



# PARTNERS IN FACILITATOR DEVELOPMENT®

A PROGRAM OF THE INTERNATIONAL INSTITUTE FOR FACILITATION



In this world, three dominant factors are at play for employees:

- Less time
- Processing and responding to vast amounts of information
- Needing to eliminate inefficiencies and increase speed

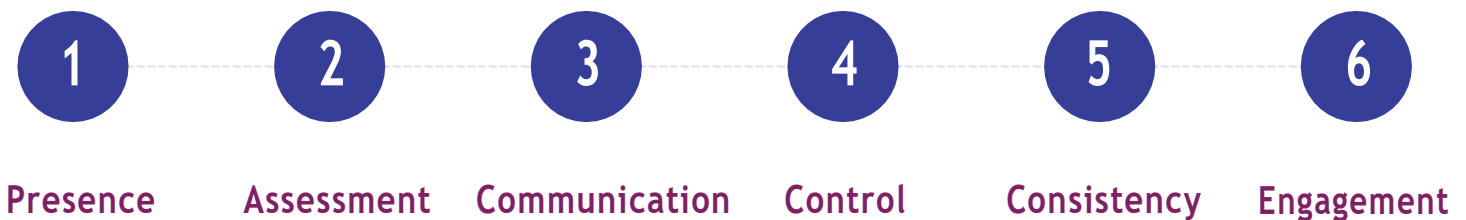
Organizational researchers found 'unproductive meetings' caused an organization to waste \$8,000 a day. That amount does not include the \$7,000 wasted on 'problems that are ignored for fear of conflict caused by communication within meetings not managed well.'



If an organization is to succeed amidst global integration, workforce development, social media and environmental conditions, leaders must know how to facilitate effective meetings.

INIFAC's Partners in Facilitator Development Program (PIFD)® can address these issues by assisting organizations in creating their own internal facilitator assessment program and creating the opportunity to track employees' progress, performance and development.

Based on research, INIFAC has identified six competencies required for running successful meetings.



Our assessment process, with its defined scoring guidelines, provides you with:

- A proven credentialing process for your employees
- The highest ranking, most rigorous and consistent assessment available in the facilitation industry
- Confirmation of employees' capability for facilitating groups to achieve outstanding results
- An assessment tool to measure your employees' competency level when facilitating groups and teams.

\* Menon and Thompson Harvard Business Review, "Stop Spending, Start Managing; Strategies to Transform Wasteful Habits"

# PIFD PARTNERS IN FACILITATOR DEVELOPMENT®

Organizations around the globe are assembling teams of facilitators to help their organizations plan and execute more effective meetings to reach sustainable results. Yet, how can you assess an employee's competencies level in an effort to identify gaps and advance professional development?

## THE GOAL

### Create Master Level Facilitators in Your Organization

The goal of the PIFD® is to present a program in your organization that you can use to determine employee progress as he or she advances in their facilitation skills and knowledge. The PIFD® program prepares employees to receive international recognition through INIFAC.

## THE SOLUTION

- Internal Assessment to develop your facilitators
- External Assessment to certify your top performers

INIFAC oversees the Certified Master Facilitator Program® (CMF®) - the highest certification available in the profession. This rigorous, assessment rates facilitators across six competency areas with 30 detailed sub-competencies.

Through the Partners in Facilitator Development Program, INIFAC offers organizations the opportunity to use the INIFAC assessment model to guide and support the development of their own people.

Using INIFAC's materials, you can implement an internal Facilitator Development Program to assess your facilitators and track their progress through a range of levels which extends from Novice to Advanced Facilitator.

Facilitators achieving the Accomplished or Advanced level, are eligible to submit their materials to INIFAC - your partner in facilitator development - for an external/international review to qualify as Certified Competent Facilitator® (CCF®) or Certified Master Facilitator® (CMF®).



## Development levels

Level 1 Novice

Level 2 Associate

Level 3 Accomplished\*

Level 4 Advanced\*\*

*\*Qualifies for assessment as a Certified Competent Facilitator® (CCF®)*

*\*\*Qualifies for assessment as a Certified Master Facilitator® (CMF®)*

# PROGRAM ROAD MAP

## PARTNERS IN FACILITATOR DEVELOPMENT PROGRAM®

IDENTIFY THE PIFD TEAM > CORE FACILITATORS > ASSESSORS

### 1 Planning

#### Project Initiation:

- Review the overall purpose, process, roles & responsibilities
- Identify the team: core facilitators and assessors

#### Development Administrator (PA) Development:

- Select Program Administrator
- Understand process or undertake assessment
- Fulfill support needs
- Hold a briefing for the Assessment Team and PA

#### Project Awareness:

- Develop the internal process for raising awareness of PIFD® program
- Encourage participation by leaders and facilitators

### 2 Preparation

#### Measure Existing Competencies:

- Administer assessment tools to gauge facilitation competencies

#### Programming:

- Develop timeline for most experienced facilitators to progress towards certification

#### Execute Training & Development Program:

- Facilitation skills
- Experience gathering
- Coaching

### 3 Implementation

#### Launch Program:

- Initiate training
- Monitor action learning
- Utilize the benefits of upskilled facilitators

#### Facilitators Submit Documentation

- Written submittal
- Video assessment

#### Internal Level Achieved

No

Yes



# Assessment Tools

INIFAC provides your facilitators, administrator and assessors with a wealth of tools and expert assistance for implementing your own Facilitator Development Program:

## WHAT YOU WILL RECEIVE

### **Facilitator Competency Model**

Six competencies and 30 sub-competencies will form the foundation for your Facilitator Development Program, and be used to assess the development of your facilitators as they achieve facilitation mastery.

### **Candidate Forms**

Instructions and on-line instruments to be used by your candidates for assessment.

### **Video Role Plays**

A series of case studies along with specific participant roles designed for the candidate to exercise the full breadth of INIFAC competencies and sub-competencies.

### **Procedures**

Specific steps to take in organizing and coordinating your assessment program.

### **Assessor Guides**

At the core of the INIFAC process are the scoring guidelines for your assessors to assess each of the 30 sub-competencies, both for the written and video portion of the application. These guides provide a qualitative assessment approach for achieving a high-level of consistency, rigor and reliability throughout the development process.

### **Expert Assistance**

A Certified Master Facilitator® works with you to guide your program implementation through the process. Depending on the licensing option you choose, assistance will include telephone and/or onsite support.



# PRICING OPTIONS

	Premium	Premier	Professional
Materials	License kit, including: <ul style="list-style-type: none"> <li>• Candidate materials</li> <li>• Role plays</li> <li>• Procedures</li> <li>• Assessor guides</li> </ul>	License kit, including: <ul style="list-style-type: none"> <li>• Candidate materials</li> <li>• Role plays</li> <li>• Procedures</li> <li>• Assessor guides</li> </ul>	License kit, including: <ul style="list-style-type: none"> <li>• Candidate materials</li> <li>• Role plays</li> <li>• Procedures</li> <li>• Assessor guides</li> </ul>
Support	<p>4 CMF assessments</p> <p>Executive briefing by the Chair of INIFAC</p> <p>40 hours on-site or phone support from a CMF assisting with:</p> <ul style="list-style-type: none"> <li>• Customizing your assessment program</li> <li>• Consulting support to your administrator in implementation</li> <li>• Guiding up to 4 lead facilitators through the assessment process</li> </ul>	<p>2 CMF assessments</p> <p>24 hours on-site or phone support from a CMF assisting with:</p> <ul style="list-style-type: none"> <li>• Customizing your assessment program</li> <li>• Consulting support to your administrator in implementation</li> <li>• Guiding up to 2 lead facilitators through the assessment process</li> </ul>	<p>8 hours phone support from a CMF assisting with:</p> <ul style="list-style-type: none"> <li>• Customizing your assessment program</li> <li>• Consulting support to your administrator in implementation</li> </ul>
Initial Cost	<p><b>\$30,000 + travel</b> <i>(if required)</i></p>	<p><b>\$20,000 + travel</b> <i>(if required)</i></p>	<p><b>\$11,000</b></p>
Annual Renewal	<p><b>\$5,600</b></p> <ul style="list-style-type: none"> <li>• Continued use of Program</li> <li>• 2 CMF® assessments</li> </ul>	<p><b>\$3,300</b></p> <ul style="list-style-type: none"> <li>• Continued use of Program</li> <li>• 1 CMF® assessments</li> </ul>	<p><b>\$1,000</b></p> <ul style="list-style-type: none"> <li>• Continued use of Program</li> </ul>

