



## Technology of Participation (ToP)<sup>®</sup> Facilitation Methods

**Master three proven facilitation methods that ensure group participation and creativity. Practice using them during “on-your-feet” session. These methods . . .**

- ◆ Bring attention to areas of agreement, strengthen cohesiveness
- ◆ Deepen commitment to decisions and plans
- ◆ Increase productivity, save time & money
- ◆ Help groups discover their *own* motivation

### Focused Conversation Method

Design questions to facilitate a meaningful exchange of ideas.  
Involve everyone in thinking through difficult or intriguing issues.

- Lead a group from facts to insights and onto solid decisions
- Invite new ideas & solutions
- Make good use of time

### Consensus Workshop Method

Experience a brainstorm process that honors everyone’s ideas.  
Combine all ideas into decisions everyone can and will support.

- Tap rational and intuitive thought processes
- Generate realistic solutions
- Reach reliable consensus

### Action Planning Process

Develop a practical plan that organizes all needed actions.  
Gain commitment to implement.

- Define the positive outcome
- Take stock of current reality
- Maximize group involvement and shared responsibility

### Who Will Benefit From This Course?

Leaders at all levels: CEOs, COOs, executive directors, department heads, team leaders, managers, supervisors, project coordinators, public health workers, community planners, educators, facilitators, trainers, consultants.

### Course Information

Kathleen Osta of Vital Clarity and Diana McCall are the trainers for this course. Visit <http://www.vitalclarity.com>

#### Course Dates & Times

**June 6-7, 2019** (Thurs.-Fri.)  
8:15 am–5:00 pm both days

#### Location: \*Asheville, NC\*

Mars Hill University-**Asheville**  
303-B Airport Road,  
Arden, NC 28704

#### Questions?

kathleen@vitalclarity.com  
828-254-0212

**Registration Fee** includes 2-day training, 86-page manual, & 1-hour coaching call

**Register here** or mail check to: Vital Clarity, 90 Aurora Drive #2, Asheville, NC 28805. Rates: Page 2.

**Early Bird Rate:** \$50 discount when you register & pay by Thurs., **May 16, 2019.**

Full-rate registration open until Thurs., **May 30, 2019**, unless course fills before this date. You may be put on a Wait List.

#### Attention: APA Planners

AICP approved for **14.5** credits

**Certified Health Education Specialists:** Contact Kathleen after registering if interested in CHES contact hours

#### Cancellation Policy

Details on page 2.

<b>ToP® Facilitation Methods Registration Rates</b>		
Corporate (For profit)		\$950
Public-Government		\$750
Non-Profit	• Large (Budget more than \$5 million)	\$950
	• Mid-sized (Budget between \$1-5 million)	\$650
	• Small or community based (Budget less than \$1 million)	\$400
Individual or No Organizational Affiliation	Independent Consultant	\$650
	Student Rate (Student ID required)	\$400

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### **Cancellation Policy**

Options below if you cannot attend the course dates you register for:

- Send a substitute or transfer to another course within 6 months of the original registration course dates to avoid a cancellation charge. A transfer fee may apply. Contact the trainer as soon as you can to use this option.
- If you cancel 10 days or more before the course start date, you will receive a fee refund, minus \$100.
- Cancellations received less than 10 days before the course start date are subject to full payment, no refund.