

## FACILITATOR CERTIFICATION INTERVIEW

*for*

**... candidate name ...**

### Aim of Certification Interview

To form an opinion on the candidate's expertise as a Sociocratic Facilitator, give the candidate valuable feedback and submit a recommendation regarding certification.

### Link(s) to Supporting Materials → ***Please read before the meeting!***

Please link the certification report and any other relevant materials here:

*Facilitator Certification Report*

### DATE

*Day of week, Month Day, Year*

*Start time - End time*

### VENUE

*ZOOM link or other video conferencing link (i.e. Google Meet)*

### PARTICIPANTS

*Candidate name - candidate email address (Certification Candidate)*

*Name - email address (Mentor - 1st Certified Facilitator)*

*Name - email address (2nd Certified Facilitator)*

*Name - email address (Peer in Study Group)*

*Name - email address (Client of Candidate)*

*Name - email address (role)*

*Note: Minimum requirements for certification are two already certified facilitators, one study group peer and one client. The candidate may invite additional participants, like a dedicated note taker or appointed facilitator from a peer group. Additional participants may not be included in all rounds.*

### AGENDA

**Opening Round** → Attunement to the development talk for certification (10 min)

What needs to be said out loud in order to become present?

**Administrative Matters** → Organizing the meeting (10 min)

- Facilitator: ?
- Note Taker: ?
- Breaks: ?
- Preparation: Confirm everyone read all Supporting Materials before the meeting!  
*If not, the meeting may need to be delayed or rescheduled.*

**Information Gathering** → Picture forming on the candidate's skills (35 min)

- Questions to the candidate concerning the certification report and their handling of, and attitude towards, sociocratic conversation facilitation.
- All participants are invited to ask 2-3 questions and to conduct short discourses with the candidate in order to get a picture of the candidate's competence as a sociocratic facilitator.
- *Facilitator guide: Start the round with the candidate's mentor!*
- *Note taker guide: Record both questions and answers! Summaries are fine.*

*[notes typed here]*

### **Development Feedback** → Facilitator certification interview (45 min)

*Facilitator guide: One round on each question, starting and ending with the candidate! The starting prompt for the candidate is the same as for everyone (see questions below). The ending prompt for the candidate: What is it like to receive all this? Thoughts? Feelings?*

What is going well and what are the candidate's strengths in facilitating sociocratic conversations? (15 min)

*[notes typed here]*

Where is there room for improvement? Suggestions for the candidate? (15 min)

*[notes typed here]*

Inquiries from the candidate to the participants concerning the points that were mentioned as potentials for improvement, or resulting questions from the candidate concerning the content of sociocratic facilitation, and answers. (15 min)

*[notes typed here]*

### **Certification Decision** → Consent from all participants for the certification (15 min)

With regards to the candidate's competence as a sociocratic facilitator:

- Do you recommend the candidate for certification? If so, why?
- Do you consent to the certification? Any reservations?

*[notes & decision typed here]*

### **Next Steps** → What's next? Action items and commitments (15 min)

Additional protocols and program logistics:

- Initiate delivery of Facilitator Certificate → Who, when, how?
- Record name in [List of Certified Facilitators](#) → Who, when, how?
- Any questions left outstanding? Any supplemental information needed?

*[notes & action items typed here]*

Question to the candidate:

- Do you have objections to mentoring at least two other certification candidates?
- You are now a certified sociocratic facilitator! What's next for you?

*[notes & commitments typed here]*

**Closing Round** → Transitioning from the celebration space (10 min)

What's alive for you as you're leaving? Any suggestions for process improvement?

*[notes typed here]*