# Participation in Open Courses – Information and Application Form for short courses

Thank you for your interest in registering for facilitator training with the Association of Facilitators Open Programme. This information relates to our short courses which can booked as stand-alone modules or taken as a suite of modules leading to accreditation:

### The Foundations in Facilitation Skills Programme (Level 1 Accreditation)

* The Facilitator’s Toolkit (2 days)
* Group Dynamics (2 days)
* Accreditation Day (Training Route) 1 day on completion of both courses above with a peer group.

Level 1 Accreditation is a pre-requisite for booking Certificate modules.

### The Certificate in Facilitation Skills Programme (Level 2 Accreditation)

* Organisational Impact (2 days)
* Personal Presence (2 days)
* Accreditation Day-1 day on completion of both courses above with a peer group

Our distinctive approach to facilitator training provides a strong framework for holistic (whole person) learning to take place. As preparation for training, we would ask that you read the following pages which supplement the information provided in the course outlines.

Please then complete a short application form (see later). We will then telephone you to ensure that the course meets with your expectation and to confirm your registration.

## Entry criteria

* An interest in personal and professional development
* A willingness to engage with critical reflection on one’s own strengths, areas for development, drives and motivations
* A desire to engage in self-directed and peer group learning
* The intention to meet your own learning aims, including accreditation if applicable.
* Level 1 Accreditation is a pre-requisite for the Certificate in Facilitation Skills.

## Application

To apply for the course please complete the application form on the final pages and email this to us at [info@associationoffacilitators.co.uk](mailto:info@associationoffacilitators.co.uk). We will then contact you to arrange a pre-course telephone conversation.

## Cancellation

We reserve the right to cancel the course if our minimum booking number is not reached, and if doing so will refund all payments in full or offer alternative training dates if you prefer.

In the event of you having to cancel, we will always try to transfer your booking to a date that you could attend (at no extra cost).  Alternatively, a substitute from your organisation can attend in your place or we can offer you a refund if you let us know in enough time for us to fill the place.  We charge the full fee for no-shows or cancellation at very short notice (less than a week).

Fundamental Working Methods

We are committed to the following:

1. Experiential Learning

Autonomous self-discovery through structured and unstructured experience, in which emphasis is placed on each individual’s innate ability to learn from their own thoughts, feelings, perceptions and intuitions. Time is set aside for reflecting on the process and drawing out meaning and significance.

2. Reflective Practice

A spirit of inquiry is established and each participant is encouraged to consider the depth and breadth of their role and impact as facilitator. Critical reflection generates a dialogue between theory and practice, and promotes the application of learning into the workplace and beyond.

3. Working With The Process Of The Group

Recognising that a group is more than the sum of its parts we examine the various formations, dynamics and patterns of groups we co-create. This includes working with individual and group needs as they arise, here-and-now encounter and learning from group dynamics and defence mechanisms.

4. Skills Training And Practice

We provide ample opportunity for participants to refine and rehearse their skills. This includes demonstration, modelling, observation and feedback, micro-skills practice and facilitation.

5. Theoretical Study

A range of underpinning theory is presented through reading lists, live presentation and printed material. Time is given to the discussion and review of relevant theory and models, and their application to your self-discovery. Course assessment includes the practical application of theory.

6. Self And Peer Feedback and Assessment

Feedback from peers is a critical part of learning – both giving and receiving within the structure that we provide. Criteria are agreed for assessment relevant to the learning goals of the course and your own development. The FACETS® framework provides a guide to competency which participants may complement with their own criteria. A procedure for self and peer assessment is determined and applied.

7. Accreditation

Self and Peer Assessment and Accreditation is a particular strength of the Association of Facilitators and is designed to foster self-regulation and professional practice. It has two aspects. First the granting of a certificate, conditional on completing the required modules and fulfilling the programme contract. And second, accreditation of competence against FACETS® and any additional personal criteria. A written statement of individual accreditation will accompany each certificate gained

## Guidelines for Facilitative Inquiry

We offer the following guidelines for engagement with us and your peer learning group:

1.  Explore & Question everything that happens:

Stay curious and skeptical, engage in ongoing exploration of everything that arises and remain curious to the effects of social events upon the behavior of yourself and others.

2. Experiment & Play with being different:

Risk opening up to others and reducing your guard; experiment with being non-judgmental and tolerant of others; explore new ways of expressing and being you.

3. Respect yourself & others:

Do not leak confidential material beyond the group or share information

about others without their consent; take responsibility for sharing or

holding onto your own secrets.

3. Act on your beliefs:

Choose for yourself when to opt out of activities which feel wrong for you at the time; do not collude in situations that you experience as unhealthy for you.

5. Clarify the Intention behind your interventions:

Make it clear if you are attempting to support, intending to challenge, or

just seeking  clarification  from another.

# Application Form

Please enquire with us if any aspect of the course outline or our working methods needs further discussion or explanation. Once you are ready to apply, please complete the application form and email the completed form to [info@associationoffacilitators.co.uk](mailto:info@associationoffacilitators.co.uk).

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| --- | --- | --- |
| Name of Participant |  | |
| Address of Participant |  | |
| Telephone Number |  | |
| Email Address of Participant |  | |
| Organisation |  | |
| Course applied for |  | |
| Preferred course date |  | |
| Name, Address & Email Address for invoicing (if different from above) | Name and Email: | Postal Address: |
| Please provide below details of your current professional/work situation and brief description of previous professional roles: | | |
| Please describe below details of any personal development work undertaken: | | |
| Please describe your experience of facilitation including relevant training if applicable | | |
| I am interested in doing facilitator training at this point in my development because… | | |
| Is there anything else that we need to know when reviewing your application? | | |
| What would be preferred times/arrangements for a telephone conversation? | | |
| Finally, if possible, we would like to add your organisation’s logo to our website. If you do not wish this or if we need to seek permission then please indicate this here and provide contact details for us to contact the relevant person. | | |



Association of Facilitators (AoF)

T:  0203 282 7128

E: [info@associationoffacilitators.co.uk](mailto:bella@associationoffacilitators.co.uk)

W: [www.associationoffacilitators.co.uk](http://www.associationoffacilitators.co.uk)