

Learn three time-tested processes for activating **group participation**. Gain hands-on experience practicing the processes and explore ways you will be able to apply them for your specific situation.

WHO SHOULD TAKE THIS COURSE?

People who are actively involved in the leadership and facilitation of groups and teams including but not limited to: 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

COURSE INFORMATION & LOGISTICS

When: May 13-14 & Dec 2-3, 2020

Time: 8:30 a.m. – 5:30 p.m.

Where: PCC Willow Creek Campus, Beaverton, Oregon

REGISTRATION

You can register for this course, or see all the courses available this calendar year by visiting www.top-training.net

THE FOCUSED CONVERSATION METHOD

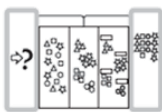
Learn a structured process that helps you plan and facilitate a meaningful exchange of ideas. Discover ways to involve every member in thinking through difficult issues. This process heightens your effectiveness in facilitating virtually every form of group communication.



- 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

Learn and Implementation based planning process that 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



LEARN HOW TO

**GUIDE
MEANINGFUL
GROUP
CONVERSATIONS**

**FACILITATE A
MEANTINFUL
EXCHANGE OF
IDEAS**

**HELP GROUPS
COME TO A
RESOLUTION**

**INVOLVE THE
ENTIRE GROUP
IN THINKING
THROUGH
DIFFICULT ISSUES**

TOP FACILITATION METHODS (TFM) PRICING

| | | |
|---|---|-------|
| Corporate (for-profit) | | \$950 |
| Public-Government | | \$750 |
| Non-Profit | * large institutions (budget > 5million) | \$950 |
| | * mid-sized (budget between \$1- 5 million) | \$650 |
| | * small/community based (budget <\$1 million) | \$400 |
| Individual/ No Org Affiliation | Independent Consultant | \$650 |
| | Student Rate | \$400 |

"I went in feeling insecure about my skills to lead a meeting and walked away from the experience feeling like I had started building a solid facilitation foundation. I now feel I have the confidence to lead a positive and productive meeting."

— M.D., USGS/PNAMP
Biologist

DISCOUNTS

When full payment or purchase order is received 3 weeks or more in advance, you can receive a \$50 discount for the course.

CANCELLATION

Cancellation refunds may be received with up to 21 days prior to each course. Cancellations received with less than 21 days prior to a course will be subject to full payment. You may send a substitute or re-schedule for the next course date if you can't attend.

"Invest two days in this course; the benefits are more than worth it!"

— T.Y., Oregon School
Boards Association

COURSE CREDITS OFFERED

American Institute of Certified Planners
Certification Maintenance (AICP CM) units:
14.5 CM

Master Certified Health Education Specialist
(CHES-MCHES) hours: 13.5



Certification
Maintenance



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