**2018-2019 Professional Development Workshop Proposal Submission Form**

Please complete this form to propose a topic for consideration for the upcoming 2018-2019 MAFN Workshop Series. The goal of the workshop series is to build capacity in developing facilitation knowledge, skills, and abilities, with an emphasis on interactive and experiential activities that impart “how to” techniques and tools. Please see [www.mafn.org/workshops](http://www.mafn.org/workshops) for a description of the 2017-2018 series workshops.

Professional Development workshops will be held in training facilities located at the U.S. Government Accountability Office (GAO), located at 441 G Street, NW, Washington, D.C. 20548. Workshops are typically scheduled on the third or fourth Friday morning each month between September 2018 – June, 2019.

Proposals must be submitted by **June 30, 2018** for consideration. Workshops proposals that require participants to purchase reference materials or tools are discouraged and incomplete proposals will not be considered. A representative of the MAFN Professional Development Committee will contact you on the disposition of your proposal and/or request a follow-up discussion.

All proposals are welcome and will be considered, but preference will be given to intermediate or advanced-level workshops addressing the following topics of interest to the MAFN membership.

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| * Building a facilitation business – marketing, project management, contracting, business models
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| * Comparison and strengths / weaknesses of various session participant assessment instruments (MBTI, DISC, EQ, Insights, etc)
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| * Pre-session participant data collection techniques, i.e. interviews, surveys, focus groups
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| * Graphic facilitation and recording techniques and tools
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| * Facilitating large-scale organizational change or transformation
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| * Facilitating with remote attendees
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| * Facilitating strategic and scenario planning
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| * Facilitating Agile development process
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| * Facilitating groups including those with disabilities
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| * Facilitating to build group trust and resilience
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| * Facilitating to address or resolve conflict
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| * Dealing with diversity and inclusion
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| * Leveraging facilitation technologies and platforms, i.e, eSystems
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| * Experiential activities, i.e. improvisation, liberating structures, Legos-Serious Play
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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 if 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 a 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 component or section of the workshop. Workshops should emphasize interactive 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 are your **audio-visual** requirements 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 programs@MAFN.org. The deadline for receipt of proposals is **June 30, 2018**.