

HueLife ToP® Facilitation Methods

HueLife Mission

To educate, facilitate and inspire engagement in meaningful action for the greater good of communities and organizations.

HueLife Values

1

Integrity

Be worthy of trust.
Take responsibility.
Keep principles and values present.

3

Courage

Be open. Take smart risks. Be a change agent.

2

Relationships

Build strong ties.
Develop and maintain caring support systems.

4

Humility

Be a servant leader.
Always be learning.

About The ToP® Methods

HueLife is a proud provider of the Technology of Participation (ToP) Facilitation Methods Programs and Services. The ToP methods are originally designed and trademarked by the Institute of Cultural Affairs, an international organization in over 46 countries around the world. The ToP Facilitation Methods are tested and proven to transform the way organizations, groups, leaders and individuals approach their work with teams, communities and colleagues. These methods work in their ability to authentically and genuinely improve the performance of any and all who commit to learning and applying the methods in their work.

Course Overview

The ToP Facilitation Methods are comprised of three essential foundational tools: The focused conversation method, the consensus workshop method, and the action planning method. These methods, when integrated into an organization and adopted by all team members; improves group critical thinking and problem solving capabilities, helps groups find new ways to approach issues, allows for consensus and clarity, allows leaders to understand their team's needs, enhances the self-awareness of all team members, and improves the efficiency of any planning process, meeting, or system design.

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Course Objectives: Methods Learned

Focused

Conversation Method

This method is used to craft and facilitate an efficient, productive and results/reflection oriented conversation. Learning the focused conversation method allows conversations to be held in a way that ensures details, facts and data are not left out, time for critical thinking and problem solving is available to tackle the issue at hand, and team members are left with a conclusion to the conversation with results and action steps or clarity on the original issue. This method prevents future frustrations around needs not being met or addressed from an inefficient conversation.

Consensus

Workshop Method

This method is used to bring groups to consensus and clarity around any issue, problem or change that will effect a group of people. This method allows groups to see and understand how their colleagues view the issue at hand and what the similarities and differences are in the group's thinking. This method reduces conflict, tension and aggression group members may have towards each other due to misunderstanding or not knowing all the information. Groups leave a consensus workshop knowing all available information was shared, individual contributions were valued, trust was earned, and group cohesion is developed.

Action

Planning Method

This method gets groups to the "next steps" in any planning scenario. The action planning method will outline tasks that need to be done, timelines and deadlines for said tasks, who is responsible for what, as well as commitment from individuals, ownership and accountability for their work. This process is done as a group and involves any necessary members of the planning process. This method has proven to be effective in gaining buy-in and commitment from the team due to their involvement in the process from the beginning.

Value To Individuals and Organizations

These methods provide individuals and organizations with a unique and creative approach to solving issues derived from challenging group dynamics, unmanaged tension and conflict. The ToP methods help participants learn how to effectively harness group thinking, create environments that lead to better decision making, and reduce tension between conflicting personalities, all while being inclusive of every individual and honoring multiple perspectives. Applying and integrating these methods into the foundation of an organization will allow for individuals, teams and groups to authentically manage conflict, build trust and develop leaders.

True leadership is built on understanding the needs of your team, with the focused conversation method and consensus workshop method, leaders are able to gain useful and relevant information from their team in a relatively short time frame that builds shared awareness and enhances a groups ability to make creative and innovative decisions. Trust is earned when people are involved in the decision making process that directly affects them, all three methods use group wisdom to get a 360 scope of how decisions effect everyone in the process and allows space for involvement. Conflict is mitigated when common ground and mutual understanding is set forth in the beginning of any team work process. All three methods get groups to common ground and allow for an understanding of every Individual's role and purpose as well as enhance their understanding of the intersection between an individual's personality and how information is naturally processed.