

Program Overview

Meeting Facilitation has become a highly respected competency area and profession with skilled facilitators in great demand. At the same time, organizations are quickly recognizing the benefits of developing a cadre of internal facilitators who can be called on to help groups achieve superior results.

Whether you are ultimately seeking certification through the International Association of Facilitators (IAF) or are looking to add to your credentials and facilitation competency beyond one workshop, the Facilitation First Certificate Program provides an immersive, comprehensive learning and skills application experience.

Why Certify?

- Increase your professional credibility by demonstrating to employers and/or clients that you have achieved competency as a skilled virtual facilitator
- Work with Facilitation First's Master Facilitators with years of experience as they coach you through all aspects of facilitation mastery
- Learn and practice many of the competencies that you must demonstrate to achieve CPF (Certified Professional Facilitator) designation with the International Association of Facilitators

Who Should Get Certified?

- Leaders & Project Managers
- HR professionals
- Consultants (Internal and External)
- Process Improvement/Change Management practitioners or anyone who works with groups to achieve outcomes.



Professional Affiliations

Facilitation First is committed to promoting the highest level of meeting design and facilitation best practices. We are unparalleled in our field and work tirelessly to improve, perfect and update our training content to remain highly relevant to all industries.

In fact, our programs have been through rigorous review and the following organizations have assessed and approved our facilitation skills programs as being essential to obtaining and maintaining professional accreditation in their respective fields.



About Facilitation First

For over 25 years our mission has been to share our passion for the design and facilitation of highly collaborative meetings based on consensus driven, focused results. Facilitation First has grown to include many certified trainers and professional meeting facilitators across Canada.



Step One - Facilitating Meetings With Ease 4 X Half Day Virtually Delivered or 2 Day In-Person

By far our most popular and experiential workshop that builds facilitative leadership competency through an excellent balance of lectures on proven practical techniques and practice

Step Two - Facilitator Design Symposium 2 X Half Day Virtually Delivered or 1 Day In-Person

In this workshop participants will explore the critical elements of great meeting design and expand their “toolkits” by learning and working with highly engaging, proven process tools and techniques. Based on class needs, we will delve into problem solving, consultative feedback, ideation or decision-making processes that can be applied in your very next meeting. This workshop has been designed to utilize a curated collection of some of our favorite techniques!

Step Three - Facilitating Through Conflict 2 X Half Day Virtually Delivered or 1 Day In-Person

Conflict: This program directly addresses the sources of conflict -including you -and provides methods to prevent or facilitate through them. Explore your conflict behavioral style, learn how to mitigate client sabotage, and practice using tools and techniques to deploy when conflict erupts amongst group members.

Step Four - Facilitator Prep & Assessment (Online Coaching Session)

- Candidates are required to identify a meeting opportunity at their work (or outside of work, e.g., non-profit) and design and facilitate a virtual consensus building meeting which will be assessed by 3 attendees
- Candidates will schedule an individual coaching call with a Facilitation First Master Facilitator/Coach to review their proposed meeting design and develop strategies for anticipated challenges
- Candidates must achieve an average rating of 4/5 or higher to achieve Certification and can make up to 2 attempts in the 18 months following the last workshop



Program Fees	Fee (Virtual)	Fee (In-Person)
Facilitating Virtual Meetings With Ease	\$1295	\$1495
Facilitator Design Symposium	\$895	\$995
Facilitating Through Conflict	\$895	\$995
Facilitator Prep & Assessment workshop	\$500	\$500
Total	\$3,585	\$3,985
Discount Total if full program paid in advance	\$3,050	\$3,385

Discounts available when 5 or more participants are enrolled