

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

## ToP VALUE

### Bring Groups Together

ToP facilitation methods help groups to think, talk and work together. Learn to facilitate a conversation that leads from ideas to understanding, resulting in action.

### Who Should Take ToP Training

ToP provides facilitators with structured methods to guide groups, recognize and honor individual contributions, sort through mounds of data and find consensus – while minimizing conflict.

ToP training is for anyone who leads groups, particularly those who want to bring disparate opinions to consensus quickly and respectfully.

### What are ToP Methods

ToP methods, developed by the Institute of Cultural Affairs (ICA), have been used effectively with thousands of groups for the past 50 years. They were advanced as part of a social change mission that is sustained in over 40 countries. Today, leaders receive training through an international network of trainers to increase participatory decision-making and effective action.

### Where to Use ToP Methods

ToP facilitation methods work equally well in stately boardrooms with executives and under a backyard tree with students.

“ToP methods are valuable...  
...because great meetings  
don't happen by themselves.”

Lynda Lieberman Baker  
Mentor ToP Trainer  
Certified ToP Facilitator  
Austin, Texas

“I would recommend this training  
to anyone who has to facilitate  
or organize public or internal  
staff meetings.”

Traci Steger, Village of Woodridge  
Police Department  
Session: Chicago, Illinois

“As a novice facilitator, I found  
this course to be the right mix  
of learning, practical  
techniques and practicing  
those techniques.”

Bill Hanawalt, Executive Director,  
Peace Community Center  
Session: Seattle, Washington





## TOP TRAINING COURSES

### ToP Facilitation Methods

Begin your transformational approach to facilitation. You'll see the ToP core values of inclusive participation and profound respect completely change the playing field. These powerful processes are composed of three major segments.

- The Focused Conversation Method
- The Consensus Workshop Method
- The Action Planning Process

### Gateway Courses

All of the courses below provide insight into the ToP methods and can be taken without a prerequisite.

- Accelerated Action Planning
- Facilitating Conciliation
- Facilitation Graphics
- Facilitation for Innovation
- Leadership Methods
- ToP Facilitation Methods
- Virtual Facilitation - Online
- Virtual Facilitation - Onsite

### Advanced Courses

There are many tools to help leaders be directive and decisive, but few tools to help people work together effectively and collaboratively. Here are those tools.

- Environmental Scanning
- Mastering ToP
- Power of Image Shift
- Strategic Planning
- ToP Secrets of Implementation

### Certified ToP Facilitator

Begin the journey to certification by applying online, taking additional courses and documenting your ToP facilitation experiences.

To register and for more information:

[www.top-training.net](http://www.top-training.net)



“ You will see energy flow from the inclusive nature of the process. ”

Nileen Verbeten  
Certified ToP Facilitator

“ Best strategic planning process I have seen in my 30-year career. ”

Colleen Roth, Director of Children and Family Services, Project Harmony, Child Advocacy Center  
Session: Omaha, Nebraska

“ ToP training provides skills and practice for all levels of facilitation experience. ”

Tracy Trittle, Consultant,  
Cedar Rapids, Iowa  
Session: Chicago, Illinois

“ If you are looking for an effective way for diverse groups to come to a shared understanding that allows everyone to move forward, the ToP Facilitation Methods course is for you! ”

Mary Kay Bailey, Project Director,  
The Saint Paul Foundation  
Session: Minneapolis, Minnesota

