

## Certificate in Facilitation

### Overview

The Certificate in Facilitation is a cohort-based program completed in just under three months, designed for professionals who convene groups to work, decide, and create together. Blending immersive in-person sessions with virtual labs, participants build practical skills to design purposeful gatherings, guide dialogue across differences, and move teams from ideas to action—leaving with tools, confidence, and a strong professional network.

### At a Glance

- Format: Hybrid 6 in-person days + 4 live online labs
- Duration: ~8 instructional days over 2 months (~64 contact hours)
- Schedule: In-Person Classes 9:00 AM–5:00 PM; Virtual Labs 12:00–4:00 PM
- Location: [UVA Northern Virginia Fairfax Campus](#)
- Cohort: Cross-sector professionals; Expert faculty facilitators in every session
- Credential: Certificate in Facilitation from UVA | Northern Virginia (non-credit)

### Why Facilitation Now?

In a time of rapid change—hybrid teams, polarized discourse, and AI transformations—meetings can either drain energy or create momentum. Skilled facilitators turn groups into teams, information into insights, and discussions into decisions. With clear purpose, thoughtful process, and calm presence, they surface every voice, build trust quickly, and convert collective intelligence into productive action.

Excellent facilitation isn't a “nice to have;” it's a core leadership capacity that enables people to do their best work together. And when done well, facilitation is generative and fun—the room hums, ideas build on each other, and people leave with energy, belonging, and clear next steps.

### Who Should Apply?

**Truly, anyone who works with people! More specifically:**

- Managers, directors, team leads, community builders, coaches, and consultants who convene people to do work together.
- Professionals who design or facilitate meetings, retreats, workshops, or cross-functional projects.
- Leaders who are seeking useful tools for strategy, decision-making, and navigating conflict across differences.

- Those who want hands-on practice, coaching, and feedback in a supportive cohort.
- Professionals interested in a transformational and stimulating growth experience.

### Learning Objectives

By the end of the program, participants will be able to:

- Designing and leading engaging and results-driven gatherings
- Cultivating a confident, grounded presence
- Negotiating productive conversations with groups that hold multiple perspectives
- Adapting to group needs in real time
- Applying creative meeting design tools and structures
- Using facilitation as an adaptive leadership skill
- Surfacing group dynamics and navigating complexity and change
- Evaluation techniques to ensure impact and follow-through

### Learning Experience

- Practicum: Apply tools between sessions to a real meeting or convening
- Coaching: Individualized feedback from faculty and peers
- Two-facilitator model: High engagement, multiple perspectives, rich feedback
- Professional Community: Cohort network for ongoing practice and support

### Sample Timeline

- Week 1: In-Person Launch (3 days)
  - *March 9-11, 9AM- 5PM*
- Weeks 3, 4, 6, 7: Live Online Labs (4 hours each)
  - *March 23, 12-4PM (virtual)*
  - *April 13, 12-4PM (virtual)*
  - *April 27, 12-4PM (virtual)*
  - *May 11, 12-4PM (virtual)*
- Week 8: In-Person Capstone (3 days)
  - *May 18-20, 9AM- 5PM*

### Outcomes & Credential

Participants who complete all sessions and capstone requirements earn the Certificate in Facilitation from the University of Virginia Northern Virginia (non-credit). Graduates leave with a toolkit of agendas, templates, and facilitation modalities they can use immediately with their teams and stakeholders, and with a cohort of colleagues to offer support and business partnering opportunities.

## Session Overview\*

*\*Please note this information is subject to change.*

### Module 1: Foundations of Facilitation (3 full days in person)

Launch your facilitation journey by grounding in core principles while surfacing your own growth edges. Build a strong cohort identity, deepen self-awareness, and cultivate the presence and communication skills required to “read the room,” hold space with intention, and spark meaningful outcomes.

- **Step into Facilitation:** Explore the foundations of facilitation while identifying your own growth edges and beginning to form a learning community with your cohort.
- **Embrace Your Facilitator Identity:** Discover your unique presence as a facilitator and how it can spark powerful outcomes when grounded in clarity and self-awareness.
- **Read the Room with Confidence:** Strengthen your ability to sense group energy, apply awareness with intention, and create spaces that feel safe, engaging, and productive.
- **Communicate with Impact:** Elevate your skills in presenting, listening deeply, and offering feedback that is both encouraging and developmental.

### Module 2: Facilitation and Design Thinking (4 half-day virtual labs)

Move from intuition to intention by learning how to architect powerful facilitated experiences. Apply design thinking to anticipate group needs, shape learning objectives, and create sessions that are both structured and adaptive.

- **Design with Intention:** Create objectives and a wireframe a facilitated experience that aligns purpose with process.
- **Gather What Matters:** Collect insights and intelligence to understand and meet the group’s needs.
- **Apply Design Thinking:** Practice immersing, framing, imagining, and prototyping as tools for facilitation design.
- **Craft Learning Outcomes:** Shape objectives that stretch skills, deepen knowledge, and expand capacity.

### Module 3: Facilitating Change and Complexity (3 full days in person)

Dive into the human side of facilitation—understanding group development, surfacing dynamics, and navigating complexity. Build courage and capacity to work in the emotional domain, address sensitive issues with skill, and lead diverse groups toward clarity and action.

- **Understand Group Development:** Learn theories of how groups form, evolve, and function.

- **Handle Challenges with Confidence:** Develop insights and skills to manage difficult participants and situations.
- **Facilitate in the Emotional Domain:** Build courage to hold space for emotions as part of the work.
- **Surface What's Unspoken:** Respectfully name and address sensitive or complex interpersonal dynamics.
- **Respect Varied Perspectives:** Acknowledge and adapt to different backgrounds and ways of working within teams.
- **Recognize Underlying Views:** Stay aware of unspoken preferences or patterns—in yourself and among others.
- **Capstone Integration:** Bring together all learning to confidently articulate your facilitator identity and strengths.