

## ToP Facilitation Methods Courses

### Courses Offered from January - December, 2020

All courses with an asterisk have ToP Facilitation Methods as a prerequisite. Fees for the courses can be found on the ICA USA website



#### ToP Facilitation Methods

Two-day intensive. (Early Bird Rates available!)  
This course presents the fundamentals of the Technology of Participation (ToP) methods, with hands on training to increase effectiveness, consensus and creativity in meetings. If you take one course to learn more about facilitation, this is it!

January 23-24	SF Bay Area – East Bay
<del>March 26-27</del>	SF Bay Area – East Bay
April 16-17	Central Coast – San Luis Obispo
April 22-23	SF Bay Area – East Bay
<del>April 30-May 1</del>	Northern California – Redding
May 14-15	SF Bay Area – East Bay
<del>June 18-19</del>	SF Bay Area – East Bay
July 9-10	SF Bay Area – East Bay
<del>July 23-24</del>	Southern California – Long Beach
August 25-26	SF Bay Area – East Bay
September 3-4	SF Bay Area – East Bay
October 8-9	SF Bay Area – East Bay
November 5-6	SF Bay Area – East Bay
December 3-4	SF Bay Area – East Bay

#### Mastering the Technology of Participation (MToP)

MToP is an intensive, stimulating and skill enhancing learning experience that enables participants to dramatically enhance their facilitation and facilitative leadership capabilities. This year long program provides 12 days of training in quarterly, three day increments along with opportunities for reflection, mentoring, further study, and practice. For more information contact Stacey Daraio at [stacey@strategicfacilitation.com](mailto:stacey@strategicfacilitation.com) or call at 415.987.0467

Virtual Launch	May 20, 2020	
Session 1	August 19-21, 2020	SF Bay Area
Session 2	November 18-20, 2020	SF Bay Area
Session 3	February 17-19, 2021	SF Bay Area
Session 4	March 19-21, 2021	SF Bay Area

#### ToP Strategic Planning\*

Two-day intensive. (Early Bird Rates available!)  
If you want to design and lead effective strategic planning processes, this course will provide a powerful model and set of tools using a 4-phase strategic planning process.

<del>April 9-10</del>	SF Bay Area
September 10-11	SF Bay Area

#### Meetings That Work: Design and Facilitate Effective Meetings



Two-day intensive. (Early Bird Rates available!)  
Turn meetings into “events” that people want to attend, increase participation and get the best input and results from everyone. This course will provide you with best practices from professional facilitators, templates, and over 72 practical tools to increase commitment to action and handle difficult or controversial items.

<del>July 1-2</del>	SF Bay Area
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#### ToP Secrets of Implementation

Two-day intensive. (Early Bird Rates available!)  
Developing a plan takes work - but sustaining the momentum is where things really get tough! This course anticipates the fact that all plans need adjustments during implementation and provides a road map to do so. Participants will learn ways to keep plans and projects alive, relevant, and achievable.

<del>June 4-5</del>	SF Bay Area
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#### Designing for Change: Shifting Images for Transformation\*

Two Days. (Early Bird Rates available!)  
Learn how to more fully design facilitation and training sessions using image shift theory for client assessment and ICA's Kaleidoscope Design tools to create image shifting, powerful designs.

January 14-15	Walnut Creek
<del>June 11-12</del>	SF Bay Area

#### Making Data Dance\*

One Day intensive. (Early Bird Rates available!)  
Ever been bored to death by the tedious review of data? Ever been awash in data and yet have no useful information on which to make decisions or act? Learn how to design lively and useful data gathering and review sessions with full participant engagement. Register directly with Robert Quintana Hopkins, 510.207.6658 or [robert@strategicfacilitation.com](mailto:robert@strategicfacilitation.com)

January 15	Walnut Creek
September 24	SF Bay Area

**Accelerated Action Planning – 9:00 am – 1:00 pm,**  
Do you have a project that needs to launch quickly and only a few people to do it? 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.

<del>March 27</del>	SF Bay Area
May 1	SF Bay Area
September 4	SF Bay Area

**TFM for Community-Based Work** Four days  
Learn the context of community development as whole system change and the full cycle of community-based change.

August 4-7	SF Bay Area
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#### Facilitation for Innovation One Day

This highly interactive course utilizes creative tools to explore and practice facilitating creative thinking and innovative solutions. These practical tools can be immediately applied to foster creative teamwork.

September 25	SF Bay Area
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