



## Appreciative Inquiry Facilitator Certification 2016 Certification Requirements – External Ai Providers

Skilled strength-based leaders are in demand around the world. Appreciative Inquiry Certification demonstrates to your customers, competitors, suppliers, staff and investors that you use industry-respected best practices and possess the knowledge, experience and education to effectively help organizations achieve their success.

Individuals who wish to become certified as an Appreciative Inquiry Facilitator by The Center for Appreciative Inquiry, must:

1. Participate in an Appreciative Inquiry Facilitator Training © (AIFT) or equivalent Appreciative Inquiry foundations course (with a minimum of 26 classroom hours);
2. Design and facilitate at least one Appreciative Inquiry session for a team, department, organization, or community using all five of the generic processes (Ds): (1) Define: Choose the positive as the focus of inquiry; (2) Discover: Inquire into exceptionally positive moments; (3) Discover: Share the stories and identify life-giving forces; (4) Dream: Create shared images of a preferred future; and (5) Design and Delivery: Innovate and improvise ways to create that future;
3. Write and submit a narrative (practicum) of your appreciative facilitation experience;
4. Engage with the Practicum Review Panel (consisting of seasoned Appreciative Inquiry Practitioners) about your work once you have submitted your practicum. Typically, they will respond with questions, to deepen their and your mutual understanding of and learning about AI. The practicum review is therefore a dialogical and interactive process.

We have developed the following list as a guide to help you gather the information to prepare your Narrative. Please include as much information as possible so that the Practicum Review Panel can experience the energy of the stakeholders, identify the themes and outcomes that emerged from the inquiry, and know that you understand the Principles and Process of Appreciative Inquiry. If there are other items you'd like to include in your submission, feel free to do so.

### **Certification Narrative Submission Instructions**

Submit your Narrative Summary, along with any additional documentation, via email to Kathy Becker at [Kathy@CompanyOfExperts.net](mailto:Kathy@CompanyOfExperts.net) with "Ai Facilitator Certification" in the subject line of your email. Be sure to include your name on each page of your summary.

**Please note:** Individuals who completed a workshop/training by another Appreciative Inquiry Provider may earn their Appreciative Inquiry Certification with the Center for Appreciative Inquiry by completing and providing the following:

- Participate in an Appreciative Inquiry foundations workshop (with a minimum of 26 classroom hours);
- Certificate, letter, or email on letterhead (issued from the provider) with the name of the training/workshop, dates, and the amount of training hours completed;
- Letter that provides a detailed description of the curriculum (e.g. training syllabus, summary, email, etc.)
- A written narrative (practicum) and any supporting documents of your work. See guidelines for Ai Facilitator Certification below.
- Certification Application fee of \$250.00 USD. This fee includes: Narrative (Practicum) review, Appreciative Inquiry Certification document (via email), use of The Center for Appreciative Inquiry's Certified Ai Facilitator Logo, and an editable profile listing on our Appreciative Inquiry Directory that includes your photo and professional biography that highlights your specialties, articles, videos and testimonials.

## Appreciative Inquiry Facilitator Certification Narrative Outline

1. Please include your name, title, email address, and phone number.
2. Name of the training you completed – including name of workshop provider, training dates and location at which you received your training, and number of training hours completed.
3. Brief description of the organization, group, community, or individual(s) you worked with.
4. **DEFINITION** - the first D of an Appreciative Inquiry, during which the overall focus of an inquiry is determined, i.e., a positive topic that is important to the organization or group. Share with us your planning and designing of the inquiry, including the following:
  - Please include a list the names and/or category of stakeholders you included in the Core Group (the cross-section of people that helped you design the inquiry, define the affirmative (positive) topic and modify the interview guide for the inquiry)
  - How was the Core Group chosen?
  - Initial contact with the client – was there a compelling issue?
  - What were the dates for the Core Group meetings?
  - How were the Core Group meetings structured?
  - Who were the stakeholders? How were the stakeholders chosen?
  - Please describe the client buy-in and support for the inquiry. Who are/were the ‘champions’?
  - What was the Affirmative (Positive) topic that the Core Group identified for the inquiry?
  - What method did you use to help the Core Group identify the topic? Include material such as the modified interview guide they used (i.e., the generic interview guide slightly modified for the positive topic of the inquiry) agenda for the meeting(s), handouts, and/or PowerPoint slides
5. **DISCOVERY** - the second D of an Appreciative Inquiry; a two-part phase that includes inquiring into exceptionally positive moments, and sharing the stories and identifying life-giving forces. Please describe the planning and design for the Discovery Phase, including the following:
  - What were the date(s) for inquiry?
  - Where was the inquiry held?
  - How were the inquiry meetings structured?
  - What method of interviews did people use to inquire into exceptionally positive moments? (i.e. face-to-face paired interviews, etc.)
  - Was there any resistance during the inquiry? If yes, please describe how you, the Core Team, and/or the client addressed this.
  - Please describe the sharing of the stories.
  - What were the Life-Giving Forces (what they MOST wanted to create MORE of) that the group identified in the stories they shared?
  - How did you collect the data from the stories? How did this translate to the visual and word images?
6. **DREAM** - the third D of an Appreciative Inquiry, during which people create shared images of a preferred future; typically involves a visual image which translates to a word image (Provocative Proposition or Strategic Statement). Describe the planning and design for the Dream Phase, including the following:
  - Illustrate this phase with as much detail as you can regarding the visual and word images, including any pictures.

7. **DESIGN** - the fourth D of an Appreciative Inquiry, during which people innovate and improvise ways to create their preferred future. Describe the planning and design for the Design Phase, including the following:
  - Please share what method(s) you used to help the participants design their word statements
  - Please include the Provocative Proposition(s) the group or organization created from the Life-Giving Forces.
  - What are the Strategic Intentions the group or organization developed to realize the Provocative Proposition(s) they created?
  - What commitments, requests and offers did the stakeholders make?
  
8. **DESTINY / DELIVERY** - the fifth D of an Appreciative Inquiry, during which people innovate and improvise ways to create the preferred future by continuously improvising and building AI competencies into the culture. It also includes noticing and celebrating successes that are moving the system toward the preferred future the organization or group co-created. Please describe the Destiny/Delivery Phase, including the following:
  - What organizational, group, or community attitude, process or structure changes have people made as they move toward realizing the Provocative Proposition(s)?
  - What progress have people made toward their Strategic Intentions or Initiatives or Pilot Projects?
  - What stories of success can you share?
  - What will **you** do to ensure that people continue to move toward realizing the Provocative Proposition(s)?
  - How will you help them gather stories of success? How will you help them celebrate?
  - How will you, as the AI Facilitator, support their ongoing success?
  
9. What did you wish for in the inquiry?
  
10. What did you learn from the inquiry about yourself and your facilitation?
  
11. What was your "personal best" experience related to facilitating the Inquiry?
  
12. What surprised you during the inquiry?
  
13. What might you wish for next time?
  
14. Please attach any materials you've used including PowerPoints, agendas, etc. to help us "experience" your facilitation.
  
15. Do we have your permission to share your story with others? Sharing the story and materials is so powerful to those of us in the field. If you do not have permission from your "client" to share, perhaps you might consider preparing a second version that does not include the client name, individual people?
  
16. Do we have your permission to share your session materials with others?