

## CERTIFICATION

# ToP™ Facilitator Assessment and Certification (CToPF)

Gain international facilitation recognition based on development, in-role application, a portfolio of evidence, and assessment of your competency in using the ToP™ approach to facilitation.



## Why Certification?

There are diverse understandings of what facilitation is, and what a facilitator needs to be capable of doing, knowing and being. Increasingly, those seeking to engage a facilitator are asking for evidence of capability, or certification of competency, by which they can judge how likely it is that their expectations of performance will be met.

## About ToP™ Facilitator Assessment and Certification (CToPF)

The Institute of Cultural Affairs (ICA), the intellectual property holder of ToP™, awards candidates the Certified ToP Facilitator (CToPF) designation, which is a practitioner, not trainer, recognition. The Institute of Cultural Affairs is an international network focused on the development and application of social innovation methods for community and organizational development around the world. It also authorizes trainers and assessors to deliver ToP™ training and assess competency for certification.

## Eligibility for Certification

Participants are required to

- Complete the Facilitating Productive Conversations and Facilitating Strategic Change programs
- Create a portfolio of evidence demonstrating application of learning
- Undergo an assessment of competencies against globally agreed ToP™ competency criteria

ToP™ Certification is about recognition of a level of competency in facilitation using ToP™ methods. A 'Certified ToP Facilitator' (CToPF) designation provides

- Facilitators, using ToP™ methods, an internationally recognized certification based on assessment of their competence
- People wishing to engage a ToP™ practitioner with evidence of a level of competence

Assessment of competence is based on evidence gained from

- A portfolio provided by the candidate, containing comprehensive documentation of on-the-job applications of ToP™ facilitation
- Observation by ToP™ trainers of the candidate's performance during training, including practice and feedback sessions
- Feedback or testimonials from clients or referees on the performance of the candidate in using ToP™ facilitation
- Self-reflections of the candidate about his/her development journey as a facilitator
- Observation by assessors of a candidate's performance in a simulated client session at a certification assessment event

Participants pursuing certification also receive one-on-one coaching and mentoring to support their application of the methods and preparation of their portfolio of evidence for assessment.

To register for CToPF Certification, send an email to [value@corecreators.com](mailto:value@corecreators.com)



### Ideally for

Facilitators, L&OD Professionals, Trainers, Coaches, Consultants



### Delivery Mode

Online



### Duration

Portfolio preparation – Approximately one-year post completion of pre-requisites

Assessment – 3 assessment events each up to half-day



### Pre-requisites

Facilitating Productive Conversations and Facilitating Strategic Change Programs