

HOST

TOP Facilitation Methods

DEVELOP



ToP

Technology of Participation(ToP)®

FACILITATIVE LEADERS



Benefits

Highlight your organization's commitment to collaborative decision making, strengthen relationships with diverse organizations and individuals throughout your community, and build your reputation as a trusted community partner.



Earn Course Credits

In house hosts received a discounted registration fees based on trainer host agreement.



Continuing Education

Certified Health Education Specialists (CHES) and Masters Certified Education Specialists (MCHES) earn 13.5 Continuing Education Contact Hours (CECH) for ToP Facilitation Methods recognized by the National Commission on Health Education Certification (NCHEC).

American Institute of Certified Planners (AICP) members earn Certification Maintenance (CM) credits for ToP Facilitation Methods (14.5 CM).

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South Dakota, Iowa, Nebraska,



Missouri, Montana, Wyoming, Kansas



1-308-379-9119

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HOST

Responsibilities

> Course Publicity

Hosting a public course requires a minimum of 12 participants. To ensure a positive experience for all, we limit the number of participants to 20 per course. A flier and appropriate language will be provided to host sites to assist in publicizing the course locally.

ToP training is for anyone who has a role in leading, educating, or making decisions with groups and seeks better results, regardless of facilitation experience. These might include:

- Supervisors, project managers, and team leads
- Executive directors and board members
- Government employees and elected officials
- Active citizens and community
- Foundations and philanthropists
- Educators
- Healthcare and public health practitioners
- Product and experience designers

> Primary Training Space

The primary training room must feature:

- A/V for showing video (TV or projector + screen)
- Adequate space to comfortably seat 12-20 participants in a U-shape or pod arrangement, ideally
- Smaller, movable tables, ideally, though a number of table arrangements are feasible
- 3 additional tables (or similar spaces) for trainer materials, book display, and refreshments
- Unobstructed wall space (minimum 10 ft x 8 ft) preferable free from white boards and art work.

Note: ToP training utilizes a visual workspace that is a 10x8 ft piece of fabric, mounted to the wall using whatever is most appropriate to the wall surface, such as painters' tape for painted, wooden, or wallpapered walls, small pins for foamcore, photo mounting tabs for textured walls, and so on. ToP trainers have extensive experience mounting this without impact to the underlying wall, but rooms featuring vintage wallpapers or very delicate surfaces should be avoided.



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Breakout Training Space

Some courses require a small breakout space for the afternoon of the second training day. This breakout space could be a second training room, small conference room, break room, or even a quiet hallway. The breakout space must feature:

- Adequate space to comfortably seat 6-10 participants in any arrangement
- Unobstructed wall space (minimum 8 ft x 6 ft)



Access Requirements

Trainers must be able to setup the afternoon of the prior day and be able to access the training room between 7:30am and 6:00pm on training days for setup and teardown.



Refreshments

Host sites provide a light continental breakfast and afternoon snack for participants, as well as coffee/tea and water. A suggested refreshments list is available upon request.

The facility should be within a 10 minute drive of several dining options. In the event that there are no restaurants nearby, the host is responsible for providing lunch to participants.

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