

# MINDFUL FACILITATION CERTIFICATE PROGRAM



## StirFry Seminars & Consulting

### 1-Year Training Program: June 2019- June 2020

This program provides an intensive level communication and facilitation (in-person and online) training to those wishing to develop their cultural intelligence, as well as individual and group process skills from a Mindful Facilitation and multicultural perspective. This program will also provide participants with the necessary skills and knowledge to work more effectively with educational and social institutions, professional environments, and diverse communities on diversity issues and cross-cultural needs and concerns.

#### CERTIFICATE PROGRAM: AT A GLANCE

<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>▪ Previous experience with StirFry Seminars, Lee Mun Wah or our trainings and film showings <i>preferred</i>, with the ideal candidates being those who have participated in our live programs.</li> <li>▪ Previous presentation skills or public speaking background; <i>and if you have none</i>, we will help you develop your presentation and facilitation skill-sets. <b>All skill levels are welcome!</b></li> </ul>
<b>Commitment</b>	<p><b>Focus: Theory &amp; Practice Course Completion.</b> Coursework taught in-person and online.</p> <ul style="list-style-type: none"> <li>▪ 168 hours of physical/in-person coursework in Berkeley, CA: <b>June 3-8, 2019</b> (Mon: 2-9 pm; Tue-Sat: 9 am- 8 pm); <b>November 8-10, 2019</b> (Fri: 2-9 pm; Sat: 8 am-5pm; Sun: 8 am- 2 pm); <b>March 6-8, 2020</b> (Fri: 2-9 pm; Sat: 8 am-5pm; Sun: 8 am- 2 pm); <b>June 1-6, 2020</b> (Mon: 2-9 pm; Tue-Sat: 9 am- 8 pm)</li> <li>▪ 27 hours of online group instruction via bi-monthly scheduled videoconferencing and/or phone calls. These sessions will be scheduled <b>the first and third Tuesday of each month</b>, from 5-6:30 pm PST, starting July 2, 2019 (excluding months that there are in-person courses). Enrollees will also be asked to attend one “practice” hangout session on either <b>June 13<sup>th</sup> or 27<sup>th</sup>, 2019</b>, at 4 pm PST.</li> <li>▪ Virtual attendance for at least 80% of all online components of the program (online/phone) and 100% of physical/in-person attendance at the (FOUR) pre-scheduled Berkeley Retreats is required. Completion of all homework assigned (online, film reviews, readings, group dialogue work, vignettes) is also required. If these conditions are not met (and alternative arrangements not made), it is up to the discretion of StirFry Seminars to terminate participants from the program without refund.</li> <li>▪ Written and oral tests.</li> </ul> <p><b>Optional: Internship Training Program</b> (<i>supervision costs and fees apply</i>)</p>
<b>Tuition &amp; Fees</b>	<ul style="list-style-type: none"> <li>▪ Tuition for the Certificate is \$5500. <b>Early registration discounts are available! \$500 off if you register before 12/1/18; \$250 off if you register 12/2/18- 2/1/19.</b> A deposit of 50% of the tuition fee is due at the time of registration to secure enrollment. Any remaining tuition balance is due 11/1/19. Tuition is refundable until 6/2/19; as of 6/3/19, all Certificate registrants become fully financially responsible for entire Certificate tuition costs, regardless of participation status.</li> <li>▪ Tuition for the Certificate includes the costs associated with the application/testing fees, the required hard-copy materials as well as the fee for the in-person and online programming. The tuition fee <i>does not include</i> the cost of soft-copy required materials (online film rentals, approximately \$100) nor the registrant’s travel/lodging expenses. <b>NOTE:</b> StirFry Seminars <i>does not offer</i> payment plans, a sliding fee scale or financial aid for this program.</li> </ul>

**TO REGISTER: Visit [www.stirfryseminars.com/certification](http://www.stirfryseminars.com/certification)**

or contact Ellen Muhammad at [ellen@stirfryseminars.com](mailto:ellen@stirfryseminars.com), or call 510-204-8840 x103

# MINDFUL FACILITATION CERTIFICATION PROGRAM



StirFry Seminars & Consulting Online Training

## THEORY & PRACTICE OBJECTIVES

<b>PHASE ONE</b>	<b>Building Community/ Learning Mindful Theory</b>
<b>PHASE TWO</b>	<b>The Practice of Mindfully Listening &amp; Responding</b>
<b>PHASE THREE</b>	<b>Practice Vignettes: Let's Get Real</b>
<b>PHASE FOUR</b>	<b>Filmed Vignettes</b>
<b>PHASE FIVE</b>	<b>Film Viewing &amp; Introduction Practice</b>
<b>PHASE SIX</b>	<b>Group Confrontations Practice</b>
<b>PHASE SEVEN</b>	<b>Advanced Group Dynamics &amp; Facilitation Techniques</b>
<b>FINAL EXAM</b>	<b>Written Vignette &amp; Group Facilitation Evaluation</b>
<b>OPTIONAL</b>	<b>Internship Training Program</b>

### **CERTIFICATE PROGRAM BENEFITS**

- Get individualized attention, feedback and support from Master Diversity Trainers
- Network with other professionals invested in diversity work
- Fulfill prerequisite to enter into the Mindful Facilitation Internship Program



## **Mindful Facilitation CERTIFICATE 1-Year Program Waiver & Agreement with StirFry Seminars & Consulting**

I [PRINT NAME HERE] \_\_\_\_\_ (hereafter, "Trainee") freely and voluntarily seek to participate in the certificate program provided by StirFry Seminars & Consulting (StirFry). As a Trainee in this program, I understand and agree to the following:

1. That virtual attendance for at least 80% of online components of the training program (online/phone) and 100% physical/in-person attendance at (FOUR) Berkeley Retreats is required. That if I am unable to attend an online session, that I email my cohort and facilitator *before* the session with the reason for my absence and that if I am absent, I review the online session recording within two weeks of my absence. That if I am unable to attend a physical/in-person Retreat, that I email/phone the facilitator to make alternative, make-up arrangements and that this may mean a delay in my graduation date.\*
2. That the completion of homework assigned (online, film reviews, readings, group dialogue work, vignettes) is also required and submitted at least two days prior to each online session. That if I am absent from an online session, that I will make up any homework I've missed and submit it within two weeks of my absence. \*

*\* I agree that if these requirements are not met as determined by StirFry Seminars (and/or alternative arrangements are not made), it is understood that it is at the discretion of StirFry to terminate participants from the program without refund.*

3. That I may be asked to meet in Study Groups (e.g., dyads, triads) between in-person and online sessions in order to discuss homework and give feedback to one another's interventions and responses.
4. That I will get assessments of my homework and in-class participation from my facilitator(s) and that I will integrate that feedback into my subsequent homework assignments and during my future classes.
5. That in the case of a documented medical and/or other emergency, StirFry Seminars may elect to place my status "on hold" temporarily and that such circumstances will be determined on a case-by-case basis by StirFry. If such an emergency takes place, I know that I am required to state my case in writing to StirFry Seminars for my status to be determined by StirFry.
6. That I will need to take a Written and Oral Evaluation at the end of the program and pass these tests in order to graduate.
7. That I am not guaranteed employment with StirFry Seminars & Consulting after concluding my Certificate Program.
8. That the nature of the training program may elicit possible emotions and feelings that may subject me to emotional or psychological stress or discomfort. To accept such risks and assume the responsibility for emotional distress and/or other psychological or physical effects that may arise from my own interpretation of the process.
9. To accept and acknowledge that this training is not intended as psychotherapy or as a substitute for psychotherapy.
10. That any curriculum materials provided in this Certificate Program is the property of StirFry Seminars and cannot be shared or used for the financial benefit of Trainee or anyone else not consented by StirFry for its use.

11. That any curriculum materials reviewed, viewed or listened to in this Certificate Program is deemed confidential and shall not be shared or disclosed to anyone outside of StirFry or Trainees in your particular cohort in the Certificate Program.
12. To give Waiver and Release of Liability with full knowledge and appreciation of these and other inherent risks associated with this Certificate Program. As a Trainee, I freely and voluntarily assume the risks of the training. I also voluntarily agree to waive any and all rights to sue and hereby release StirFry Seminars or its sponsors, directors, officers, members, employees, agents, volunteers, representatives, designated offices or others acting on his/her or their behalf, from all liability, loss, claims, or actions for harm, expenses, or damage to Trainee or Trainee's property resulting from the inherent risks of the Certificate Program, or resulting from any action or inaction by StirFry.

I HAVE READ THIS ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY, I UNDERSTAND THAT IT IS RELEASE OF CLAIMS AND THAT I AM ASSUMING RISKS INHERENT TO MY PARTICIPATION AS TRAINEE, AND I AGREE TO BE FULLY BOUND BY ITS TERMS.

Signature of Trainee \_\_\_\_\_ Date \_\_\_\_\_

Check box to indicate your understanding that an electronic (typed) signature has the same legal effect and can be enforced in the same way as a written signature.

Print Name of Trainee \_\_\_\_\_

## Tuition for Mindful Facilitation Certificate Program

There are a few options for confirming your seat in the Mindful Facilitation Certificate Program.

Payment in full or a 50% deposit is required to secure your enrollment.

Take advantage of early registration discounts:

**\$500 OFF by registering by 12/1/18!**

**\$250 OFF by registering between 12/2/18 to 02/1/19!**

Option 1: PAY IN FULL			Option 2: SUBMIT 50% DEPOSIT UPON REGISTRATION; BALANCE DUE 11/1/19		
<b>Register &amp; pay in full on/before 12/1/18: take \$500 off your tuition!</b>	<b>Register 12/2/18-02/1/19: take \$250 off your tuition!</b>	<b>Register 2/2/19 or after</b>	<b>Register on/before 12/1/18: take \$500 off your tuition!</b>	<b>Register 12/2/18-02/1/19: take \$250 off your tuition!</b>	<b>Register 2/2/19 or after</b>
Due with Application	Due with Application	Due with Application	Due with Application	Due with Application	Due with Application
\$5,000	\$5,250	\$5,500	\$2,500	\$2,625	\$2,750
			Balance Due 11/1/19	Balance Due 11/1/19	Balance Due 11/1/19
			\$2,500	\$2,625	\$2,750

Tuition for the Certificate includes the costs associated with the application/testing fees, the required hard-copy materials as well as the fee for the in-person and online programming.

### Payment Options

[Check here.](#) **OPTION 1: I want to pay my tuition in full today.**

Enter Total Tuition Authorized to be paid today →	\$ _____ (see table above)
<b>Payment Method: Tuition payment accepted by <u>check</u> or <u>credit card</u>.</b>	
Check: _____ (check number)	Please make checks payable to: StirFry Seminars & Consulting.
or	
Credit Card Method:	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/>
Exp. Date:	Billing Zip Code <span style="float: right;">Credit Card #</span>
Name on Card:	Please include the 3 or 4-digit number on the back of your card. <span style="float: right;">Signature</span>

Check box to indicate your understanding that an electronic (typed) signature has the same legal effect and can be enforced in the same way as a written signature.

I understand that the tuition fee does not include the cost of soft-copy required materials (online film rentals, approximately \$100) nor my lodging/travel expenses. I understand that StirFry Seminars does not offer payment plans, a sliding fee scale or financial aid for this program. I understand that a full refund is available only until 06/2/19 and that written notification of such program cancellation is required via email: [ellen@stirfryseminars.com](mailto:ellen@stirfryseminars.com) by said date. I understand that after 6/3/19, all payments made are non-refundable and participants are committed to paying any balance due in full, regardless of participation status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check box to indicate your understanding that an electronic (typed) signature has the same legal effect and can be enforced in the same way as a written signature

← Check here. **OPTION 2: I want to put down the required 50% deposit to secure my seat today and understand that my credit card will be charged on 11/1/19 for the remaining balance.**

Enter Required 50% Tuition Deposit Authorized to be Paid Today → \$\_\_\_\_\_ (of \$\_\_\_\_\_ ) ← Enter Total Tuition (from table on pg. 6)

**Payment Method: Tuition payment(s) accepted by credit card only.**

<b>Credit Card Method:</b>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex	<b>Credit Card #</b>
<b>Exp. Date:</b>	<b>Billing Zip Code:</b>	Please include the 3 or 4-digit number on the back of your card.
<b>Name on Card:</b>	<b>Signature</b>	

Check box to indicate your understanding that an electronic (typed) signature has the same legal effect and can be enforced in the same way as a written signature.

I understand that the 50% tuition deposit will be charged today and the remaining balance will be automatically charged to my credit card and paid in full on 11/1/19. I understand that credit card payments are the only payment method accepted for Option 2. Any changes to the credit card payment information I note on this form are my responsibility to communicate with StirFry Seminars to ensure timely payments. I also understand that the tuition fee does not include the cost of soft-copy required materials (online film rentals, approximately \$100) nor my lodging/travel expenses. I understand that StirFry Seminars does not offer payment plans, a sliding fee scale or financial aid for this program. I understand that a full refund is available only until 06/2/19 and that written notification of such program cancellation is required via email: [ellen@stirfryseminars.com](mailto:ellen@stirfryseminars.com) by said date. I understand that after 6/3/19, all payments made are non-refundable and participants are committed to paying any balance due in full, regardless of participation status. I agree to pay my balance in full by 11/1/19 and understand that finance charges will accrue at a 1% monthly interest rate on my remaining balance after said date.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Check box to indicate your understanding that an electronic (typed) signature has the same legal effect and can be enforced in the same way as a written signature.

Please **EMAIL, FAX or MAIL** your form to the address below.

**FOR QUESTIONS:**

**Contact:** Ellen Muhammad, Phone: 510.204.8840 ext. 103  
**Email:** [ellen@stirfryseminars.com](mailto:ellen@stirfryseminars.com)  
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