



## **Horizons In Learning, LLC**

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*Constant Hine with Horizons In Learning, LLC has been extensively trained in and offers a collaborative and participatory model for facilitating meetings and retreats that promote active participation, collaboration and respectful communication to meet desired goals and outcomes.*

*Facilitation strategies include: ToP (Technology of Participation) - focused discussion and consensus methods that build buy-in and teamwork; and action planning and project implementation processes, as well as an effective and common sense five-step approach to strategic planning*

### **What is The Technology of Participation (ToP®)?**

The Technology of Participation (ToP®) provides methods that:

- Recognize and honor contributions of all
- Let a group deal with more data in less time
- Pool individual contributions into larger more informative patterns
- Welcome diversity while minimizing polarization and conflict
- Focus group energy by utilizing individual insight.
- Build commitment by using a process that assures effective action.

### **Why Technology of Participation (ToP) ®?**

Participation matters. ToP methods bring high levels of participation to the decision-making process while embedding the ability to create specific customized applications. ToP cultivates the collective ideas that result in breakthrough changes and it generates the spirit of commitment that undergirds follow through. Getting a participatory culture to bloom takes new attitudes, tools and methods – the kind ToP provides.

### **The methods work!**

ToP methods generate ownership, create clear goals, open lines of communication, broaden perspectives, and inspire people to adapt to their changing environment. These methods have the rare ability to honor the diversity and integrate the contributions of all involved.

### **The Action Planning Process**

This tool enables you to:

- Visualize and articulate a successful result
- Analyze the current situation
- Maximize involvement and solidify commitment
- Create clear forms of accountability
- Develop an action timeline
- Allow a group's self motivation to take over

Using both the Focused Conversation and the Consensus Workshop, this process takes a group from an idea for an event, project, or campaign to a detailed plan of action with a timeline and task assignments.



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### **ToP Environmental Scanning**

*An Environmental Scan is an assessment tool to prepare a group to do further work, such as strategic planning or making significant decisions. It includes relevant factual data such as an organizational or community history, accomplishments, industry and /or economic trends and subjective data such as customer, staff or community perceptions. A scan enables a group of stakeholders to reach an appropriate 'level of equity' in their knowledge of the whole 'big picture'.*

### **ToP Strategic Planning**

*ToP Strategic Planning Methods is an effective and common sense five-step approach to strategic planning that actively engages implementers in the planning process. It provides a way to move groups beyond buy-in to ownership, is an approach to improve follow-up communications, and provides tools for immediate and on-going implementation.*