**2017-2018 Workshop Proposal Submission Form**

Please complete this form to propose a topic for consideration for the upcoming 2017-2018 MAFN Workshop Series.

If you have questions about this form or the process for proposal submission, please contact Bill Yoder of the MAFN Workshop Committee by e-mail at bill.yoder@gmail.com or by phone on 571-255-7075.

Proposals must be submitted by **June 7, 2017 for consideration**. Please complete the form below, save it with your name as part of the filename, email it with any relevant attachments to programs@MAFN.org Incomplete proposals will be rejected. The results of the workshop selection process will be communicated on or around **July 1, 2017**.

**Please note that the focus of the workshops is sharing knowledge, techniques, and tools. Proposals that require participants to purchase tools, books or other materials are discouraged**.

All in-person workshops will be held in Washington, D.C. at the GAO Headquarters building located at 441 G Street Northwest, Washington, DC 20548.

All proposals will be considered, but additional weight is given to intermediate or advanced-level workshops addressing the following topics:

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| * Building your facilitation business – marketing, project management, contracting, business models, etc.
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| * Creating and building energy into facilitated workshops
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| * Dealing with resistant and disruptive participants
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| * Facilitating large-scale organizational change
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| * Facilitating with remote attendees
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| * Facilitating in the context of an uncertain future
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| * Dealing with diversity issues (including cultural and other)
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| * Facilitating groups including those with disabilities
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| * Facilitating related to Change management
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| * Neuroscience and facilitation
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| * Facilitation and group trust
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| * Facilitating to resolve conflict
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| * Facilitating to leverage input from divergent perspectives
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| * Facilitation and Systems Thinking
* Understanding and leveraging new technologies for facilitation
* Experiential activities (examples: “Legos-Serious Play” or Improvisation,)
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| **Section I – Summary Information**Required Information: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Mailing Address: Street:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: (area/country code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |
| Workshop Title:  |
| Presenter(s) (Names and Organizations):  |
| Description of Workshop in 100 words or less (to be used to market the session is selected): |
| Level of workshop participant experience:[ ]  Basic / New to the field of facilitation [ ]  Refresher / Experienced facilitator[ ]  Advanced (for those who train or supervise facilitators)[ ]  Appropriate for all Levels |

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| Section II – Workshop DescriptionLearning ObjectivesWhat are the **learning objectives** of your workshop? What do you wish to teach/ impart/ share? What specific knowledge, skills, or abilities related to facilitation will participants gain? |

## Workshop Outline

Please attach your workshop outline (in MS Word or PDF format) to illustrate the flow of the workshop and the variety of ways in which participants will be engaged for each major element or section of the workshop. The workshops are meant to be interactive with group activities.

* Key Content
* Length of time allotted
* Process or delivery method to be used
* Level of interaction

\_\_\_% **Delivery** (offering instruction or providing examples)

\_\_\_% **Clarification** (such as question and answer)

\_\_\_% **Activity/Action** (such as small group work, role-play, participants teaching each other, etc.)

\_\_\_% **Individual work** (such as reflection, silence, journaling, writing, drawing or reading)

## Materials and Takeaways

What materials and takeaways will be provided to workshop participants for their facilitator ‘tool kit’?

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**MAFN/IAF Core Facilitator Competencies**

Which of the following MAFN/IAF Core Facilitator Competencies will your workshop address? (check all that apply) These competencies are explained at the following IAF website: <http://www.iaf-world.org/index/Certification/CompetenciesforCertification.aspx>.

[ ]  A. Create collaborative client relationships [ ]  D. Guide group to appropriate and useful outcomes

[ ]  B. Plan appropriate group processes [ ]  E. Build and maintain professional knowledge

[ ]  C. Create and sustain a participatory environment [ ]  F. Model positive professional attitude

## Logistics

What your **audio-visual** needs, if any, do you have for this workshop?

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What **other support**, if any, will you need to effectively deliver this workshop?

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**Section III – Workshop Leaders**

Please attach or include a brief biography for each workshop presenter and indicate the level of experience with the subject matter for each presenter.

**Presenter 1** –)

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**Presenter 2**

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What other background or professional facilitation experience do you have and with what groups have you worked (clients, specialties, industries, etc)?

Presenter 1

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**Presenter 2**

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**References:** Please provide two references (name, title, organization, phone number and email).

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**Travel Costs:** What are your estimated travel costs?

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Please email your workshop proposal and any attachments in electronic format to Bill Yoder at billyoder@CTLTX.com. You will receive a reply acknowledging receipt. The deadline for receipt of proposals is **June 7,2017**.

**INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.**