

# PARTNERS IN FACILITATOR DEVELOPMENT

A PROGRAM OF THE INTERNATIONAL INSTITUTE FOR FACILITATION

## THE GOAL

Organizations around the globe are assembling teams of facilitators to help their organizations plan and execute more effective meetings and improve communications. Yet how do you know if your facilitators are developing? How do you assess their skills in an effort to identify gaps and advance their competencies?

Would it be helpful to have a program in which you can determine their progress as they advance in their proficiency? Would it add more value if those facilitators who achieved the highest level could then be considered for international certification?

## DEVELOPMENT LEVELS

Level 1 Apprentice

Level 2 Associate

Level 3 Accomplished

Level 4 Advanced\*

\*Qualifies for assessment as a Certified Master Facilitator

## THE SOLUTION

The INIFAC Partners in Facilitator Development Program  
Internal Assessment to develop your facilitators  
External Assessment to certify your top performers

The International Institute for Facilitation (INIFAC) oversees the Certified Master Facilitator Program (CMF) - the highest certification available for the profession. This rigorous assessment rates facilitators across six competency areas that include 30 detailed sub-competencies. Through the Partner in Facilitator Development (PIFD), INIFAC offers organizations the opportunity to use the INIFAC assessment model to guide and support the development of their own people. Using the INIFAC materials, organizations can implement their own internal Facilitator Development Program to assess their facilitators and track their progress through a range of levels which extends from apprentice to advanced facilitator. Those facilitators achieving the highest assessment level are then eligible to submit their materials to INIFAC - your partner in facilitator development - for external review to qualify as Certified Master Facilitator!

## ASSESSMENT TOOLS

INIFAC (International Institute for Facilitation) provides your facilitators, your Program Administrator and your assessors with a wealth of tools and expert assistance for implementing your own Facilitator Development Program including:

### Facilitator Competency Model;

forming the foundation for your Facilitator Assessment Program. Through the six competencies and 30 sub-competencies, you will be able to assess the development of your facilitators as they move towards facilitation mastery.

### Candidate Forms;

providing the instructions and on-line instruments to be used by your candidates for assessment.

### Video Role Plays;

providing a series of case studies with specific roles that are designed to require the candidate to exercise the full breadth of INIFAC competencies and sub-competencies.

### Procedures;

showing your administrator the specific steps to take in organizing and coordinating the assessment program.

### Assessor Guides;

providing specific scoring guidelines for your assessors to use in assessing each of the 30 sub-competencies on a fivepoint scale. Separate guides are used for assessing the written submission and the video role play. These guides establish a standard of rigor to help achieve a high-level of consistency and reliability throughout the development process

### Expert assistance;

receiving expert assistance from a Certified Master Facilitator who understands the mechanisms of the program and how to guide your program implementation team through the process. Depending on the licensing option you select, the assistance will include telephone support and/or on-site assistance through the phases of the implementation process.



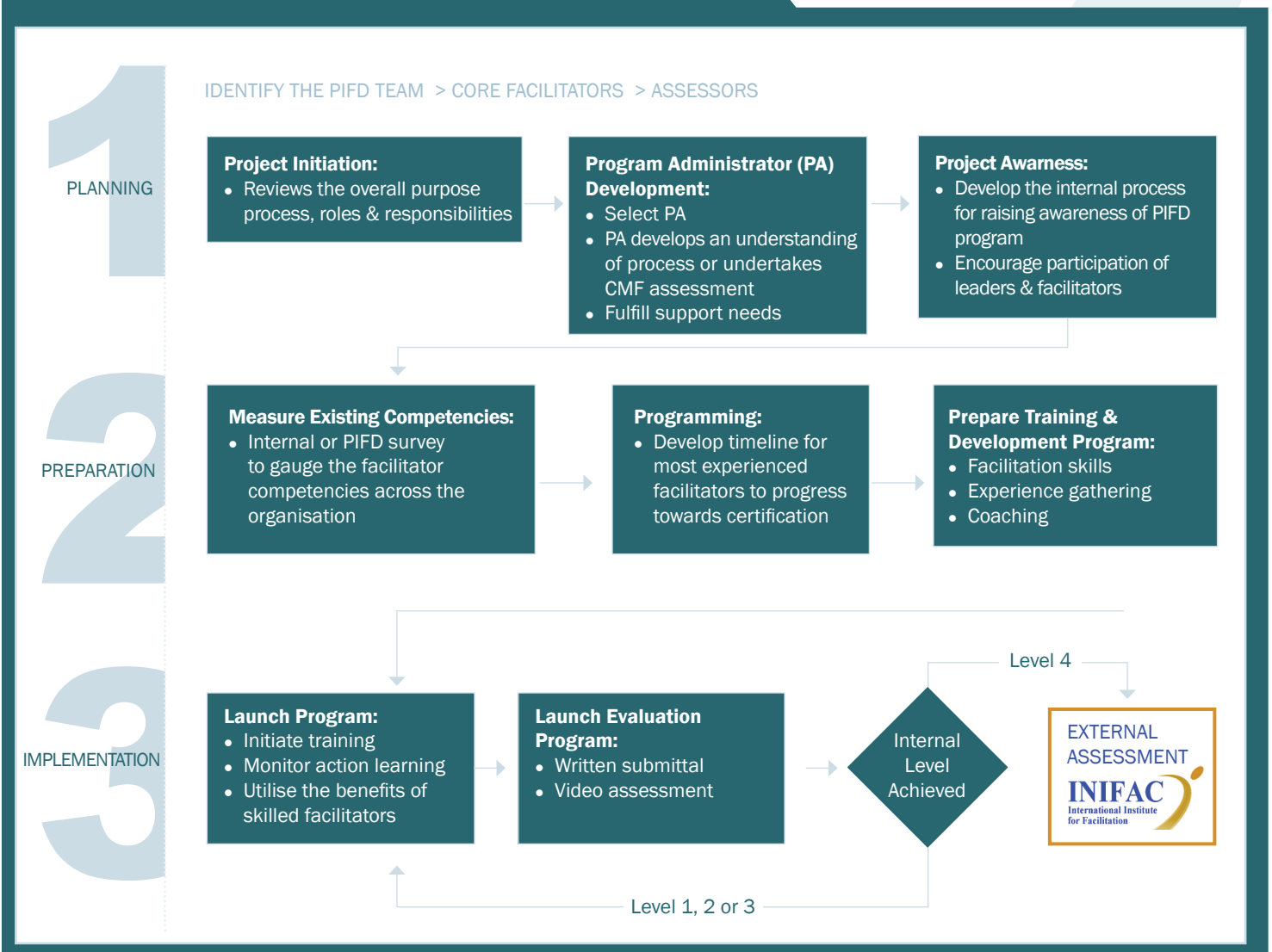
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## PROCESS OVERVIEW

While each organization's implementation of the Partners in Facilitator Development Program will be unique, INIFAC offers the following as a starting point for the planning, preparation and implementation.

### PARTNERS IN FACILITATOR DEVELOPMENT PROGRAM



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## PROGRAM LICENCE OPTIONS

THE TABLE BELOW PROVIDES A SUMMARY OF THE PROGRAM OPTIONS.

	PREMIUM	PRIME	BASIC
MATERIALS	<p>License kit, including candidate materials, role plays, procedures, assessor guides</p> <p>Website template for facilitator collaboration and support</p>	<p>License kit, including candidate materials, role plays, procedures, assessor guides</p> <p>Website template for facilitator collaboration and support</p>	<p>License kit, including candidate materials, role plays, procedures, assessor guides</p> <p>Website template for facilitator collaboration and support</p>
SUPPORT	<p>Executive briefing by the chair of INIFAC</p> <p>4 CMF assessments</p> <p>40 hours support from a CMF to assist in:</p> <ul style="list-style-type: none"> <li>● Customizing your assessment program</li> <li>● Guiding up to 4 lead facilitators through the assessment process</li> <li>● Consulting support to your administrator in implementation</li> <li>● Providing a template for your facilitator website – used for information sharing, collaboration, FAQs, etc.</li> </ul>	<p>2 CMF assessment</p> <p>24 hour on-site or phone support from a CMF to assist in:</p> <ul style="list-style-type: none"> <li>● Customizing your assessment program</li> <li>● Guiding up to 2 lead facilitators through the assessment process</li> <li>● Consulting support to your administrator in implementation</li> <li>● Providing a template for your facilitator website – used for information sharing, collaboration, FAQs, etc.</li> </ul>	<p>8 hours phone support from a CMF to assist in:</p> <ul style="list-style-type: none"> <li>● Customizing your assessment program</li> <li>● Consulting support to your administrator in implementation</li> <li>● Providing a template for your facilitator website – used for information sharing, collaboration, FAQs, etc.</li> </ul>

## FURTHER INFORMATION

To learn more about licensing the INIFAC Partners in Facilitator Development, please contact

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