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of facilitation worldwide

The International Association of Facilitators

Methods Library
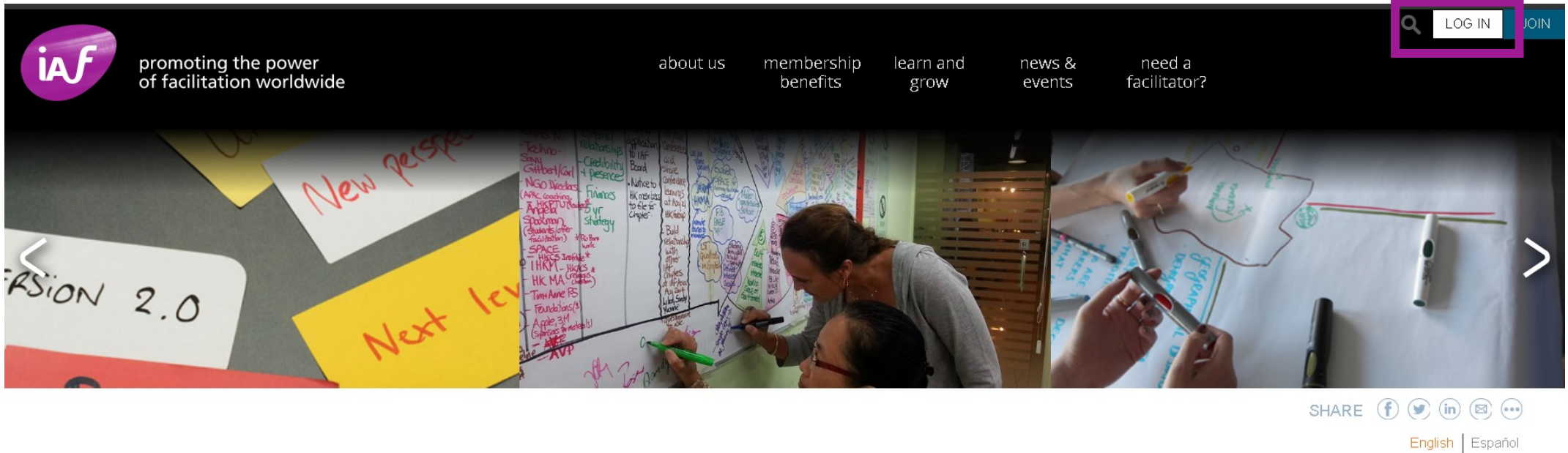
Sign-Up Process For IAF Members

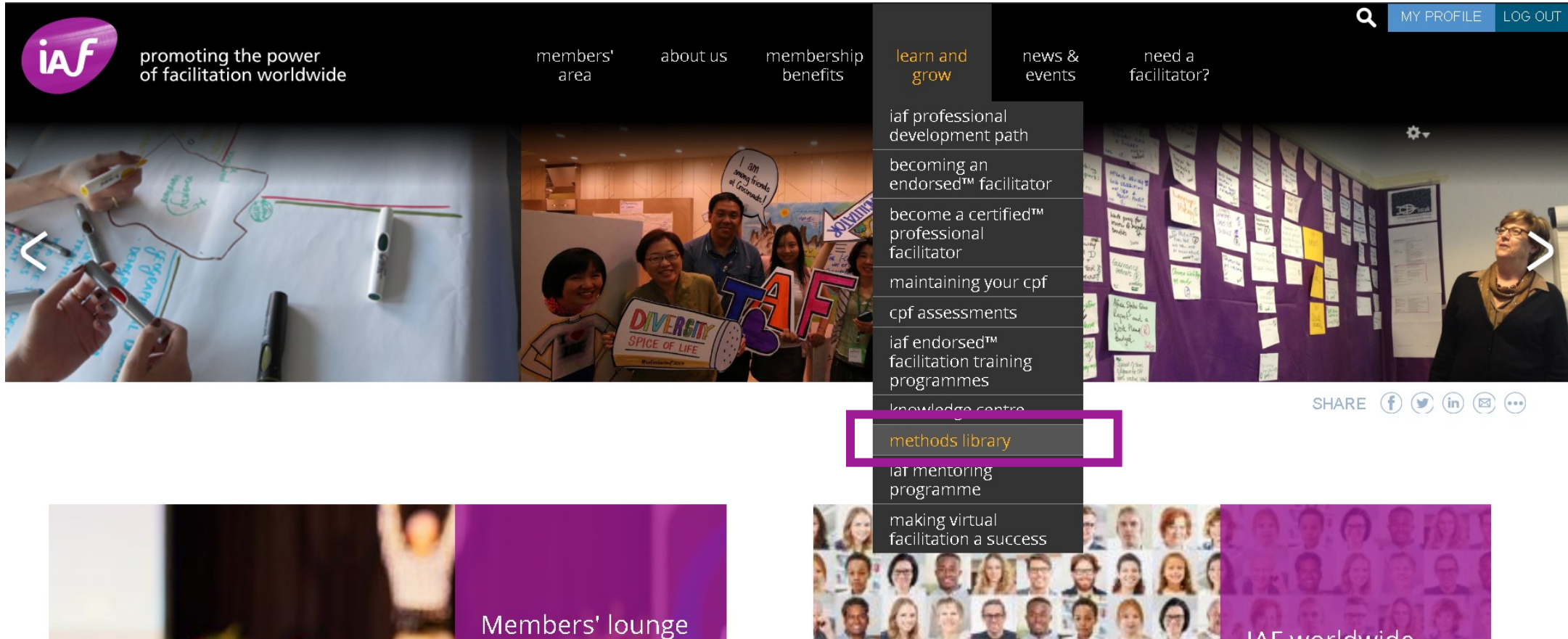March 2021

Step 1

- **Log in to the IAF website as a member.**
- **If you are not able to login [reset the password here](), or contact the [IAF Office]().**

Step 2

- **Visit the <u>Methods Library page </u>on the website**

Step 3

- **Click on <u>Access the Methods Library </u>to access Methods Library on Session Lab.**
- **Follow the next steps in the document to complete the sign up process.**

Methods Library

With almost 500 methods for you to discover in a user-friendly platform, finding methods for workshop design, facilitation and group processes has never been easier.

The purpose of the IAF Methods Library is to serve facilitators by gathering and making accessible a breadth of facilitation methodologies and techniques. Its purpose is to make knowledge about facilitation much more widely available.

Who can use the IAF Methods Library?

Members and non-members alike can use the Library, but the majority of methods are only available to IAF members, as a substantial benefit of membership in the International Association of Facilitators.

If you are a member, log in to SessionLab using your IAF login name and link your SessionLab account to the IAF Library to get access to all methods available to you as a member. Not a member yet? Join us.

What does the Methods Library offer?

Long time members of the IAF will remember the IAF Methods Database, created by Jon Jenkins in 2004. In 2019 this database moved to a new platform in SessionLab. Since then the IAF Methods Library is offered in partnership with SessionLab.

IAF Library methods are categorised by a focus such as Understanding Issues, Solving Problems, Making Decisions, Planning, Managing Difficulties, Warm-ups, and Generating Ideas. Filters, keyword and #tag searches can be applied to the database.

Access the Methods Library

How members access the full content of the IAF Methods Library:

IAF members follow these steps to gain access to the full content of the IAF Methods Library and to be able to contribute:

1. Login to your IAF account.
2. Login or create your SessionLab account with your IAF account name.
3. Link your SessionLab account to the IAF Library,
4. This Methods Library Guide demonstrates your account set up step by step.

How will the Methods Library grow and stay relevant?

The short answer is: "Through our members." IAF members are invited to contribute to this facilitation knowledge resource. You can add new methods, comment on existing ones, and mark your favourites. See our Methods Library Guide to learn how to add a method to the IAF Library

Explore SessionLab

SessionLab hosts the IAF Methods Library and offers a public library as well. Teams can maintain

Step 4

- **On Session Lab page, click on <u>Sign up for Free</u>**

Step 5A

- **On the Sign Up page, click on the IAF logo in the list of <u>Sign up with..</u> options.**
- go to account settings and **Connect to IAF (both account names should be the same**
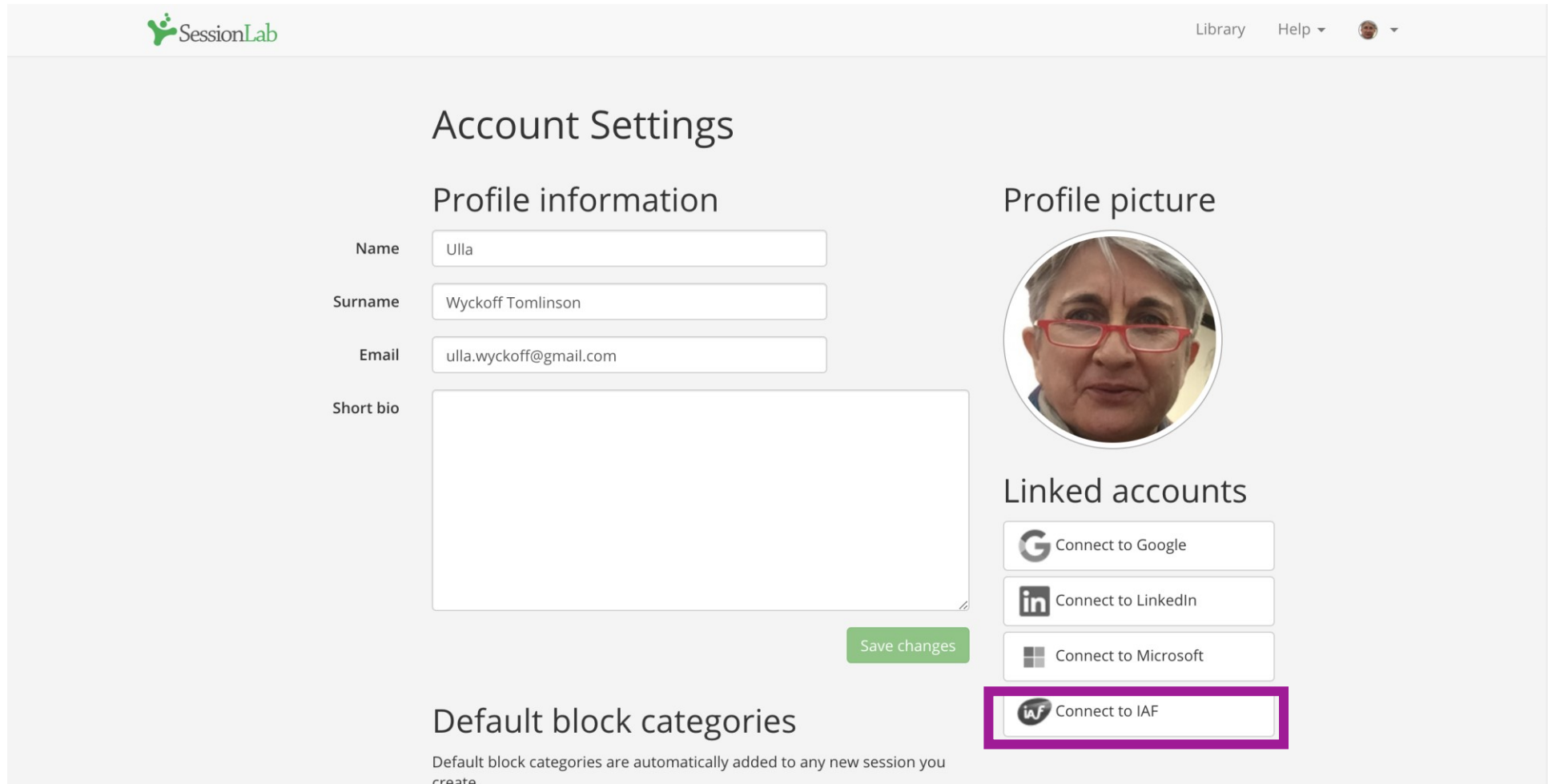
Step 5B

- **If you have already signed up to Session Lab, go to account settings and Connect to IAF (both account names should be the same)**

Step 6

- **Once logged in, you will see the Library button on top right to access the Methods Library.**

Step 7

- **<u>Library</u> takes you to the SessionLab public library with "All (public) methods", i.e. IAF methods plus public contributions by non member users in SessionLab.**
- **<u>IAF Library</u> shows IAF Methods exclusively.**

Step 8

- **Search for methods by clicking on one of the categories, or enter key words, activate filters like number participants, time required and level of facilitation skill**

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Adding a Method to the IAF Library

- **You can add a new method to the IAF Methods Library by clicking on "+Add new resource"**
- **Your method will be invisible to others in DRAFT mode until you hit submit for approval**
- **An IAF representative will review your method submission; until approved you see its status is "pending".**

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For any questions, please contact the IAF
Office by email: office@iaf-world.org