

Facilitator Certification Prep

Preparation for the Certified Master Facilitator Certification



Leadership Strategies 

Why It Works

If you are looking to become a certified facilitator, this is the class for you! Leadership Strategies is a leader in the support of the prestigious Certified Master Facilitator (CMF) designation granted by the International Institute for Facilitation (www.INIFAC.org).

- The CMF designation recognizes experienced facilitators highly skilled in the 30 CMF sub-competencies.
- To begin the process of achieving the CMF certification, facilitators must have facilitated a minimum of 30 sessions in the past three years and meet several stringent requirements, including submitting a recording of a session assigned by INIFAC.

Learn How To

Prepare for completing the Certified Master Facilitator application process, including the following:

- Review the four parts of the CMF certification process.
- Understand the 30 sub-competency questions in the “Written Assessment” and identify related learnings from *The Effective Facilitator*.
- Gain additional training in sub-competencies not fully covered by *The Effective Facilitator*.
- Receive a recording of a session that can be used in your submission for certification.

Ideal For

- **Internal and external facilitators and**
- **individuals whose roles require facilitation**

Duration

Two days

AGENDA

DAY 1

- Overview of the CMF certification process
- Review of the 30 sub-competencies
- Additional training in sub-competencies not fully covered by *The Effective Facilitator*

DAY 2

- Recording of a session you facilitate using the CMF format and the topic and role-plays assigned by INIFAC

Course Workbook Outline

I. Getting Started

- A. Session Objectives
- B. Key Questions
- C. Agenda
- D. Ground Rules
- E. Introductions

II. CFM Certification Process Overview

- A. Background
- B. Definition: Outstanding Facilitated Sessions
- C. Skills, Knowledge and Experience
- D. The Certification Requirements
- E. The Finer Details
- F. The Certification Process
- G. Comments/Questions on the Forms

III. Written Assessment

- A. Engagement Question
- B. Assessing: Learning Objectives, Who, What
- C. Designing a Session: How
- D. Developing Materials
- E. Handling the Logistics

IV. Supplemental Techniques

- A. Typical Communication Problems
- B. Understanding Communication Styles
- C. A Sample Scenario
- D. Assigning the Project Team
- E. Identifying the Styles of Others
- F. Recognizing a Group's Style
- G. Facilitating The Styles
- H. Success Strategies

V. Video Sessions

- A. Key Questions
- B. The Video Instructions
- C. Preparing for the Day
- D. The Flow of Each Session
- E. Instructions to the Videographer
- F. Statement of Integrity
- G. Feedback Form
- H. On-Camera Feedback
- I. Verification of Session Integrity
- J. Facilitator Guide – Summary

VI. Next Steps

- A. Identifying Your JEWELS
- B. Planning for Success

**Give us a call
when you're ready
to Level Up!**

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