



BECOMING A DYNAMIC FACILITATION INSTRUCTOR

I. The Role & Relationships of Dynamic Facilitation Instructors

Dynamic Facilitation Associates (DFA) is pleased to work with a number of qualified instructors who are helping others learn Dynamic Facilitation (DF) throughout the world. These instructors are educated and licensed by DFA to provide DF instruction on their own, for clients, or at the request of DFA. Through individual written agreements with DFA, DF instructors have access to current DF instruction materials, the ability to brand their seminars with the DFA logo and the DF trademark, and advertise their seminars on the DFA website. DF Instructors maintain their licenses by meeting certain agreed-upon expectations. Including participation in a community of practice where we share our experiences through listservs, conference calls, webinars, etc.

II. Qualifications of a Dynamic Facilitation Instructor

Here are the essential qualifications for being a DF Instructor. *To begin with, we recommend that you complete the DF Mastery Training program (or equivalent.)* The purpose of the Mastery Training program is to support you in:

- 1) Having a broad base of DF experience in a variety of professional contexts;
- 2) Developing a thorough understanding of the principles of DF;
- 3) Holding and respecting individual and group emergence through deep and reflective listening;
- 4) Having personal experiences of significant breakthroughs as a participant in DF sessions, and therefore knowing this work “from the inside out”;
- 5) Meeting quality standards in your practice of DF as determined by DFA;

Building on this foundation, there are five additional qualifications for becoming an instructor:

- 6) Being able to communicate both practice and theory of DF effectively;
- 7) Having strong teaching presence and skills, including:
 - Creating effective “learning containers”;
 - Engaging participants;
 - Handling conflict, confrontation and difficult participants;
 - Following the energy and flow of the group;
 - Maintaining effective boundaries, including role and time boundaries;
- 8) Being knowledgeable and committed to core content, while flexible and adaptable in terms of style and delivery;

- 9) Being committed to embodying DF principles in personal life, professional life, and interactions with others;
- 10) Holding structure responsibly (“keeper of the box”) to meet participants’ learning needs and fulfill contractual obligations as instructor.

III. Becoming a Dynamic Facilitation Instructor

To become eligible as a licensed DF Instructor, the first step is to complete the DF Mastery Training program (or equivalent.) Next, you apply and are accepted into the DFA Instructor Education Program.

The time period for becoming an Instructor is variable and personal for each Apprentice. Throughout the program, DFA will be building a relationship with you so that we can mutually determine at what point you are ready to become licensed as a DF Instructor. For practitioners who have already completed DF Mastery Training (or who have the equivalent experience), we expect that this next step can be accomplished within two years.

Once you are accepted into the program, we want to support you in having this process become a part of you. We want you to feel comfortable educating others, presenting, and answering questions with authenticity and with your own creative stamp, while also resonating with the essence of this work. Though we do have guidelines, we will also be working with you to individualize your learning as best as we can. We want you to become your own "master" of this process, while also remaining true to the essence of Dynamic Facilitation.

A. Educational Structure for Becoming a DF Instructor

As an Apprentice, you will be assigned a lead coach upon review of your application. You will also have a core team that includes you, your coach and a core associate of DFA. Your coach will assist you in developing a plan for you to meet the Foundations and Advanced Learnings as outlined below. Your coach will also help you identify and fulfill any individualized needs you might have to become fully qualified as a DF Instructor.

B. Foundations: Deepening your Learning of Dynamic Facilitation

To assure that you have a strong foundation in Dynamic Facilitation, we ask that you start by completing the DF Mastery Training program, if you have not already done so. For this, you'll need to:

- 1) Have attended a total of least four DF seminars, (This can include basic seminars, advanced seminars, and workshops taught by other certified DF instructors).*

* Items B-1 and B-4 are *not* included in the education program fee for becoming a licensed instructor, but are prerequisites that have been paid for separately as part of completing the Mastery Training program.

- 2) Begin using DF with your own clients;
- 3) Participate in the DF listserv;
- 4) Receive coaching on your DF work from a DFA coach;
- 5) If possible, apprentice as a volunteer assistant to an experienced DF practitioner for two client engagements;
- 6) Create case studies of four of your DF experiences, in a form that can be shared with the DF community of practice and with DFA.

Completing the DF Mastery Training program is generally a two-year process. More information about this is available in a separate document.

C. Advanced: The Practice of Teaching Dynamic Facilitation

To assure that you have a deep understanding of the theory that embraces DF and a high level of confidence as a DF Instructor, we ask that you:

- 1) Apprentice as a volunteer teaching assistant for at least two DF seminars.
- 2) Engage in one-on-one coaching on your teaching experiences from senior DF Instructors, for at least six sessions;
- 3) Submit a video of your leading a workshop or certain sections of a workshop if it is not feasible for you to be observed in person by a DF Instructor.

The advanced work of developing skill in teaching Dynamic Facilitation, and becoming licensed to do so, is generally a two-year process for those who have previously completed DF Mastery Training (or who have gained equivalent experience.)

IV. Fee Structure for Becoming a DF Instructor

A. Education Program Fee

The applicant pays a one-time fee: \$8,000 for corporate, \$6,500 for government, and \$5,000 for an individual or small business (15 or less employees). The fee is for the full program no matter how long it might take for someone to be "qualified." A nonrefundable deposit of \$500 is due with the application and goes towards the program fee. The training does not officially begin until the program fee has been paid in full. If a candidate resigns from the program within 30 days from having paid in full, 75% of the fee will be refunded less coaching hours and webinars to date. After 30 days there is no refund.

B. Coaching Fee during Education Program

The program fee includes the first 6 sessions of coaching. However, if the candidate needs more than 6 sessions, they will be able to obtain additional sessions at the reduced fee of

\$95/session (regular fee is \$150/session) for up to four additional sessions.

V. Licensed DF Instructors: Letter of Understanding and Ongoing Requirements

A. Letter of Understanding

When you are fully qualified as a DF Instructor, you and DFA will create a Letter of Understanding (LOU). The LOU will include that DFA will:

- 1) Provide you with updated files of the DF Manual and DF Workbook.
- 2) Provide marketing materials and advertising through the DFA website.
- 3) List you on the DF website as a licensed DF Instructor with bio and photo.
- 4) Provide opportunities for further learning including webinars, conference calls and DF International Gatherings.

The LOU includes that the licensed DF Instructor will:

- 5) Provide a fee to DFA of 10% of gross proceeds for any DF and/or WC workshops or seminars that the instructor offers.
- 6) Abide by the Ongoing Requirements for Licensed DF Instructors as outlined below.

It is expected that both DFA and the licensed DF Instructor will honor the LOU and be open to future changes as mutually agreed upon.

B. Ongoing Guidelines for Licensed DF Instructors

Once you have completed the program and been licensed as a DF Instructor, we expect that you will abide by the following guidelines:

- 1) Honor all written agreements with DFA, including the LOU;
- 2) Review seminar participant evaluations with your DF Core Team after your first 3 DF seminars or workshops;
- 3) Participate in at least 4 hours per year of continuing DF education: e.g. webinar, coaching, advanced instruction in DF. This can also include contributing to the DF community of practice, by participating in listserv conversations, writing up stories or case studies about your practice to share with others, and/or sharing new teaching approaches and insights with other DF instructors.
- 4) Be open to and participate in giving and receiving feedback with fellow DF instructors and DFA, as a form of professional supervision and peer review;
- 5) Introduce your students to the larger DF community of practice;
- 6) Maintain ongoing relationships with your students, colleagues, and teachers.