

TRAINING PROGRAM

# Facilitating Productive Conversations

The *Facilitating Productive Conversations* program develops an individual's ability to lead discussions, meetings, planning & engagement interventions in focused, meaningful and productive ways.



## About the Program

Organizations and groups face the challenges of time and structured processes for planning, making decisions, managing projects and moving forward together in Focused, Meaningful and Productive ways.

Facilitation or co-creation is an increasingly valuable skill-set for exploring issues, tapping the breadth and depth of thinking, and building shared purpose and commitment.

The *Facilitating Productive Conversations* program, a collection of foundational facilitation methods is part of the Technology of Participation (ToP) approach. ToP™ was pioneered by the Institute of Cultural Affairs, an international network focused on the development and application of social innovation methods for community and organizational development around the world.

ToP™ offers a widely proven set of tools and principles for maximizing the value of time spent in group processes, and outcomes that are shared by all participants, with the enduring value of strengthened relationships and mutual learning.






"ToP™ is a step-by-step approach on facilitation methodologies to manage both individual and group conversations and consensus. The unique and most impressive aspect of this program is that it is woven to provide hands-on experience and I found myself adequately skilled and enabled in the processes to apply it in my work context. It has also helped me to design appropriate frameworks for my business HR consulting solutions. The ToP™ teams' wealth of experience adds to the value of the program and provides adequate directive as to how it can be leveraged in business critical processes."

*Chandana Ghosh, Founder & CEO, 4Front Talent Solutions*

## What Participants Learn

Participants develop the capability to facilitate effective conversations, meetings, planning and engagement interventions (e.g. project planning, business planning, values conversations, etc.). This learning is delivered through components that address:

- **ToP™ foundational group facilitation skills** including methods and session design frameworks such as the ToP™ Focused Conversation and Consensus Workshop Methods and the Underlying Dynamics Framework.
- **Integration and adoption of ToP™** with other facilitation processes including the Wave Analysis, Historical Scan, 'H' Technique, Force Field and Nominal Group Technique.

 <b>Ideally for</b> Facilitators, L&OD Professionals, First Time Managers	 <b>Delivery Mode</b> Online	 <b>Duration</b> 6 online sessions 4 hours each, over 2 weeks
 <b>Faculty to Participant ratio</b> 1:8	 <b>Pre-requisites</b> None	

**Faculty:** Kevin Balm with Core Team members or Associates

### SESSION 1

Introduction to ToP™ Focused Conversation and Consensus Workshop Methods (FCM & CWM)

### SESSION 2

Design and practice in applying the two methods to multiple topics

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### SESSION 4

Introduction and practice of Divergence, Emergence and Convergence Tools

### SESSION 5

Understand ToP™ Design Thinking and Experiential introduction to variations on FCM and CWM (H-Technique, Nominal Group, Historical Scan and Wave Analysis)

### SESSION 6

Planning for in-role/ on-the-job application

Our programs bring time-tested learning tools and principles that work effectively in both social and corporate settings. The learning approach incorporates:

- Blended (experiential/ social/ instructor-led) learning
- Opportunities to reflect, practice and deepen understanding thereby building competence and confidence to apply tools and principles
- Application in work roles and projects