Technology of Participation (ToP) Facilitation Methods (TFM)

This document is designed to provide an overview of our approach and the associated investment for Technology of Participation (ToP) Facilitation Methods (TFM) courses. It serves as a resource to help with planning and budgeting considerations. When you are ready to move forward or should you have questions, please contact Lindsay Thomas, Director of Client Engagement, at lindsay@eventgarde.com.

Scope of Work

Technology of Participation (ToP) Facilitation Methods (TFM) is the introductory course to three of the foundational facilitation methods. Participants will learn proven ways to activate group participation through the Focused Conversation Method, the Consensus Workshop Method and the Action Planning Process.

In this engaging, two-day, in-person course, you and your team will learn three simple, universally applicable approaches designed to help facilitators confidently move any group from conflict or confusion to consensus and commitment.

Focused Conversation
A universal framework to generate meaningful, productive dialogue around any topic.

- Conduct purposeful, productive meetings and discussions
- Stimulate candid feedback
- Surface new ideas and solutions

Consensus Workshop
Infuse a group with creative energy and bring diverse opinions and perspectives into an agreement everyone can own and support.

- Tap rational and intuitive thought processes
- Respectfully integrate diverse ideas into a larger whole
- Generate practical and creative solutions from multiple perspectives
- Minimize conflict and achieve consensus

Action Planning
Quickly plan and prepare a group project for launch, and develop shared commitment to timelines, tasks, and success measures.

- Analyze the current reality and set inspiring goals
- Maximize group ownership and creativity
- Craft a doable plan with clear ownership, timelines, and success measures

A step-by-step printed manual, immersive demonstrations, hands-on practice, peer coaching, and real-life application opportunities will ensure you leave with confidence to immediately put your new facilitation skills to use.

Course Details:

- Duration: Two-day, in-person course
- Time: 8:00 am – 5:00 pm instruction each day
- Location: Determined by the host organization, with meeting space provided as follows:
    - Day Before Course: Approximately 4 hours in the afternoon for facilitator setup
    - Course Day 1: 7:00 am – 6:00 pm (to include facilitator prep and debrief)
    - Course Day 2: 7:00 am – 6:00 pm (to include facilitator prep and tear down)

Takeaways:

- TFM manuals and certificates
- Pre-and post-course resources
- Access to FACILIT8me Community of Practice

Event Garde will:

- Provide TFM facilitator(s) for the session
    - 1 facilitator for courses with 12-13 participants
    - 2 facilitators for 14-20 participants
    - Please note that 12 participants are required for the course to run, and the course is capped at a maximum of 20 participants
- Create and provide all pre- and post-attendee materials (e.g., orientation email, manual, folder with handouts, scrap paper, pens, markers, Post-It notes, etc.)
- Set up and tear down session spaces
- Provide a computer to play a video that's part of the curriculum

Host organization will:

- Promote course and fill a minimum of 12 seats (20 max)
- Provide meeting space as follows:
    - Main room (for groups of 12-20 participants):
        - 5 pods of 4 attendees each
        - Head table with two chairs
        - Workspace in the back of the room with 3 tables and 2 chairs
        - Small supplies table somewhere in the room
        - Screen, projector, and sound (we will be playing a video)
    - Breakout room (for groups of 14-20 participants):
        - An additional room/space nearby
        - Conference-style with a table and 10 chairs
- Each meeting space needs somewhere in the room that can be the front – large enough for a 5-foot high and 12-foot long lightweight nylon workspace to be attached via painter's tape
    - View photos of requested room setup here
- Provide food and beverage for participants as follows:
    - Breakfast – Provide breakfast for participants each instruction day OR communicate to attendees that they are on their own for breakfast
    - Lunch/Snacks – Provide lunch and snacks for participants each instruction day OR communicate to attendees that they are on their own for lunch/snacks

- Compensate Event Garde according to investment and expense breakdown outlined below

Mutual Measures of Success

- One (1) ToP Facilitation Methods (TFM) course will be successfully delivered to a cohort of 12–20 participants, facilitated by one to two certified ToP trainers, depending on final enrollment numbers.
- Participants report a positive learning experience through course evaluations, specifically noting the relevance, clarity, and applicability of the course content and delivery.
- Participants leave the training equipped with practical tools, facilitation techniques, and real-world strategies—demonstrating increased knowledge, skills, and confidence in their ability to facilitate effectively.
- The host organization receives favorable feedback from its participants and recognizes clear value in offering the TFM course as part of its professional development portfolio.
- The host organization experiences responsive and collaborative support from the Event Garde team throughout the planning process—feeling well-prepared, informed, and set up for success.

Project Investment

The following is an overview of the typical investment for a Technology of Participation (ToP) Facilitation Methods (TFM) Course. Contact us for participant fee based on your organization's size and scope; discounts may be available.

Description	Investment
Participant Fee (including TFM manual)	Max amount per person is $1,250 (contact us for price based on organization size and scope)
Set Up/Tear Down and Course Materials	$1,500
Travel Expenses (for up to 2 facilitators) & Supplies	TBD based on usage

*All participants will be charged the full amount per person fee regardless if they participate in both full days of training. Only participants who attend the entirety of both days will be eligible to receive a certificate of completion.

Following is a representative list of expenses that would be separately tracked and invoiced throughout the engagement:

- **Travel Expenses**: Depending on the date, time, and location of this course, one or more of the following expenses may apply: roundtrip coach airfare, ground transportation at the IRS standard mileage rate, cab or Metro fare, rideshare charges, car rental, parking

charges, lodging accommodations, hotel/venue Internet access, meal expenses, and/or gratuities.
- **Supplies**: Event Garde shall identify a list of supplies needed to facilitate in-person meetings. The company will have the option to purchase these supplies (including but not limited to tent cards, flipcharts, and markers) and deliver them to the meeting, or may request that Event Garde purchase and deliver the items, then invoice the company for reimbursement

Expected Timeline with Milestones

- Final number of participants must be confirmed within 30 days prior to course start date to determine go/no go status and the need for 1 or 2 facilitators.
- Host organization will provide a roster of all participants, including first names, last names, roles, organizations, and email addresses 2 weeks prior to the course start date.
- Course participants will receive a pre-session email one week prior to course start date.
- Course participants will receive a post-session email, with links to resources, within 5 business days of course completion.

Next Steps

Thank you for considering us as your partner for Technology of Participation (ToP) Facilitation Methods (TFM) courses. We greatly value the opportunity to collaborate with you and are excited about the possibility of supporting your goals. If you have any questions or would like to discuss next steps, please don't hesitate to reach out. We are happy to provide additional details or arrange a follow-up conversation at your convenience.

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