



Syllabus: Spring 2025

Welcome! And congratulations on this personal and professional investment. We're excited you've committed to this Association Facilitator Certificate Course and look forward to supporting you on this learning journey.

Instructors

Should you have questions at any point in time, please contact one of our course instructors:



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Course Description

This 12-week course aims to enhance participants' facilitation skills by breaking down the art and science of facilitation into manageable domains. The rational aims include empowering participants with new tools for improved facilitation outcomes, supporting the application of these tools in their own meetings, and facilitating ongoing evaluation of their facilitation journey. The experiential aims focus on providing a supportive and collaborative environment for participants to experience and apply new facilitation tools. Pain points related to common meeting challenges are addressed, and the course offers a range of benefits, including self-assessment, pre-recorded modules, live virtual sessions, CAE credits, printable materials, a learning journal, a private space for questions and resources, and a certificate with a digital badge upon completion. The course is designed for various facilitator types, and cohorts of 15-20 participants with similar roles/experience levels will be formed for a productive and safer learning environment.

Asynchronous Dates

We'll launch a new asynchronous module for each of the eight domains. You will simply watch it on a day/time of your choosing during the identified week. Each recorded module, including all pre-work, review of handouts/supplementary materials, the viewing of all videos, opportunities to stop and reflect throughout the session, the weekly deep dive and guest speaker, a post-session knowledge check, evaluation, and post-session application exercises will be approximately 2-3 hours in total per domain (see Page 3).

Synchronous Dates

We've also planned and will host four synchronous sessions. Each is scheduled for two hours. If you cannot participate in a majority of those live, virtual sessions (a minimum of 7 of the 8 hours), it may be worth waiting for a future course offering. You will find the most value in connecting with and learning from your colleagues just as much as you will get from the course instructors.





Schedule

Following is the schedule for this course:

| Week | Spring 2025 | Session |
|---------|--------------------------------------|---|
| Week 1 | Monday, March 10 12-2 CT/1-3 ET | Getting Started & Course Orientation |
| Week 2 | Week of March 17 On Your Own | Domain 1: Develop Collaborative Stakeholder Relationships |
| Week 3 | Week of March 24 On Your Own | Domain 2: Create a Participatory Environment |
| Week 4 | Week of March 31 On Your Own | Domain 3: Create an Inclusive Environment that Honors Diversity |
| Week 5 | Thursday, April 10 12-2 CT/1-3 ET | Check-in + Discussion re: Pre-Facilitation |
| Week 6 | Week of April 14 On Your Own | Domain 4: Establish Context & Clear Aims |
| Week 7 | Week of April 21 On Your Own | Domain 5: Develop a Customized Design & Facilitation Plan |
| Week 8 | Monday, April 28 12-2 CT/1-3 ET | Check-in + Discussion re: Design Plans |
| Week 9 | Week of May 5 On Your Own | Domain 6: Create an Environment that Evokes Creativity |
| Week 10 | Week of May 12 On Your Own | Domain 7: Support Implementation through Quality Documentation |
| Week 11 | Week of May 19 On Your Own | Domain 8: Build & Maintain Professional Knowledge & Attitude |
| Week 12 | Thursday, May 29 12-2 CT/1-3 ET | Check-in + Discussion re: Post-Facilitation/Feedback |

Self-Assessment

You're welcome to take the course competencies self-assessment at any point in time, but all course participants are expected to complete it before the Week 1 session and again before the Week 12 session: <https://www.surveymonkey.com/r/FACILIT8me>.



Time Commitment

For your planning purposes, following is the anticipated time commitment per domain:

| Domain: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Self-Assessment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pre-work | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| Attention Grabber | 1 | 5 | 4 | 1 | 6 | 1 | 5 | 1 |
| Intro Domain | 3 | 7 | 6 | 2 | 6 | 2 | 9 | 2 |
| Self-Assessment Reflection | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Key Terms | 4 | 6 | 2 | 5 | 3 | 15 | 5 | 14 |
| Facilitator Skillsets | 10 | 7 | 7 | 7 | 11 | 5 | 11 | 4 |
| Deep Dive | 46 | 62 | 52 | 80 | 85 | 86 | 77 | 77 |
| Guest Speaker | 19 | 17 | 18 | 16 | 14 | 15 | 16 | 17 |
| Application | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| Wrap-Up | 2 | 4 | 4 | 1 | 4 | 1 | 3 | 2 |
| Knowledge Check | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Evaluation | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Subtotal by Module (Minutes) | 145 | 168 | 153 | 172 | 189 | 185 | 186 | 177 |
| Subtotal by Module (Hours) | 2.42 | 2.80 | 2.55 | 2.87 | 3.15 | 3.08 | 3.10 | 2.95 |

For your planning purposes, following is the anticipated time commitment per synchronous session:

| Synchronous: | 1 | 2 | 3 | 4 |
|-------------------------------------|-------------|-------------|-------------|-------------|
| Self-Assessment | 15 | 0 | 0 | 15 |
| Pre-work | 0 | 5 | 5 | 5 |
| Attention Grabber | 0 | 0 | 0 | 0 |
| Intro Domain | 0 | 0 | 0 | 0 |
| Self-Assessment Reflection | 0 | 0 | 0 | 0 |
| Key Terms | 0 | 0 | 0 | 0 |
| Facilitator Skillsets | 0 | 0 | 0 | 0 |
| Deep Dive | 120 | 120 | 120 | 120 |
| Guest Speaker | 0 | 0 | 0 | 0 |
| Application | 0 | 0 | 0 | 0 |
| Wrap-Up | 0 | 0 | 0 | 0 |
| Knowledge Check | 0 | 0 | 0 | 0 |
| Evaluation | 5 | 5 | 5 | 5 |
| Subtotal by Module (Minutes) | 140 | 130 | 130 | 145 |
| Subtotal by Module (Hours) | 2.33 | 2.17 | 2.17 | 2.42 |

