Syllabus: Spring 2027

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 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 2027	Session
Week 1	Tuesday, March 9 12-2 CT/1-3 ET	Getting Started & Course Orientation
Week 2	Week of March 15 On Your Own	Domain 1: Develop Collaborative Stakeholder Relationships
Week 3	Week of March 22 On Your Own	Domain 2: Create a Participatory Environment
Week 4	Week of March 29 On Your Own	Domain 3: Create an Inclusive Environment that Honors Diversity
Week 5	Tuesday, April 6 12-2 CT/1-3 ET	Check-in + Discussion re: Pre-Facilitation
Week 6	Week of April 12 On Your Own	Domain 4: Establish Context & Clear Aims
Week 7	Week of April 19 On Your Own	Domain 5: Develop a Customized Design & Facilitation Plan
Week 8	Monday, April 26 12-2 CT/1-3 ET	Check-in + Discussion re: Design Plans
Week 9	Week of May 3 On Your Own	Domain 6: Create an Environment that Evokes Creativity
Week 10	Week of May 10 On Your Own	Domain 7: Support Implementation through Quality Documentation
Week 11	Week of May 17 On Your Own	Domain 8: Build & Maintain Professional Knowledge & Attitude
Week 12	Tuesday, May 25 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/FACILIT8meV2.

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