## GATHERING<sup>6</sup>15 January 9-12 Aurora, Colorado Woolley's Classic Suiles





### This year we are Building Together for Action.

At this gathering, we come to build a solid foundation for developing our facilitation practices, explore how to teach and infuse ToP methods into our surrounding culture, deepen our skills and further our life long learning goals, and finally, enjoy the company of other ToP facilitators we know and reach out to new ones.

YOUR PROGRAM: The agenda for our time together is listed on the first pages. Descriptions of individual sessions can be found in order after the agenda pages. A map of the hotel conference area can be found on the inside back cover. Those rooms have been color-coded on the map, agenda and descriptions. A Meeting Room Locator key is on each agenda page.

### There's a little of something for everyone.



FRIDAY 8:30 am - 12:00 pm

Accelerated Action Planning - Pre-Gathering Session\*

1:00 - 3:00 pm

Agenda

**Gathering Opening** 

*3:00 - 3:30 pm Break* Atrium 3:30 - 5:00 pm

Exploring Current Trainer Data (Trainers only)

ToP Network Visioning & Action Teams (existing teams)

\*separate registration required

Marbella Palma Capri

ri Monaco

3:30 - 5:00 pm

FRIDAY

What is the ToP Gathering? Who is ICA? What is the ToP Network?

The New ToP Toolkit

5:30 - 7:00 pm Manager's Reception Atrium 6:00 - 7:00 pm Dinner Buffet Atrium

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<b>SATURDAY</b>	Marbella	Marbella Palma Capri		Monaco		
6:00 - 8:00 pm Break	um					
6:30 - 8:00 am						
Book Discussion						
Yoga						
8:00 - 8:30 am						
Morning Plenary						
8:30 - 10:00 am						

Buildng our Capacity to Serve Public Health Audiences

Stepping up to Elegant and Classy Documentation, Pt. 1

SATURDAY

Marbella Palma Capri Monaco

8:30 - 10:00 am

Peaceful Selling: Easy Sales Techniques to Grow Your

Small Business, Pt. 1

Building PEACE in Ukraine using ToP, Pt. 1

*10:00 - 10:30 am Break* Atrium 10:30 am - 12:00 pm

**ICA** Initiatives

Stepping up to Elegant and Classy Documentation, Pt. 2

**SATURDAY** 

Marbella Palma Capri

Monaco

10:30 am - 12:00 pm

Peaceful Selling: Easy Sales Techniques to Grow Your

Small Business, Pt. 2

**Building PEACE in Ukraine using ToP, Pt. 2** 

12:00 - 1:30 pm Lunch Atrium

1:30 - 3:00 pm

Networking/Ad Hoc Groups or Teams

Incorporating ToP into the International Association of Public Participation Decision Making Structure, Pt. 1

Marbella Palma Capri Monaco

1:30 - 3:00 pm

SATURDAY

Strengthening the ToP Mentor Trainer Base

Hennepin County Facilitation Network: Embedding Participatory Processes in Public Sector Work

*3:00 - 3:30 pm Break* Atrium 3:30 - 5:00 pm

Working Together in One Space from Many Places

Incorporating ToP into the International Association of Public Participation Decision Making Structure, Pt. 2



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SUNDAY		Marbella	Palma	Capri	Monaco					
	:00 - 8:00 am Break	<b>cfast</b> Atri	UM							
6	:30 - 8:00 am									
	Book Discussion									
	Yoga									
8	:00 - 8:30 am									
	Morning Plenary									
8	:30 - 10:00 am									

Improving the Path for ToP Apprentice Trainers



### 8:30 - 10:00 am

SUNDAY

The Sky's The Limit: Using ToP Methods with Youth Exchange Programs

ICA Chat: Course Processes From Open to Close

Contracting: The Concepts, Skills, and Art of Creating and Managing Productive Contracts

10:00 - 10:30 am Break Atrium

10:30 am - 12:00 pm

Celebrations: Certifications, ToP Champions, etc.

12:00 - 1:30 pm Lunch Atrium

Marbella Palma Capri Monaco

1:30 - 3:30 pm

SUNDAY

Creating a Winning Brand From the Inside Out

Networking/Ad Hoc Groups or Teams

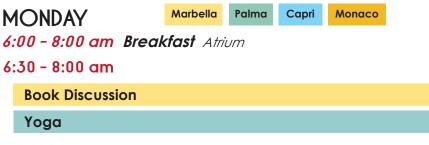
**ToP Network Board Orientation** 

Stories of Impact of ToP Image Shift

*3:30 - 3:45 pm Break* Atrium 3:45- 5:00 pm

Plenary Celebration & Hand-Off Ceremony

SUNDAYMarbellaPalmaCapriMonaco5:30 - 7:00 pmManager's ReceptionAtrium6:00 - 7:00 pmDinner BuffetAtrium



### 8:00 am - 12:00 pm

ToP Network Visioning and Action Teams Closing of Gathering





Facilitation for Innovation: Inspiring Group Creativity

\*separate registration required



8:30 am - 12:30 pm

Facilitation for Innovation: Inspiring Group Creativity

2:00 - 5:00 pm

Facilitation for Innovation: Train the Trainers

**WEDNE**\$DAY

Marbella Palma

Capri Monaco

8:30 am - 12:30 pm

Facilitation for Innovation: Train the Trainers

## SESSION DESCRIPTIONS

## FRIDAY 8</t

Marbella

### Nileen Verbeten and Heidi Kolbe

"It is difficult to take a cold and dispassionate look at our current predicament. Our instinct is to make the best of it and to rationalize any frustration we have..." Come along and take up Peter Block's challenge. The journey into our ToP training delivery data calls us to a new day of mindful rethinking of our systems and possibilities.

Join us as we delve into our trends and challenge our assumptions. A team of ToP leaders made this trip in early November, came away with new thinking and wanted to share the opportunity with others. Nileen Verbeten shares the journey and its findings in a digestible fashion.

# FRIDAY Image: Image

Building Themes and Plans for 2015. Whether you are a long term ToP Network member or just arrived, there is opportunity for you. We have standing committees, ad hoc committees with ongoing work, and lots of need and opportunity for large and small projects that expand learning, foster professional development and engage members. Bring your favorite subjects, curiosity, talents and creativity to inspire and create 2015 plans. Our goal by the end of the Gathering is for teams (large or small) to have defined their commitment and victory and key activities to help them move their work along.

# FRIDAY00</th

Capri

This informal orientation session will provide some background of the origins, purpose, and activities of the ToP network, its relationship to the ICA USA, and the function of the annual ToP Network gathering. The group will also look briefly at the sessions of the 2015 network gathering and explore together more details about sessions people are interested in attending. Whether you are new to the network or a member who wants more information on the network and the relationship with its partner, the ICA USA, this session is for you.

FRIDAY	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	0 0:9	
The New T	oP Toolk	it												
Monaco														

### Beth Glommen

Have you ever wished that you could go to one place to find handy templates and tools for the ToP methods? Your wish has become a reality! There is now an exciting new "toolkit" available to all ToP Network members. There are over 100 templates, articles, reference materials, and samples available in the new ToP Toolkit. The Toolkit has directories for the Focused Conversation, Consensus Workshop, Action Planning, and more! In this session we will share with you how to access the New ToP Toolkit that is on the ToP Network website. Come explore the treasures in this Toolkit and be part of a discussion on how to effectively use it.

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Book Discussion: The Attack of the Unexpected by Magnus Lindkvist

### Marbella

### John Epps

This little book is filled with delightful examples and non-technical illustrations of how we cope when our expectations get negated by events, as they nearly always do. Both negative and positive consequences follow. The concluding chapter is entitled "Adapting to and Enjoying Life in an Unpredictable World," a skill facilitators need these days! Lindkvist covers the personal, corporate, and societal implications when surprises happen. It's a great book for facilitators who meet the unexpected every time we work with groups. We will chart and discuss chapters of the book each morning at this time.

Books will be provided at the time of the discussions for a cost of \$1.00.

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Marbella

### Deb Burnight , Holly Hayes, Jane Schadle, Eunice Shankland, Angie Asa-Lovstad,

In its mission to "serve as 'systems support' for public health work," PHiT in 2014 sponsored a series of focus groups across the country to ask public health practitioners what they felt they needed in the way of facilitation tools and training in order to effectively do their work. And they told us. Come hear what they said and explore with us the emergent implications for ToP research, development and marketing.

### **SATURDAY**

### Stepping up to Elegant and Classy Documentation

Palma

### Ester Mae Cox, Angie Asa-Lovstad, Jennifer Moriarty, Nileen Vebeten, Brenda Schmitt, and Sunny Walker

Would you like to capture the spirit of your facilitated events in your event documentation? This learning lab will help you excite your clients with your documentation. Session will be led by a team of ToP facilitators sharing easy tips on making WORD and Power-Point work for you – computer shortcuts, incorporating graphics/ shapes/photos, and printing on sticky notes. Bring your laptop computer to practice features as they are taught. You'll see a demonstration and then practice with other ToP facilitators to help you learn.

# SATURDAY Image: Ima

### Capri

### Dan Duster

Need more business but not comfortable with sales? Peaceful Selling is designed to bring peace of mind to business owners by showing you how to partner with customers rather than sell to them. You will be able to get more sales with new customers and grow your business with existing ones. You will learn the Dual Advancement Sales Process<sup>™</sup>, a proven sales system that allows you to strategically advance your customer through the sales process. You'll also learn how to prepare for a sales call to make sure you accomplish your goals. Finally, you'll be able to overcome any objection and secure the business!

## SATURDAY Image: Second sec

Monaco

### Richard and Irina Fursman

On July 4th and 5th, 2014, a PEACE (Public Engagement and Civic Empowerment) Summit was held in Ukraine using ToP trained facilitators and methods combined with large-scale organizational development practices. ToP facilitators from around the world came to Ukraine to engage in a transformational experience that resulted in new solutions for peace, development of civic awareness and responsibility, and the formation of a blue print for principles of governance for the developing democracy. Explore with the founders of the movement, Richard and Iring Fursman, how the processes and skills you possess make a profound and lasting impact on the world.

SATUR ICA Initio	00:9	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	00:9
Marbella													

### Terry Bergdahl

ToP emerged from work in community development that the Institute of Cultural Affairs began over 50 years ago. Due to recent specialization and focus of particular programs, however, there's is a growing sense that an unrealized synergy often defines the relationship between ToP and other current programs. This session will highlight ICA-USA's activities today in the area of sustainability, international development, and the civic engagement of university students. The session will then explore ways that these programs and ToP might more effectively enrich each other through stronger story telling. Join us in unleashing the potential!

# SATURDAY Image: Red with a state of the state of t

Marbella

2015 holds opportunities yet to be discovered. The 2015 Gathering creates opportunity for people to network—form new relationships, explore industry trends, share practice issues, discuss need of ToP Network, explore opportunities for ToP trainers, create joint projects and more. This session offers unstructured time for people to informally cluster and work on topics of interest.

#### 

### Incorporating ToP into the International Association of Public Participation Decision Making Structure

### Palma

### Terri Sue Rossi

Come be part of a ground breaking effort to develop ToP methods to support the stakeholder decision making process developed by the International Association of Public Participation (IAP2). It's the perfect opportunity to learn a new practice that you can integrate into your own repertoire. Join ToP and IAP2 trained facilitator, Terri Sue Rossi, who specializes in stakeholder participation, in a highly interactive gathering session to prepare our first ToP/IAP2 integrated method. This product will be further developed during 2015 and presented at the 2016 ToP Network Annual Gathering.

## SATURDAY Image: Second sec

### Capri

### Jane Stallman and Susan Stewart

Over the next 10 years, 83% of current qualified trainers are expected to stop training. This statistic poses a key issue and challenge - there is a major need to develop and mentor a whole new generation of trainers. Mentor Trainers are invited to join us in a discussion of a proposed definition of and requirements for "Mentor Trainer." What is expected of a Mentor Trainer and what is their role in developing Apprentice Trainers? What is their responsibility to the ToP community as a whole? What number of courses is reasonable to expect Mentor Trainers to teach in a year? In what ways can we better encourage and support qualified trainers to become effective mentor trainers?

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### Monaco

### Sara Gronewold

Learn how ToP methods can be embedded in a public sector environment. Hennepin County, Minnesota is using ToP facilitation methods as a primary tool within an organization that has more than 8,000 employees. Come hear about the employee driven facilitation network and engage in an interactive discussion regarding potential application for building a facilitation network in your own organization or department.

# **SATURDAY** <sup>6</sup>/<sub>8</sub> <sup>6</sup>

Marbella

### Susan Stewart and Susan Saunders

Let's explore together how we can use a variety of strategies to support productive online meetings. We'll discuss the use of images, music, and online facilitation strategies to enhance the focus of the meeting, as well as to add flavor and provide evocative connections to the content. We invite you to bring your laptop or mobile device (and headsets) to the session so you can participate online as well as face-to-face.

# SATURDAY Image: Ima

### Capri

### Barbara McKay

Ever thought a mission statement process has to take weeks or even months of intense back and forth discussions? Not with Laura Spencer's (from book : Winning Through Participation) original mission - purpose statement process. Come learn how to do it by crafting one for ToP training. Then we will have a product we can use with pride on our website created by you to entice people from all sectors to enjoy the benefits of ToP training. Join Barbara MacKay, CTF, who has been using this process with her clients and colleagues for almost two decades with great results. This is a very enjoyable one hour interactive process. We will use the rest of the time learning how and why it works so well.

# SATURDAY Image: Second system Image: Seco

### Monaco

### Ester Mae Cox

Members of the Curriculum Team have worked hard during 2014 to update, refresh and renew the TFM Participant Manual. Join us to view, and offer feedback on planned changes. We'll also brainstorm improvements to the TFM Trainer's Manual to kickstart our 2015 Curriculum team work and engage in Q&A related to the TFM Manual Update Project. This session is intended for ToP trainers of the TFM Course (including Apprentice Trainers) – others with ideas are welcome.

### **SUNDAY**

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# SUNDAY Improving the Path for ToP Apprentice Trainers

Marbella

#### Jane Stallman and Susan Stewart

The process of becoming a ToP Trainer is often unclear, inconsistent and long. At the same time it is important that those who teach ToP courses are experienced in using the ToP methods and skilled in teaching them. This session will review proposals that clarify the Apprentice Journey as well as how we can better support those going through it. By the end of the session we plan to have drafts of documents that will outline an Apprentice Trainer - Mentor Trainer Guidelines, a new Apprentice Trainer Readiness Assessment, and a proposal to start a virtual Apprentice Trainer cohort. Join us in defining the Apprentice Trainer Journey and discerning ways to powerfully support it.

#### Palma

#### Irina Fursman and Karla Hill-Donisch

Working with youth is like taking a ride in the sky, it is always a far reaching adventure. Come hear how ToP Methods were used as the basis of a Youth Exchange Leadership Program to help develop the next generation of global leaders. Come explore strategies for finding, using and fostering partnering organizations to create local partnerships. Share with Irina Fursman and Karla Hill-Donisch in their incredible joys and experiences of sharing ToP tools with our future global leaders.

## SUNDAY Image: Signature Image: Si

#### Capri

#### ICA Staff TBD

This session is for Registrars, Website Administrators, and ToP Trainers to meet with ICA staff to discuss important issues and make decisions together. John Owens, the new ToP Support Officer, will be introduced. Please join us in welcoming him to our community. We'll open the floor for questions, problems, and suggestions on the top-training website. Terry Bergdall will facilitate a conversation on ICA's role with the ToP Training Program. Should ICA play a more direct role? Your input is valuable. We look forward to a productive meeting.

# SUNDAY Image: Image

Managing Productive Contracts

Monaco

#### Mary Flanagan

Using Peter Block's ground rules for contracting from his book FLAWLESS CONSULTING as a framework, Mary Flanagan, CTF Assessor & ToP Mentor Trainer, with Strategy & Leadership, LLC invites you to explore keys to effective contracting with clients, both internal and external. This will be a highly participatory session following a brief presentation and discussion of Block's ground rules for contracting. Come ready to share your experience and learn from others.

## SUNDAY Image: Signal a Winning Brand From the Inside Out

#### Marbella

#### Seana Doherty

Are you struggling with how to talk about what you do? Do you need help creating or refreshing the look of your consulting work? Are you feeling overwhelmed with where to start? If these questions align with how you feel, this session is for you. We will look at ways to create a winning brand and set of messages for your work---starting with you and your values. You will walk out of the session with new ways to think about your work and most importantly, fresh ways to communicate to others about the exciting impacts you are making in the community.

# SUNDAY 0</t

#### Palma

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### **ToP Network Board Orientation**

### Capri

#### Mary Flanagan

This will be an opportunity for all ToP Network Board members to understand their roles, responsibilities and agree upon basic practices for leading and managing the ToP Network, a 501c6 organization. During this time, Board members will begin to establish how they will work together to make the most of their leadership for the ToP Network and to energize the team to do whatever it will take to shepherd the ToP Network forward!

# SUNDAY Image <t

#### Monaco

#### Beth Glommen and Anne Neal

We have all seen our clients transform when we use ToP methods. This session is about sharing our stories of impact with each other. The ToP Training Team for the Power of Image Shift course will share stories of instances where the Power of Image Shift tools have allowed individuals, teams, organizations, and a community to transform. If we as facilitators are aware of the roots of image shift that is within the ToP methodologies we can harness these great tools for transformation. Come and gain a sense of the Power of Image Shift and its many applications. Come and share your ToP stories of impact with others.

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#### Marbella

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## ACKNOWLEDGEMENTS

Our Gathering has been made possible by the creative minds, countless hours, and tireless efforts of the all volunteer Planning Team. Please extend your appreciation to:

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Stephanie Ahles (Chair)
Angie Asa-Lovstad
Ann Epps
Karla Hill-Donisch
Terri Sue C. Rossi
Nileen Verbeten
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The presenters/facilitators have prepared sessions to meet your interests. Please let them know what value they have brought to your experience.

The program was designed and produced by Susan Stewart with the guidance and support of the Planning Team.

### GATHERING '16

Claiming our legacy and catching our collective dreams to catapult to the future.

It's never too soon to plan for the **25th Anniversary Gathering** of the **ToP Network!** 

January 8-11, 2016 Franciscan Renewal Center Paradise Valley, AZ 25 years of accomplishments and turning points.

Certified ToP Facilitators..show us your dreams!

Integrating ToP in Practice.

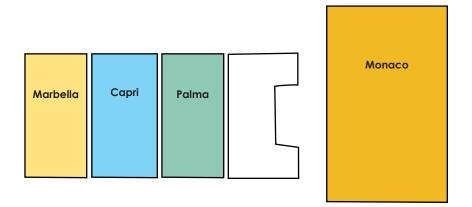
Showcasing ToP in Arizona!

Come early...stay late.

## NOTES

## NOTES

### MEETING ROOMS



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