Becoming a Certified Facilitator

Is Certification Right for You?

Remember to complete the brief survey at the end of the session and you’ll receive:

- A free copy of the “The Seven Separators of Facilitation Excellence” article written by Michael Wilkinson, Certified Master Facilitator and Managing Director of Leadership Strategies.

www.leadstrat.com
800.824.2850
A1. Who is Leadership Strategies?

A2. Session Objectives

A3. Survey

A4. Session Agenda

A5. Handling Questions

A6. Our Session Facilitator
A1. Who is Leadership Strategies?

- The Facilitation Company - expert meeting facilitators and facilitation training in the U.S.
- Over 500 facilitators under contract through The Facilitator Database
- Over 17,000 trained in facilitation skills through The Effective Facilitator and other courses
- Provides public classes in Atlanta, Boston, Chicago, Dallas, DC, Denver, Houston, LA, New York, San Francisco, Seattle, Sydney, Toronto and private, onsite classes globally.

A2. Session Objectives

- Outline an overview of the major options for professional facilitator certification
- Review the certification process and ways to prepare
- Offer answers to your questions
A4. Session Agenda

- Getting Started
- The Major Certifying Organizations
- Benefits of Certification
- CMF and CPF – Requirements and Processes
- Build Your Skills – Preparing for Certification
- Our Experience
- Next Steps
- Open Forum – Q&A

A5. Handling Questions

If you have questions:

- Type them into the question panel
- Call 800.824.2850
- Contact us online www.leadstrat.com
- Email info@leadstrat.com
- Connect on LinkedIn, Facebook, and Twitter
A6. Our Session Facilitator

Michael Wilkinson, CMF
CEO, LEADERSHIP STRATEGIES

- CEO/Managing Director of Leadership Strategies
- One of the first five Certified Master Facilitators in the world
- Founder of the National Facilitator Database (nfdb.com)
- Board member of the International Institute for Facilitation
- Named Facilitator of the Year by SEAF, 2003
- Co-Program Chair of the IAF, 2007
B. The Major Certifying Organizations

- Recognized forms of certification for professional facilitators:
  - _______: ________________________________
  - _______: ________________________________

- Benefits of Certification
  - Display a prestigious certificate and designation
  - Gain competitive advantage
  - Command a higher rate / salary
  - Hone your skills / Stretch your abilities
  - Receive detailed, written feedback from the best
## Facilitator Certification: CPF and CMF

<table>
<thead>
<tr>
<th>Certified Organization</th>
<th>CPF</th>
<th>CMF</th>
<th>Provisional CMF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intention</strong></td>
<td>Access a candidate’s ability to meet basic set of skills for competent facilitation</td>
<td>Assess a candidate’s ability to meet basic and higher level skills for advanced facilitation</td>
<td></td>
</tr>
<tr>
<td><strong>Target Audience</strong></td>
<td>Competent facilitators with experience in the field</td>
<td>Advanced facilitators with significant or moderate experience</td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>_____ sessions prior 3 years</td>
<td>_____ sessions prior 3 years plus 3 years post</td>
<td>_____ sessions prior 3 years</td>
</tr>
<tr>
<td><strong>Organizations</strong></td>
<td>No minimum</td>
<td>Minimum _____ served</td>
<td>Minimum _____ served</td>
</tr>
<tr>
<td><strong>Proficiency</strong></td>
<td>Evidence of proficiency</td>
<td>Score minimum of _____% in 6 competency areas</td>
<td></td>
</tr>
<tr>
<td><strong>Written Assessment</strong></td>
<td>Candidates provide examples of how they have applied the core competencies in their work</td>
<td>Candidates indicate their knowledge and specific experiences in responding to _____ questions related to the competencies</td>
<td></td>
</tr>
<tr>
<td><strong>Facilitation Assessment</strong></td>
<td>Candidate facilitates at a scheduled onsite assessment event, with assessor interview and immediate feedback</td>
<td>Candidate submits _____________ of facilitated session based on assigned topic and specific role-plays</td>
<td></td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The CMF 6 Competency Areas
Facilitator Certification

The 6 Competencies:

• ______________________________
• ______________________________
• ______________________________
• ______________________________
• ______________________________
• ______________________________

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
Building Your Skills

Public Class: Facilitator Certification Prep

Atlanta (June 6-7)

The International Institute for Facilitation (INIFAC) grants the prestigious Certified Master Facilitator™ (CMF) designation. To become certified, you must submit a list of your facilitation experiences, a list of references, a written application that responds to the 30 CMF sub-competencies, and a videotape of you facilitating a session assigned by INIFAC. The videotape must meet stringent INIFAC requirements designed to ensure the integrity of the process. As an INIFAC partner, we are one of the leading organizations in preparing facilitators for the CMF.

We work on your behalf to have the INIFAC materials you need so the videotape created in the class can be submitted to INIFAC for certification. We also provide training in the skills and techniques you need that cover the 30 sub-competencies. Following the class, you will be able to complete the written assessment with confidence and submit the videotape, along with your references and experience list, for INIFAC certification. See the INIFAC website for details on the certification requirements.

Day I: CMF Competency Training and Certification Process Overview

- # Instruction in the 100+ techniques from The Effective Facilitator integrated with the 30 CMF sub-competencies
- # 250 page workbook and a supplement on each of the 30 CMF sub-competencies

Day II: Videotaping

Through our special arrangement with the CMF certifying body, you will receive a videotape of your facilitation that can be submitted for CMF certification!

For more information, email us at etraining@leadstrat.com or call 1.800.824.2850.
Preparing for Certification

- **Private Certification:** At your location
  Most cost-effective for 8 or more

- **Learn from Others:**
  - LinkedIn communities
  - Trade associations (IAF, INIFAC, SEAF, etc.)

- **Other Helpful Books & Guides:**
  - *The Executive Guide to Facilitating Strategy*
  - *The Secrets of Facilitation, 2nd Edition*
  - Facilitator Guides (250+ pages)
  - Visit [www.leadstrat.com](http://www.leadstrat.com)
**Answers to the Fill-in-the-Blank**

**PG 7**
- Recognized forms of certification for professional facilitators:
  - CPF: Certified Professional Facilitator
  - CMF: Certified Master Facilitator

**PG 8:**

<table>
<thead>
<tr>
<th>Certifying Organization</th>
<th>CPF: Certified Professional Facilitator</th>
<th>CMF: Certified Master Facilitator</th>
<th>Provisional CMF (Designation Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAF</td>
<td>International Association of Facilitators</td>
<td>INIFAC</td>
<td>International Institute for Facilitation</td>
</tr>
<tr>
<td>Intention</td>
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<td>Assess a candidate's ability to meet basic and higher level skills for advanced facilitation</td>
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</tr>
<tr>
<td>Target Audience</td>
<td>Competent facilitators with experience in the field</td>
<td>Advanced facilitators with significant or moderate experience</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>7 sessions prior 3 years</td>
<td>30 sessions prior 3 years plus 3 years post</td>
<td>15 sessions prior 3 yrs</td>
</tr>
<tr>
<td>Organizations</td>
<td>No minimum</td>
<td>Minimum 10 served</td>
<td>Minimum 5 served</td>
</tr>
<tr>
<td>Proficiency</td>
<td>Evidence of proficiency</td>
<td>Score minimum 80% in 6 competency areas</td>
<td></td>
</tr>
<tr>
<td>Written Assessment</td>
<td>Candidates provide examples of how they have applied the core competencies in their work</td>
<td>Candidates indicate their knowledge and specific experiences in responding to 30 questions related to the competencies</td>
<td></td>
</tr>
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</tr>
<tr>
<td>Fees</td>
<td>$1,500</td>
<td>$900</td>
<td></td>
</tr>
</tbody>
</table>

**PG 9**
- The 6 CMF Competencies: Presence, Assessment, Communication, Control, Consistency, Engagement
Leadership Strategies - The Facilitation Company is the US leader in meeting facilitation services and training. We provide companies with expert facilitators who facilitate executive teams and task forces in topics such as strategic planning, issue resolution, requirements analysis, process improvement and conference forums.

**Professional Facilitation**

- Meeting Facilitation
- Strategic Planning
- Systems Analysis
- Issue Resolution
- Team Building
- Conference Facilitation
- Process Improvement

**Leadership Training**

- **Facilitation Series**
  - The Effective Facilitator
  - Facilitating IT Sessions
  - Facilitating Virtual Meetings: Comprehensive
  - Facilitating Virtual Meetings: Essentials
  - Making Technical Meetings Work!
  - Facilitation Skills for Trainers

- **Management Series**
  - Management to Leadership
  - The Facilitative Consultant
  - The Effective Communicator
  - Effective Presentation Skills

- **Planning Series**
  - Strategic Planning
  - Project Planning

- **IT Series**
  - Project Leadership
  - Managing User Relationships

Along with being expert facilitators, we also train people in facilitation skills, leadership, team building, presentations and consulting skills. We offer public classes in Atlanta, Chicago, Dallas, Denver, Houston, Los Angeles, Seattle and Washington, DC, and on-site private classes globally.

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