**ToP Certification Program**

**Checklist**

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| **Topic** | **Evidence/Client** | **Status** |
| Complete substantial project with client contact, plans, feedback, documentation and reflection sheet, plus |  |  |
| Full strategic planning process that you have lead — two is preferable, particularly needed if you have partnered with someone else. Include documentation. | 1.  2. |  |
| Focused conversation plans for different situations and reflection sheets. | 1.  2.  3. |  |
| Consensus workshop plans for different situations with reflection sheets and documentation. | 1.  2.  3. |  |
| A design for a small group with reflection sheet. |  |  |
| A design for a large group with a reflection sheet\*. |  |  |
| A design that engages three learning styles with a reflection sheet. |  |  |
| An action plan with reflection sheet and documentation. |  |  |
| An historical scan/wall of wonder with the reflection sheet and documentation. |  |  |
| Co-facilitated event design with reflection sheet. |  |  |
| Evidence of work over time with a client — how the group changed or transformed (good place for image shift examples). |  |  |
| A story of the human change that happened in the group as a result of your facilitation. |  |  |
| A story of an ethical dilemma in your response as a facilitator |  |  |
| Client surveys from at least four different facilitation | 1.  2.  3.  4.  5. |  |
| Observations of you facilitating by different people (mentor trainers or CTF’s). | 1.  2. |  |
| Demonstration of awareness of all competencies and where they are reflected in your portfolio. |  |  |
| Personal journey chart — list of facilitation's over past 3 years. Include primary and co-facilitation events. |  |  |