

Questions and Responses of the Certification Standards Team Draft Proposal for the Assessors Meeting on Jan 27, 2011

Co-facilitators

- Can the co-facilitator be non-ToP trained?
- Can the co-facilitator be a person trained in ToP years ago but hasn't really developed her use of the methods?
- What form do we wish to have a co-facilitator complete for the candidate's portfolio about their work together?

We think this refers to item 10 on page 8 of the Certification Guide. We have not asked this question before so I am assuming that the intent of the requirement is to have the experience of co-facilitating or working as a team. We think the co-facilitator can be non-ToP trained **though our preference would be to have a ToP trained co-facilitator**. If the person is not ToP trained, they may not count as one of the Observer Surveys required under On-site Observation.

The co-facilitator needs to complete a checklist regarding the specific process they co-facilitated and prepare a paragraph of strengths and suggestions for improvement. The checklists are available in the mentor's packet.

Learning Styles. What is ICA referring to when saying Learning Styles ...

We think the competency 3.0 Evoke the Creativity of the Group best describes what we are looking for in the category of learning styles. Looking particularly at 3.1, 3.2 and 3.3, it describes the indicators we are looking for. In the MToP we introduce Social Styles, Multiple Intelligences and Gregorc Thinking Styles. It is not our intent to limit the experience of a candidate to those styles but offer them as examples for ways to assess differing needs of participants.

Action Planning requirement #8 indicates that a Focused Implementation from a Strategic Plan can be used in lieu of an "action plan." Jane indicated that she was surprised at this and wondered if it is when, like Canada does, Action Planning is used in lieu of our Action Planning Method. She had a hard time imagining that our Focused Implementation method would substitute for Victory, Current Reality, Commitment, etc.

We agree with Jane's insight (above) that this is referring to the different methodology being used in Canada and the US.

We think we need to re-write this sentence in the US.

8. An Action Plan including documentation of the group's results with a Facilitation Event Reflection Worksheet.

Our global commitment is that we will all use the same competencies not that we will all use the same method of training or assessing the competencies. This requirement #8 can be demonstrated by Competency 4.4.

Observer Surveys:

- 1) Survey using the 7-competency framework (refer to page 4 in MToP ToP Certification guide. Where can we find that? And/or, can you email that to us?

Marilyn Oyler will put the surveys that are sent electronically to each of the observers and the 5 clients in the file cabinet of the Groupsite. As you can see the observers and clients are asked about all 7 competencies even though they may have only witnessed your facilitation of two methods.

The mentors can also use a more specific observation form to provide specific feedback to you as a candidate. They could use the forms on pages 147 and 149 in your MToP Notebook.

As soon as you pay your application fee, Marilyn Oyler will make the electronic surveys available for your clients and observers.

On-site Observation:

Our new Certification Guide indicates that 2 observers are needed with each observing 1 session where 2 methods are used.

Our group last Saturday asked if one observer could come to 2 separate sessions, seeing 1 method in each. Rather than having and paying the observer to be there throughout the whole meeting could the observer come in, go, come back.

- Note: "Observers" fill out survey for all 7 competencies, for the CTF assessment. Specific feedback on the observed facilitation process happens directly at the time, with the facilitator.
- The observations need to be two completely different on-site situations, with different clients - and two different observers.
- Observations need to be working with 'real clients'...not MToP or Training Track experience..
- Re Observing via video:
 - Need to see the whole thing (not some teeny clip) - needs to have a person videoing the event, so you get more than just the person at the front of the room, but what's going on in the rest of the room as well, so it is AS IF the observer were in the room.

We recommend that we add a Personal Journey Chart to the Portfolio...What would be helpful for assessors to know?

1. **O-level data - a list of facilitation ...i.e. last 3 years**
Our expectation is that the candidate would have at least two years experience facilitating and 12 or more of those sessions were using ToP. The list would indicate Who? When? How long? And Which methods used? (Products from them are not required). On the specific listing of required use of ToP methods - doing it in a training session doesn't count. It must be before a real client with a real purpose.
2. **Plus...a choice - one from the following (this is not exclusive)**
 - * **WoW - last 3 years (chapter titles rep the journey)**
 - * **Graphic facilitation depiction**
 - * **An essay...their journey ...change over time**
 - * **A video clip...telling their journey**

Additional Questions from the 2010 Report of the Assessor's Meeting

1. How will we document "Evidence of clear understanding?"
We want the candidates to provide a written description for each of these requirements. The candidate should also be prepared to elaborate on their response during the assessment interview.
2. Do we want to have a mentor sign off on a portfolio before it is presented to the assessors?
Yes, we want the mentor to have a look at the portfolio to insure that the candidate is prepared for the assessment.
3. Do we wish to have written feedback to the candidate at the end of the interview?
Yes, we have prepared a simple review sheet to be distributed to each candidate at the completion of the interview.
4. Do we want to share survey results with assessors in advance of the interview gathering time/ when they get the portfolio?
Yes, Surveys will be sent to the assessors as soon as all 7 are available for the candidate.
5. How many reflection sheets must be included in the portfolio? One for each event?
Yes, there must be one written reflection for each event. We wish to strongly encourage the practice and this is an important part of the continuous learning for a facilitator.