



TECHNOLOGY OF PARTICIPATION (ToP®)

Facilitation Methods Course (TFM)

What is ToP®?

The Technology of Participation (ToP®) is a structured set of facilitation methods created by the Institute for Cultural Affairs that helps groups think, talk and work together, representing a smarter way to engage groups for better results.

The ToP methods:

- Recognize and honor contributions from all group members
- Engage 100% of participants at their comfort level
- Create a safe space to share
- Increase diversity and minimize conflict
- Create action plans with ownership and accountability
- Uncover the collective wisdom of groups



LEARN. NETWORK. TRANSFER.



LEARN

The ToP Facilitation Methods Course introduces learners to the three foundational methods. Participants learn proven ways to activate group participation through:

- *The Focused Conversation Method*
 - Provides a structure for clear dialogue, allows participants to share perspectives, and deepens group understanding and commitment to action.
- *The Consensus Workshop Method*
 - Engages all participants, organizes group ideas and decisions, and reveals consensus while building effective partnerships.
- *The Action Planning Method*
 - Delineates tasks and organizes a group around the implementation of an event or a project.



NETWORK

The two core values of ToP are that of **INCLUSIVE PARTICIPATION** and **PROFOUND RESPECT**. These values guide professional networking and engagement during this course. Each participant is given the opportunity to:

- Create meaningful connections with other participants.
- Engage with peers facing similar challenges in the field.
- Participate in the manner that suits their comfort level.



TRANSFER

This course sets participants up for successful transfer of knowledge by:

- Exploring practical applications for their work and personal lives.
- Turning exploration into immediately useable tools.
- Creating opportunity for hands-on practice and feedback.



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What People Are Saying

"The ToP Facilitation Methods Course that I took was incredible! The simple process I learned of how to facilitate a focused conversation was profound in its effectiveness and simple in its execution. I was able to immediately put what I learned to use with a focused conversation with my team just days later. We gained an incredible amount of clarity, while at the same time everyone felt heard. I am deeply grateful for this knowledge being in the world - thank you!" ~ Julie H.

Who Should Attend

ToP Facilitation Methods is for anyone, whether professional facilitator or everyday professional. If you lead meetings of any kind, work with groups (e.g. committees, boards and staff) and seeks better results, group-owned decisions and commitment to action this training is for you. Frequent attendees include:

- Managers and supervisors
- Executive directors and board members
- Project and team leaders
- Educators and health practitioners
- Active citizens and community workers
- Facilitators, trainers and consultants

Training Team



The Event Garde team of trainers is committed to lifelong learning and collaborative events that create opportunities for ourselves, our community and those who attend the meetings we facilitate to **LEARN, NETWORK** and **TRANSFER** - believing in its ability to create well-connected leaders and to foster performance improvement. Certified in the ToP Facilitation Methods and Qualified ToP Trainers, Aaron Wolowiec and Lindsay Gross are leaders in the field of facilitation professional development.

For More Information

To schedule a ToP Facilitation Methods course for your organization, or to find out more about customized facilitation training, visit this Event Garde [page](#) or contact Lindsay Gross by email at lindsay@eventgarde.com.