federal leaders and program managers
- Community workers, planners, project managers
- Consultants and facilitators

### **The Agenda**

**Provides facilitation techniques, collaborative tools, and methods to utilize at each level. Each session is devoted to one of the four stages in plan implementation:**

- Day 1: Getting started
- Day 2: Building and sustaining momentum
- Day 3: Adjusting and re-maneuvering
- Day 4: Bringing closure

**The course includes:**

- State of the art learning platform accessible via computer
- A 59-page comprehensive course manual
- Small learning groups of 20 maximum
- Group online discussions and practice in a variety of online tools to keep engagement high
- Live instructor-led lessons online who model processes to implement dynamic plans
- Facilitation tools to assess change and to develop solutions, as part of regular review
- Strategies to remaneuver and adjust plans in a crisis
- Consulting advice on implementation challenges brought to the course
- Live demonstrations by two expert ToP instructors who are certified ToP Facilitators
- Templates in online formats to ensure your future success
- Certificate of completion

**Course Length:** Four 3-hour sessions over four days.

**Prerequisite:** None. ToP Facilitation Methods and ToP Strategic Planning are helpful but not required.

**Participants:** Minimum number is 10. Maximum number is 30.

## **ToP Facilitation Methods Leadership Online Intensive**

Leading effective teams requires developing a culture that honors all contributions and creates a safe space for participation. This is the essence of the Technology of Participation (ToP). ToP Facilitation Methods are structured to assist groups to achieve shared awareness, shared agreement, and turn ideas into actionable plans they own. In this online course participants learn to facilitate three powerful ToP Facilitation Methods – the ToP focused conversation, the ToP consensus workshop and ToP action planning in any setting – whether face-to-face or online. The course incorporates tips, virtual tools and reference works to increase participants facilitative leadership capacity. This modularized course over three weeks includes pre-session assignments and instructor coaching to support practicing and applying methods learned between the sessions.

**Participants strengthen their leadership skills and effectiveness by learning proven facilitation methods to:**

- Achieve group participation in both virtual and face-to-face meetings
- Skillfully lead an exchange of ideas and make critical decisions together
- Design and facilitate focused conversations virtually and in person
- Develop shared agreement while honoring all ideas
- Build specific group plans and strategies that result in committed action
- Apply participatory methods in your world with practice opportunities and coaching
- Engage and inspire team members and staff in creating practical and creative solutions
- Build confidence in leading team projects and facilitating respectful conversations
- Save time and increase productivity using effective virtual collaboration tools
- Discover how to achieve consensus in a day or less while involving everyone

**This course is designed for individuals who want to deepen their capacity and confidence to use ToP Facilitation Methods in their work in an interactive online learning approach.**

- Live demonstrations by three expert ToP instructors who are also certified ToP facilitators
- Hands on facilitation practice, discussion, and coaching
- Participation in a small 5-6-person supportive learning cohort
- Individual reading, presentation, reflection, and evaluation

### **The Agenda**

Designed in 2.5-hour segments covering content, design, practice and feedback

In this 9-session course over three weeks, participants focus on one method per week:

- Week 1: ToP Focused Conversation
- Week 2: ToP Consensus Workshop
- Week 3: ToP Action Planning

Typical meeting days are Monday, Tuesday, and Friday.

**Note:** The three methods above may also be taught in individual courses and purchased as separate courses.

**Format for each week of instruction:**

**Session 1 (Monday): Understand the method.**

Prereading, method demonstration, theory discussion. Consider opportunities to apply method to real life situations.

**Session 2 (Tuesday): Design the Process.**

Using selected applications, learn design and facilitation processes in preparation for personal practice before next session. Receive written coaching feedback on design.

**Session 3 (Friday): Reflect on Process Facilitation.**

Reflect on your experience of facilitating your design, consider alternatives, learnings, areas to build upon and further applications that resonate in your world.

**The Course Includes:**

- Reading, discussing, designing, feedback and the experience of facilitating one's designs provides an intensive pathway into learning and applying ToP Facilitation Methods, whether working face to face or online
- State of the art learning platform
- Nine 2.5 hour sessions – three focused on design and practicing each ToP method
- Individual coaching on session designs, private and in writing, between sessions
- An 86-page comprehensive course manual
- Two resource books: The Art of Focused Conversation and The Workshop Book
- Small learning groups of six participants led by expert ToP instructor
- Practice in an online virtual setting
- Templates for design and reflection for all three methods
- Access to course materials for six months after course completion
- Certificate of completion
- Resources and templates to ensure your future success
- One hour of complementary facilitation coaching after the course

The more you participate, the more you get out of the course. This is an interactive, engaging course.

**You should expect to spend:**

- Nine 2.5-hour online sessions over 3 weeks
- 1-2 hours of reading, design, and reflection weekly
- 1-hour practice of newly acquired skills, on your own, to share with the group

**Course Length:** Nine 2.5-hour sessions over three weeks.

**Participants:** Minimum number is 10. Maximum number is 20.

## Tools and Tricks for Powerful Online Collaboration

Facilitators need to learn new, creative ways to engage participants. Many new tools and tricks have emerged recently. But tools and tricks are not enough. They are only valuable when they support the meeting purpose. We will help you identify which tools are appropriate where. You will learn what tools to use to keep participants engaged and interested.

### Participants build skills to successfully facilitate online meeting by learning to:

- Develop confidence in utilizing multiple tools simultaneously to enhance meeting goals
- Experience a variety of tools in various scenarios
- Apply the online meeting design framework for selecting appropriate tools
- Assess whether to use tools in various situations

Designed for Individuals who feel good about the basics of facilitating online meetings and are ready to add more pizzazz to their next online collaboration

### The Agenda

Offered in a three-hour format. During this fast-paced session, participant will use tools and learn new ways to impress and engage participants when:

- Informing
- Seeking Feedback
- Brainstorming
- Collaborating
- Making a Decision

### The Course Includes:

Guided practice identifying effective tools for an actual online meeting

Introduction to nearly 20 tools for supporting online collaboration

Hands-on experience with multiple tools

After the class, participants receive a comprehensive resource list of recommended and popular tools

**Course Length:** One 3-hour session.

**Prerequisite:** Although not required, Designing Powerful Online Meeting Experiences is recommended.

**Participants:** Minimum number is 8. Maximum number is 30.

## ToP Strategic Planning Online

ToP Strategic Planning – Online Edition preserves the richness of the face to face version and moves it into the virtual world. Highly participatory, the Online Edition breaks down barriers and builds engagement wherever you may be.

### **Participants build the capacity to facilitate participatory strategic plan by learning to:**

- Enable geographically dispersed teams to actively engage in strategic planning processes
- Generate high levels of participation and commitment
- Enable a group to commit to a common vision and own the resulting plan
- Align members around common goals and long-term strategies
- Facilitate teams in discovering big breakthroughs
- Lead a structured planning process that results in concrete accomplishments
- Motivate groups and organizations to take focused action

### **ToP Strategic Planning Online is designed for individuals who want an interactive and creative learning approach and who want to:**

- Experience, practice, and learn to facilitate the complete strategic planning process
- Facilitate strategic planning face to face or online
- Experience this robust process in an engaging virtual format that deepens skills with ToP methods
- Collaborate with large numbers of stakeholders to develop long-term strategy quickly
- Leaders who depend on others for successful implementation of organization strategies

## Agenda

There are five 3.5-hour sessions over 5 days Each session is devoted to one of five phases of developing a strategic plan:

- **Day 1:** Preparation and Design
- **Day 2:** Practical Vision
- **Day 3:** Underlying Contradictions
- **Day 4:** Strategic Directions
- **Day 5:** Focused Implementation

**The Course Includes:**

- State of the art learning platform accessible via computer (Zoom, Mural)
- A 93-page comprehensive course manual
- Opportunities to facilitate ToP Focused Conversations and Consensus Workshops with instructor coaching
- Small learning groups of 20 maximum
- Group online discussions and reflections of practice
- Practice in an online virtual setting
- Live demonstrations by three expert ToP instructors who are certified ToP Facilitators
- Templates in three online formats (Mural, PowerPoint 365 or Google slides) to ensure your future success
- Certificate of completion
- Continuing education units
- One hour of complementary facilitation coaching after the course

**Course Length:** Five 3.5-hour sessions over five days.

**Prerequisite:** ToP Facilitation Methods is required.

**Participants:** Minimum number is 10. Maximum number is 20.

## ToP® Focused Conversation Online

This common-sense conversation approach leads naturally to a meaningful exchange of ideas and is helpful to conduct purposeful discussions, capture a group's best thinking, stimulate candid feedback, surface new ideas, and build creative solutions. Participants learn how to design conversations where gaining participation is key to success.

**In this course, participants will learn to use the focused conversation framework and skillful questioning to:**

- Keep groups focused and the discussion on track
- Guide the conversation to meet intended outcomes
- Facilitate communication and knowledge sharing among stakeholders
- Create a safe space through empathic communication
- Deal with conflict and controversial issues
- Help groups to dive below the surface to explore the depth issues
- Gather pertinent information for important planning decisions
- Integrate group knowledge and diverse points of view
- Lead an engaging and highly participatory process
- Enable group members to align for action
- Create a shared awareness regarding a topic or issue
- Increase a group's awareness of each other's perspectives, thoughts, emotions, interpretations, and comfort in moving forward.

This course is designed for those that who want to lead meaningful and productive conversations at work and in their personal lives. It is especially useful for facilitators, trainers, consultants, business, and government leaders.

### Agenda

- **Session 1:** Understand the focused conversation method. Prereading, method demonstration, theory discussion. Consider opportunities to apply method to real life situations.
- **Session 2:** Design a focused conversation for a real work situation. Using selected applications, learn design and facilitation processes in preparation for personal practice before next session. Receive written coaching feedback on design.
- **Session 3:** Reflect on Process Facilitation. Reflect on your experience of facilitating your design, consider alternatives, learnings, areas to build upon and further applications that resonate in your world.

**The Course Includes:**

- State of the art learning platform
- A 27-page comprehensive manual
- Two instructors
- Individual coaching outside of class
- One resource book: The Art of Focused Conversation
- Small learning cohorts of 5-7 participant led by an expert ToP instructor
- Reading and designing of a focused conversation with instructor feedback

**Course Length:** Three 3-hour sessions.

**Participants:** Minimum number is 10. Maximum number is 20.

## ToP® Consensus Workshop Online

The ToP® Consensus Workshop Method leads to consensus-based group decisions that respect diverse perspectives, create joint resolve, and inspire group action. All ideas are valued and synthesized to create the consensus. Consensus is built by using a methodology to help participants see new relationships among ideas and step-by-step building of group agreement. Skilled facilitators can achieve basic consensus outcomes in as little as forty-five minutes and richly detailed products within two hours.

This structured process engages people in getting to consensus and building solutions that everyone agrees with. This method is helpful in integrating diverse ideas to build agreement on practical and creative solutions. It results in a high level of engagement and commitment.

### In this course, participants learn to:

- Facilitate respect for group members and the wisdom each person brings
- Enables shared power and accountability
- Build practical team consensus on any issue or topic
- Honor all ideas so all participants are valued contributors
- Generate creative solutions in a short amount of time
- Infuse the team with a sense of cohesion, accomplishment, and responsibility
- Integrate thinking (rational and intuitive)
- Provide a structured process for progress

The course is designed for those that wish to truly engage others in reaching shared agreement and decisions. It is especially useful in facilitation of diverse groups of stakeholders that may hold different perspectives.

## Agenda

### Session 1: Understand the method

Participate in an interactive demonstration of the method  
Discuss the overall framework and theory  
Consider opportunities to apply method to real life situations

### Session 2: Design the Process

Learn to design a facilitated consensus workshop process for your own selected topic  
Prepare for online facilitation practice before next session  
Receive written coaching feedback on design

### Session 3: Reflect on Process Facilitation

Reflect on your experience of facilitating your consensus workshop design, consider alternatives, learnings, areas to build upon and further applications that resonate in your world.

**The Course Includes:**

- State of the art learning platform
- A 27-page comprehensive manual
- Two instructors
- Individual coaching outside of class
- One resource book: The Workshop Book by R. Brain Stanfield
- Small learning cohorts of 5-7 participants led by an expert ToP instructor
- Reading and designing of a consensus workshop for your work situation with instructor feedback

**Prerequisite:** ToP® Focused Conversation

**Course Length:** Three 3-hour sessions.

**Participants:** Minimum number is 10. Maximum number is 20.

## ToP® Action Planning and Accelerated Action Planning Online

This course teaches the Action Planning Process from the ToP® Facilitation Methods Leadership Online Intensive course. The Action Planning Process is usually led by a facilitator to plan longer and more complex projects or events. It can take a half-day to a day to develop the full action plan. An example of an appropriate use of the full Action Planning process would be planning the development and building of a new facility. This would include outreach, design, funding, and construction.

If participants express the need for a small team tool, the Accelerated Action Planning Online process may also be taught. The Accelerated Action Planning process can be used by a small team of non-facilitators to plan a single event or project using commercially available templates. The plan can usually be developed in just two hours. An example of an appropriate use of Accelerated Action Planning would be planning a grand opening ceremony for the new facility.

### In this course participants learn to:

- Build shared understanding and commitment
- Use specific language and tools to guide action planning
- Build consensus about project implementation among various stakeholders
- Learn two collaborative online tools to develop action plans
- Organize task teams, assignments, and an implementation timeline for meeting project deliverables and coordinating progress
- Generate commitment from the whole team
- Energize a team for implementation
- Facilitate progress sessions and after-action reviews

This course is most useful for facilitators who need to lead both small and large groups to create effective organization plans for discrete, short-term projects and longer-term more complex initiatives or change efforts.

### Agenda

#### **Session 1: Understand the method.**

Interactive method demonstration

Theory discussion

Consider application opportunities at work

#### **Session 2: Design the Process.**

Using selected applications, learn to design an action plan process

Prepare design to facilitation processes in preparation for personal practice before next session

Receive written coaching feedback on design approach

#### **Session 3: Reflect on the Action Plan Facilitation.**

Reflect on your experience of facilitating your design, consider alternatives, learnings, areas to build upon and further applications that resonate in your world.

**The Course Includes:**

- State of the art learning platform
- A 27-page comprehensive manual
- Two instructors
- Individual coaching outside of class
- Small learning cohorts of 5-7 participant led by an expert ToP instructor
- Reading and designing of action plan with instructor feedback

**Prerequisite:** ToP® Focused Conversation and ToP® Consensus Workshop

**Course Length:** Three 3-hour sessions.

**Participants:** Minimum number is 10. Maximum number is 20.

Facilitation Course Title	Sessions and Length	Participants	Level	Comment
Accelerated Action Planning Online	Two 2.5-hour sessions - one in morning and one in afternoon	8 minimum 20 maximum	Entry	
Designing Powerful Online Meeting Experiences	One 2-hour session	8 minimum 30 maximum	Entry	
ToP Facilitation for Innovation: Inspiring Group Creativity Online	Three 3.5-hour sessions flexible days	10 minimum 20 maximum	Entry	
Facilitating Group Participation	Seven self-directed sessions with four online meetings over seven weeks	8 minimum 25 maximum	Entry	Designed for teams working together
Meeting the Challenge: Facilitation Fundamentals Online	Two 3.5-hour sessions on two consecutive days	10 minimum 20 maximum	Entry	Works well in tandem with a tools and tricks class
ToP Secrets of Implementation Online	Four 3-hour sessions over 4 days	10 minimum 30 maximum	Entry	ToP Facilitation Methods and ToP Strategic Planning are helpful but not required
ToP Facilitation Methods Leadership Online Intensive	Nine 2.5-hour sessions	10 minimum 20 maximum	Intermediate	Normally Monday, Tuesday, and Fridays for 3 weeks
Tools and Tricks for Powerful Online Collaboration	One 3-hour session	8 minimum 30 maximum	Intermediate	Designing Powerful Online Meeting Experiences is recommended by not required
ToP Strategic Planning Online	Five 3.5-hour sessions over 5 days	10 minimum 20 maximum	Advanced	Pre-requisite: ToP Facilitation Methods (TFM) required
ToP Focused Conversation Online	Three 3-hour sessions	10 minimum 20 maximum	Entry	
ToP Consensus Workshop Online	Three 3-hour sessions	10 minimum 20 maximum	Intermediate	Pre-requisite: ToP Focused Conversation required
ToP Action Planning and Accelerated Action Planning Online	Three 3-hour sessions	10 minimum 20 maximum	Intermediate	Pre-requisite: ToP Consensus Workshop required

## KOLBE COMPANY FEDERAL GOVERNMENT GSA RATES FOR ONLINE COURSES

Online course costs for agencies are set at the same prices set by the GSA for in person courses.

Federal Government Online Courses Rates	Course Length	Flat rate for up to 10 participants	Flat rate for 11 – 20 participants	Flat rate for 21 – 30 participants
ToP® Accelerated Action Planning	Two 2.5-hour sessions	2992.44	5805.34	N/A
Designing Powerful Online Meeting Experiences	One 2-hour session	2992.44	5805.34	8438.69
Inspiring Group Creativity: ToP® Facilitation for Innovation Online	Three 3.5-hour sessions	4987.41	9675.57	N/A
Facilitating Group Participation	Seven sessions	4987.41	9675.57	14064.49
Meeting the Challenge: Facilitation Fundamentals Online	Two 3.5-hour sessions	4987.41	9675.57	N/A
ToP® Secrets of Implementation Online	Four 3-hour sessions	7481.11	14513.35	21096.73
ToP® Facilitation Methods: Leadership Online Intensive*	Nine 2.5-hour sessions	9476.07	18383.58	N/A
Tools and Tricks for Powerful Online Collaboration	One 3-hour session	2992.44	5805.34	8438.69
ToP® Strategic Planning	Five 3.5-hour sessions	7481.11	14513.35	N/A

\* The three facilitation methods taught in ToP® Facilitation Methods: Leadership Online Intensive can be taught in separate courses. If that option is chosen, the follow rates would apply.

Federal Government Online Courses Rates	Course Length	Flat rate for up to 10 participants	Flat rate for 11 – 20 participants	Flat rate for 21 – 30 participants
ToP® Focused Conversation	Three 3-hour sessions	4987.41	9675.57	N/A
ToP® Consensus Workshop	Three 3-hour sessions	4987.41	9675.57	N/A
ToP® Action Planning and Accelerated Action Planning	Three 3-hour sessions	4987.41	9675.57	N/A