

THE INIFAC CERTIFIED MASTER LEARNING FACILITATOR® CMLF® COMPETENCIES

- A. Program Design: Prior to the training, the CMLF® considers program design and learning experiences to stimulate learning and increase learner involvement and hence address the needs of learners.**
- A.1 Prior to the training, CMLF® asks questions to assess learning goals and objectives to gain agreement on the learning outcomes.
 - A.2 CMLF® incorporates learners' needs in preparing for the session.
 - A.3 CMLF® incorporates multiple collaborative learning techniques to draw on the group's prior experience and knowledge and promotes shared commitments to learning.
 - A.4 CMLF® demonstrates an understanding of the effective use of different learning styles and preferences.
 - A.5 CMLF® demonstrates the methods to help internalize learning.
- B. During the program, the CMLF® uses andragogy to address the learners' needs and create knowledge transfer.**
- B.1 CMLF® is poised and projects confidence in their skills and abilities to facilitate learning programs.
 - B.2 CMLF® fosters openness by creating and maintaining a safe and inclusive environment.
 - B.3 CMLF® determines specific learning styles within the group and adapts teaching strategies to maximize learning.
 - B.4 CMLF® directs and motivates learners through key activities for specific learning outcomes.
 - B.5 CMLF® uses the energy within the room and pacing of the curriculum to manage the group process and momentum.
- C. Communication: In all aspects of presenting the program, the CMLF® demonstrates they are an exceptional communicator.**
- C.1 CMLF® delivers instructions in a way that the learner understands the purpose, process steps, and deliverables.
 - C.2 CMLF® is open to different perspectives and opinions on the topic.
 - C.3 CMLF® displays the ability to build relationships and promote learning.
 - C.4 CMLF® detects and addresses dysfunctional behavior during the learning experience.
 - C.5 CMLF® effectively identifies and summarizes learning points.
- D. Program Evaluation Methods: During and following the program, the CMLF® assesses the achievement of learning objectives. Evaluation methods deal with both the intended and incidental impacts of the program.**
- D.1 CMLF® uses appropriate evaluation methods to verify the extent learning outcomes have been achieved.
 - D.2 CMLF® determines the relevance, effectiveness, and impact of learning activities in the development of the evaluation process.
 - D.3 CMLF® uses a program evaluation process that is complete and fair to the extent learning outcomes were achieved.
 - D.4 CMLF® uses evaluation methods to make changes and modifications to future programs.
 - D.5 CMLF® displays self-awareness and understands its impact on learners and adapts accordingly.
- E. Professional Standards and Ethics: Through their behavior, the CMLF® adheres to a code of conduct that includes legal, ethical, and moral standards appropriate to local laws, customs, and practices.**
- E.1 CMLF® respects the privacy of individuals and does not share any private or confidential information without specific authorization. CMLF® informs learners of the limits of confidentiality. Examples include but are not limited to causing harm to self or others, and violating laws.
 - E.2 CMLF® ensures their work is as accurate as possible including crediting all sources of information presented.
 - E.3 CMLF® fosters a learning culture that protects against discrimination and promotes diversity (invitation to session), equality (giving everyone equal time to speak), inclusion (involving everyone), and equity (treating with fairness).
Examples: race, disability, age, gender, sexual preference, national origin, religion, and ethnicity.
 - E.4 CMLF® exhibits a concern for the learner's privacy and experiences by creating a respectful and trustworthy environment.
 - E.5 CMLF® is cautious about disclosing client information while using social media and considers how their public conduct may reflect on themselves and their profession.