



Cohort 2020-2021

Cal-IPGCA FACILITATION ASSISTANT

We know that facilitation is more than a practice—it's a solution. Facilitation soft skills are essential to the success of individuals, teams, customer relationships, and the delivery of constituent services—these skills truly represent an enterprise-wide need! Cal-IPGCA facilitation instruction sets itself apart from other training, as training is conducted in tandem with the Cal-IPGCA Program. We live in a real-time world where change is a constant. We train facilitators (and the trainees they oversee) to thrive in this environment at the forefront of change and innovation in government.

\$3350

Note:

A prerequisite for acceptance as a candidate is the completion of a prior Cal-IPGCA Cohort.

ELITE

- Accepts and trains only 8-candidates annually

DISTINCTIVE

- Facilitation Assistants work hand-in-hand and are mentored by our trained Cal-IPGCA facilitators.

APPLIED – REAL-TIME

- Skills learned in the 16 hour intensive pre-training environment are then honed across a 6-month classroom and work-based leadership and innovation program – The California Innovation Playbook for Government Change Agents (Cal-IPGCA).

SPONSORED

- Cal-IPGCA is under the Executive Sponsorship of the Government Operations Agency, the Department of General Services, Franchise Tax Board, State Compensation Insurance Fund, the Asian Pacific State Employees Association, and the Cal-IPGCA Association.

HYBRID

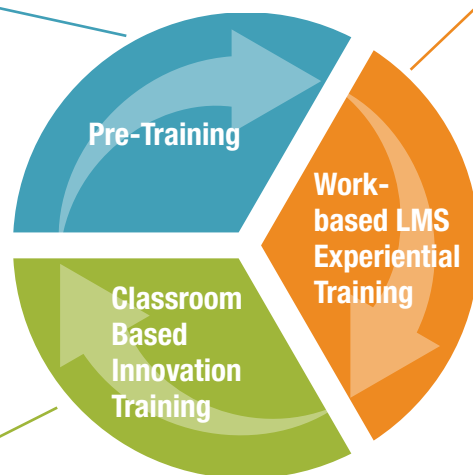
- Unlike other facilitation training, Cal-IPGCA Facilitation Training is a hybrid in that 80% of this 98 PDH training program is carried out in applied manner in tandem with the Cal-IPGCA 6-Month Training Series. (We prioritize on-the-job training!)

Note: The pre-approved training dates for Cohort 2021 are under the the same restrictive guidelines that limit in-person contact to essential business only. Cohort 2021 has converted to a virtual format with our new date cycles yet to be confirmed.

Cal-IPGCA Facilitation Pre-Trainings

Adaptive (Hybrid) Facilitation Training

- 9 Components
- 16 Hours: (8 Hrs Facilitation-8 Hrs Curriculum)
- **Pre-Training Outline: Pre-“Being and Doing”**
 - Team Interdependency-Unleashing Knowledge
 - Managing You to Guide Others
 - Time Management
 - Integration: Hearing all Voices
 - Dignity & Respect vs. Dysfunctional Behavior
 - Visual Capture – Key Agreements
 - Learning Integration
 - Innovation Learning Circles
 - Day 2: Facilitating Cal-IPGCA Curriculum



Gov-Ops/CalHR Leadership Values Training: 2 Modules Per Value

- 9 Values
- 22 Standard Modules
- Conducted one day per week over 6 Months
- 14 Hours – Across 6 Months
- Leadership Values
 - Communicate Effectively
 - Inspire and Engage
 - Develop Others
 - Foster a Team Environment
 - Exhibit Personal Credibility
 - Build Collaborative Relationships
 - Improve Our Organization
 - Achieve Results
 - Model Good Governance

Continuous Cycle Innovation: The engine of Cal-IPGCA is fueled by the dynamic interaction that exists between 9 distinct program areas that function interdependently in real time

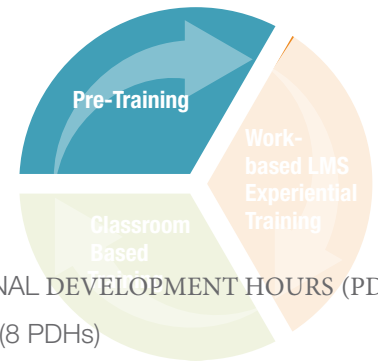
– 82 Hours – Across 6 Months – Innovation Cycle + 16 Hours of Pre-Training: **Total Hrs: 102**

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|----------------------|---------------------|------------------------------|-------------------------|
| • Executive Sponsors | • Board of Advisors | • Innovation Priorities | • Moonshot Teams |
| • Program Management | • Challenge Forums | • Moonshot Project Champions | • Experiential Learning |
| | | | • Cal-IPGCA Association |

16 Hours: Overarching Facilitation Training

FACILITATION AS A WAY OF “BEING AND DOING”

VIRTUAL PRE-TRAINING: 16 HOURS (2 DAYS)



DAY ONE December 8, 2021 8 am – 5 pm: FACILITATION TRAINING - 8 PROFESSIONAL DEVELOPMENT HOURS (PDHs)

DAY TWO December 9, 2021 8 am – 5 pm: CAL-IPGCA FACILITATION TRAINING (8 PDHs)

- Facilitator Trainees “pre-train” as team members alongside Cal-IPGCA’s Facilitation Team Leads; consisting of government facilitators and retired government executives.
- Each of the six trainees is assigned to a specific Cal-IPGCA Lead Facilitator.
- Teamed classroom environments consist of up to 12 full-time trainees that are developing moonshot innovation projects predicated on one of six innovation priorities that represent an enterprise-wide challenge in government.

CAL-IPGCA FACILITATORS TRAINING (OVERARCHING): A way of “Being” and “Doing”

The December 9, 2021, training date will integrate a deep dive into facilitating Cal-IPGCA’s Rapid Innovation Process as your primary facilitation tool.

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- Creating a sense of team inter-dependency by unleashing the knowledge in the room
 - Revealing skills and experience
 - Addressing key concerns
 - Fortifying teamed relationships
 - Team agreements
 - Managing You to Guide Others
 - “Self-Awareness”
 - Assessing others in real-time
 - Process vs. Content
 - Neutral Conductor: conduit, flow, clarity
 - Language Matters: positive focus, consistency, reframing
 - Time Management
 - Establish Team Roles: time keeping, note taking, owner of meeting
 - Agendas-brainstorming
 - Permissions
 - Ruthless Balance: most needed now vs time scarcity
 - Hearing all the voices- protecting-promoting participation of all
 - Talking Stick “Sharing the floor in teamed discussions”
 - Small Groups
 - Inviting one at a time
 - Maintain Dignity & Respect vs. Dysfunctional Behavior
 - Agreements
 - Community of Responsibility
 - Types of Dysfunctional Behavior
 - Coaching Up Or Coaching Out
 - Visual Capture- “faithful translation” and capture of key agreements and information
 - Parking Lots
 - Charting
 - Synthesis, Summary, Agreements, Assessment- Wrapping it Up Neatly
 - Learning Integration- Bridging Cal-IPGCA Experiential Learning with Teamed Moonshot Development
 - Barriers: Facing & Overcoming
 - Breakthroughs – What worked?
 - Living the Values – Actions – Applications?
 - Innovation Learning Circles
 - Discovery
 - Insight
 - Action
 - Comprehensive Cal-IPGCA Curriculum Facilitation Training