

ToP Facilitator Competence Assessment

Identify your strengths and the areas where you need to expand and extend your capacities as a facilitator.

Manage Positive Client Relationships	Strengths	Learning Needs
Understand Client Needs Assess client needs and clarify mutual understanding		
Create Appropriate Designs Design customized facilitation plans toward quality results		
Communicate Client Needs Articulate client needs and plans in writing		
Effective Project Management Appropriate marketing, management and financial systems		

Create a Participatory Environment	Strengths	Learning Needs
Communicate Effectively Effective communication skills, rapport, active listening and feedback		
Create Positive Atmosphere Encourage respect for experience and perception of diverse participants		
Resolve Group Conflicts Mediate conflict and manage disruptive individual and group behaviour		
Implement Plans Effectively Create and use facilitation procedures to engage the group in their task		

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Evoked the Creativity of the Group	Strengths	Learning Needs
Understand Learning Needs Assess learning styles and needs.		
Apply Appropriate Approaches Use learning approaches that best fit the group.		
Elicit Group Creativity Engage all participants, awaken group energy and encourage creative thinking.		
Utilize Space and Time Effectively Plan effective use of time, space, visuals and equipment.		

Use ToP Methods Effectively	Strengths	Learning Needs
Conduct Great Conversations Create 4 levels of questions and orchestrate focused conversations.		
Do Productive Workshops Use the ToP workshop method appropriately and effectively.		
Facilitate ToP Strategic Planning Design and Use strategic planning methods appropriately		
Guide Action Planning Ensure that group has a clear commitment and doable actions		
Conduct ToP Historical Scan/ Wall of Wonder Guide a historical description of the group journey		

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Model Positive Professional Attitude	Strengths	Learning Needs
Evoke Depth and Substance to Illuminate Group Potential Reveal the possibility in every situation and elicit group insight.		
Care for Group Journey Enable group to go on journey of change, transformation and development.		
Practice Self-Assessment and Self-Awareness Modify personal behaviour and style to reflect the needs of the group		
Act with Integrity Make choices with authenticity and responsibility		
Model Neutrality Maintain an objective, non-defensive, non-judgmental stance		

Orchestrate Quality Events	Strengths	Learning Needs
Manage Overall Process Set clear context, use participatory processes and bring appropriate closure.		
Ensure Dynamic Process Keep the conversation moving, focused on the task and elicit wisdom.		
Adapt to Group Needs Adapt processes to fit the needs of the individuals and group.		
Work Effectively with a Team Demonstrate team values and co-facilitation.		

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Produce Effective Results	Strengths	Learning Needs
Apply Appropriate Methods Apply appropriate methods to ensure task completion and results.		
Clearly Document Results Keep ongoing records of group work and produce quality documentation		
Develop Authentic Consensus Enable the group to develop and articulate authentic consensus.		
Prepare for Solid Implementation Determine and enable the group to create implementation plans		