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
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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