

## DOI In-house Facilitation Roster: Levels of Certification

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Cert. Levels	Type of process	Certification Requirements	Requirements to move to next level
Level 1	<ol style="list-style-type: none"> <li>1. Serves as an in-house resource for process expertise by facilitating staff or other meetings for supervisor as appropriate.</li> <li>2. Facilitates smaller meetings of approximately between 5-10 people.</li> <li>3. Co-facilitates with lead level 2 or level 3 facilitator to support team meetings, retreats, facilitated dialogues etc. for meetings over 10 people.</li> <li>4. Facilitates small group break-out session for large workgroup/meeting that could include external stakeholders/partners</li> </ol>	<p>32 hours basic facilitation training.</p> <p>Three co-facilitations with positive evaluations from level 2 or level 3 facilitator.</p> <p>20 hours/year of facilitation as a minimum</p>	<p>8 hours of advanced training</p> <p>40 hours/year</p>
Level 2	<ol style="list-style-type: none"> <li>1. Serves as an in-house resource for process expertise by facilitating staff or other meetings for supervisor as appropriate.</li> <li>2. Facilitates team meetings, retreats, dialogues etc. for meetings of approximately between 10-20 people.</li> <li>3. Facilitates small group break-out sessions for large workgroup/meeting that could include external stakeholders/partners.</li> </ol>	<p>32 hours basic facilitation training.</p> <p>8 hours of advanced training annually.</p> <p>Three co-facilitations with positive evaluations from level 2 or level 3 facilitator.</p> <p>40 hours/year of facilitation as a minimum.</p>	<p>16 hours of advanced training</p> <p>80 hours/year</p>
Level 3	<ol style="list-style-type: none"> <li>1. Serves as an in-house resource for process expertise by facilitating staff or other meetings for supervisor as appropriate.</li> <li>2. Facilitates team meetings, retreats, dialogues etc. for workshops/meetings of any size.</li> <li>3. Facilitates senior management, problem-solving that could result in organizational wide changes, or cross-bureau policy/regulatory issues, complex situations where there may be significant conflict or diverse opinions requiring a toolbox of various techniques and adjusting agendas during the sessions.</li> <li>4. Facilitates small group break-out sessions for larger workgroup/meeting that</li> </ol>	<p>32 hours basic facilitation training</p> <p>16 hours of advanced training annually</p> <p>80 hours/year of facilitation as a minimum</p>	

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	could include external stakeholders/partners. 5. Facilitates short-term process (generally under 6 months and 3-6 meetings) with external stakeholders/partners when appropriate.		

Notes:

- 1) Facilitation hours includes time preparing, working with group face-to-face, and writing summary reports.
- 2) Where mentioned, size of groups and length of commitment is approximate and is intended only as guidance.
- 3) Up to 50% of the required hours per year can be completed for groups outside of DOI