



promoting the power
of facilitation worldwide

The International
Association of
Facilitators

Methods Library

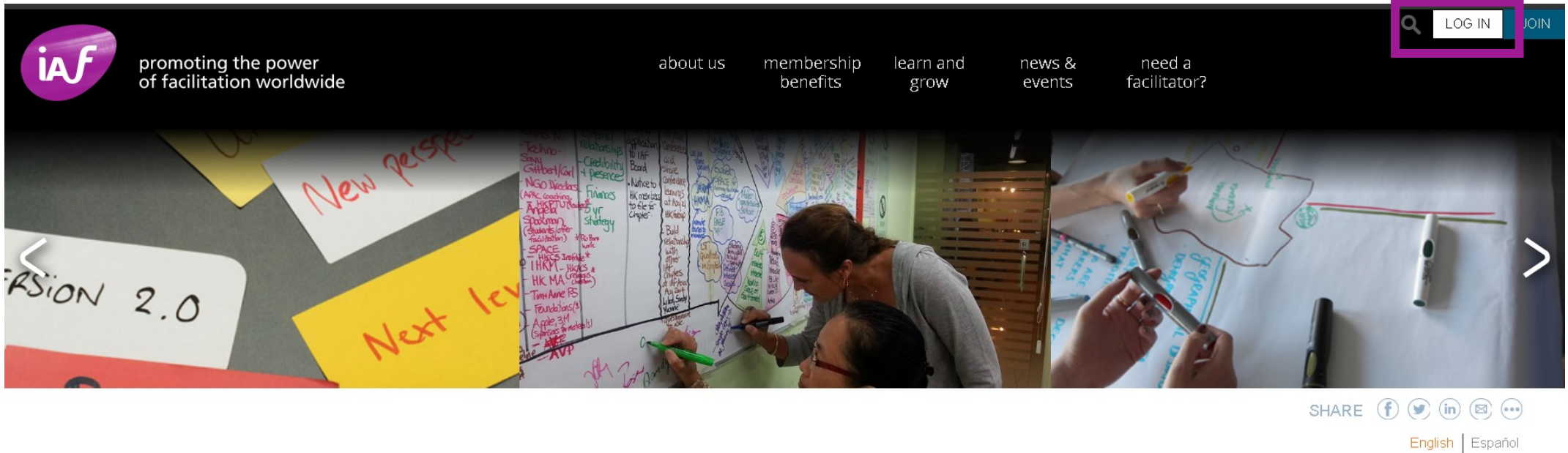
Sign-Up Process For IAF Members

March 2021

Step 1



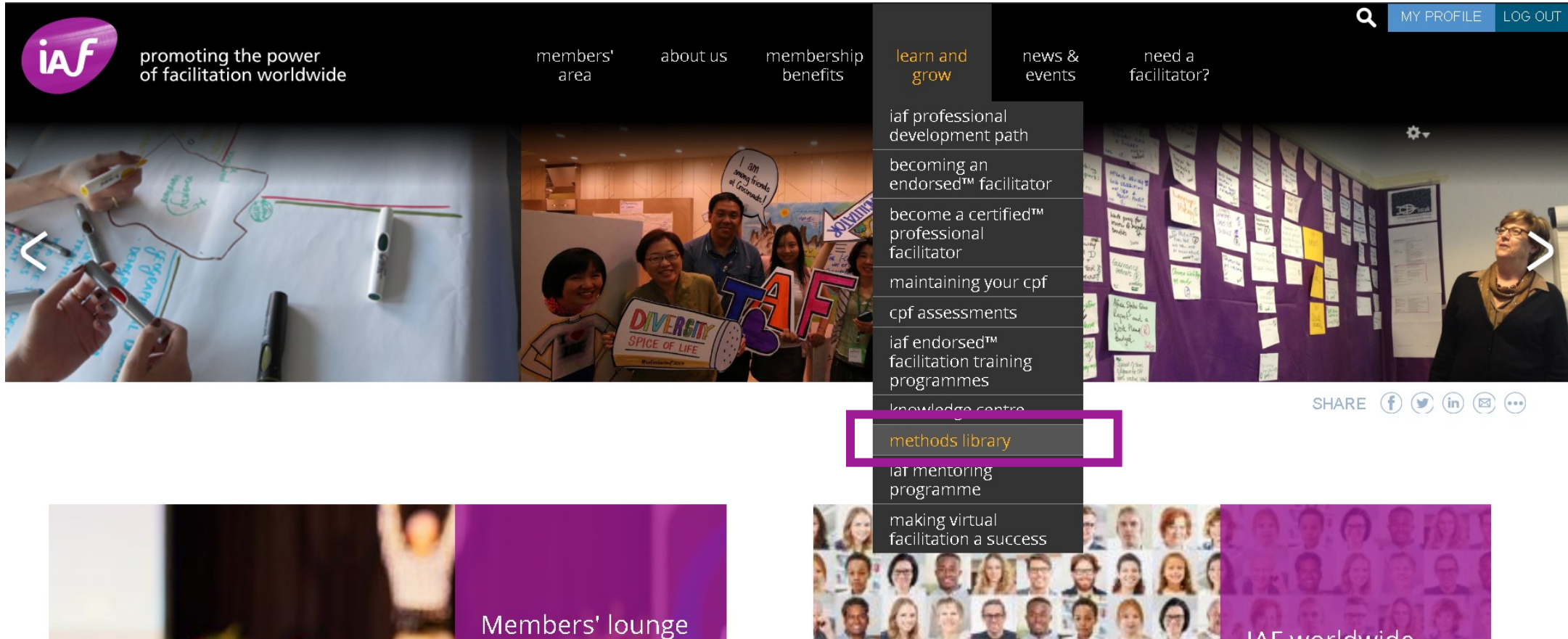
- Log in to the IAF website as a member.
- If you are not able to login [reset the password here](#), or contact the [IAF Office](#).



Step 2



- Visit the Methods Library page on the website



Step 3



- Click on **Access the Methods Library** 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 Sign up for Free

SessionLab Features Solutions Customers Pricing Blog Library Templates LOG IN **SIGN UP FOR FREE**

All methods **IAF Methods**

IAF International Association of Facilitators
Methods Library
www.iaf-world.org

PLANNING SOLVING PROBLEMS MANAGING DIFFICULTIES WARM-UPS MAKING DECISIONS GENERATING IDEAS UNDERSTANDING ISSUES

Search for facilitation exercises, methods, etc. FILTER 52 methods **+ 443 for members** **+ Add new resource**

MOST POPULAR | **RECENTLY UPDATED**

The paper clip method
#sharing #idea generation #creativity
#warm up
The power of brainstorming. A training

Stand up if
#ice breaker #sharing #opening #energiser
#online #warm up
short, fun, energizing team

Quotes
#warm up #ice breaker #energiser
For participants to get acquainted with each other in a meaningful way

Step 5A



- On the Sign Up page, click on the IAF logo in the list of Sign up with.. options.
- go to account settings and **Connect to IAF** (both account names should be the same)



Sign in

Workshop planning
made **simple**
and **fun!**

Join our family of 70,000 facilitators



An amazing tool that has
completely transformed the way I
can both prepare and keep



Sign up with...



or

First Name

Last Name

Email

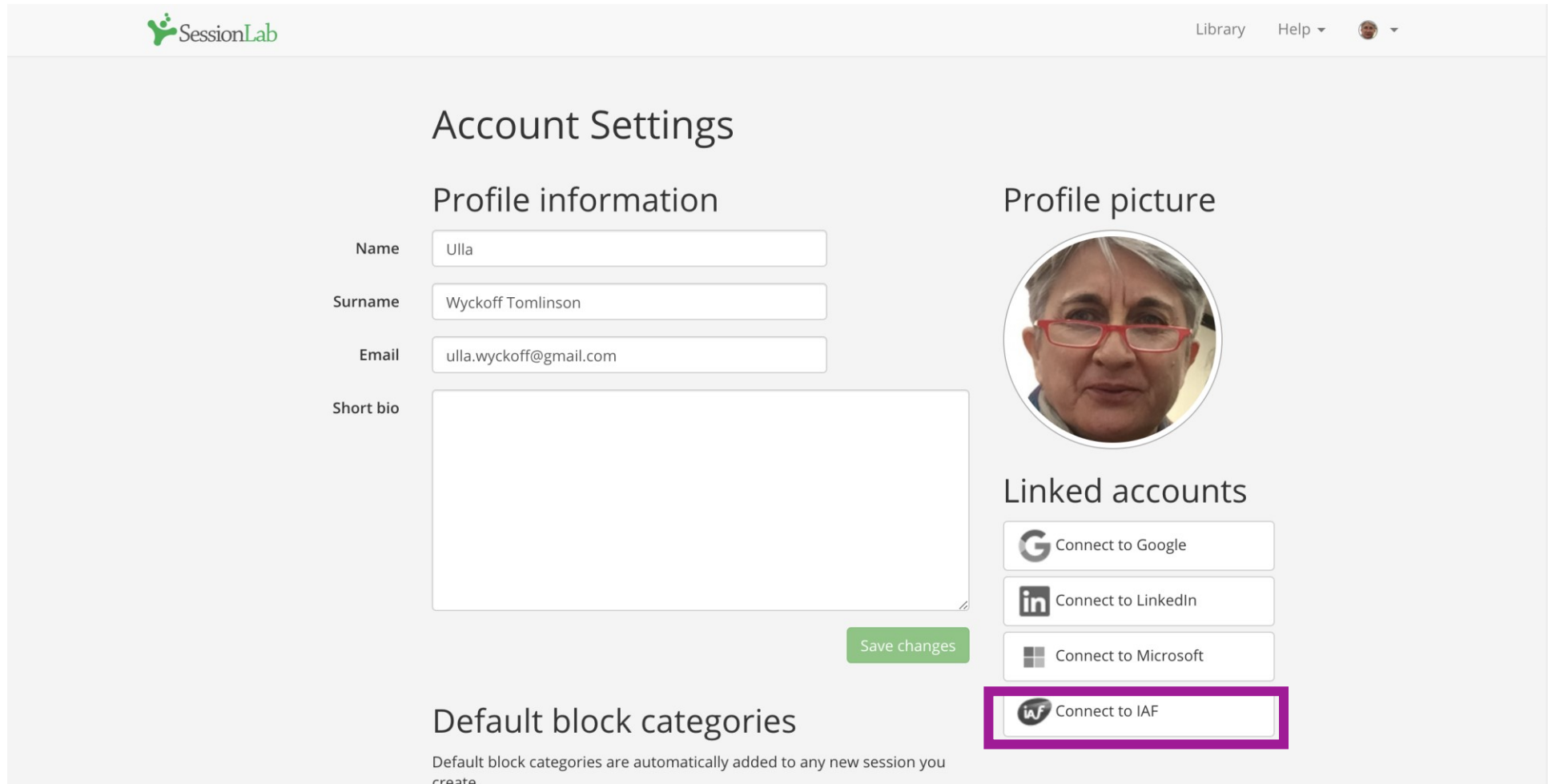
Password

Subscribe to our monthly newsletter.

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)



The screenshot shows the 'Account Settings' page in SessionLab. The page is divided into two main sections: 'Profile information' and 'Profile picture'. The 'Profile information' section contains four input fields: 'Name' (Ulla), 'Surname' (Wyckoff Tomlinson), 'Email' (ulla.wyckoff@gmail.com), and 'Short bio' (empty). A green 'Save changes' button is located below the 'Short bio' field. The 'Profile picture' section shows a circular profile picture of a woman with grey hair and red glasses. Below the profile picture is the 'Linked accounts' section, which contains four buttons: 'Connect to Google', 'Connect to LinkedIn', 'Connect to Microsoft', and 'Connect to IAF'. The 'Connect to IAF' button is highlighted with a purple border. At the bottom of the page, there is a section for 'Default block categories' with a note: 'Default block categories are automatically added to any new session you create.'

Step 6



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

The screenshot shows the SessionLab web interface. At the top right, a 'Library' button is highlighted with a red box. Below the navigation menu, a 'Welcome Mujtaba' message is displayed. A 'Recommended for you' section features three template cards:

- One-hour Brain Sprint** by Sabrina Goerlich: A simple recipe inspired by the Design Sprint to get the most out of a brainstorming session and to be concise. Duration: 1h 15'. Includes a thumbnail with 'CONCEPTS', 'RULES', 'IDEAS', and 'INSIGHTS'.
- WARP Remote Retrospective** by Antti Kirjavainen: A plan for a remote retrospective using the WARP (wishes, appreciation, risks, puzzles) format and Google Jamboard. Duration: 1h 15'. Includes a thumbnail with 'Wishes', 'Appreciations', and 'Risks'.
- Design Sprint 2.0** by Jake Knapp: Step-by-step process for solving big problems and testing new ideas in just 4 days. Duration: 4 days. Includes a thumbnail with 'Map', 'Decide', 'Prototype', and 'Test!'.

Each card includes a 'VIEW TEMPLATE' button and a three-dot menu icon.

Step 7



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

SessionLab Help

All methods My favorites IAF Methods Methods I created

Library of facilitation techniques find the right tool for your next session

TEAM ENERGISER IDEA GENERATION ISSUE RESOLUTION ISSUE ANALYSIS ACTION SKILLS REMOTE

Search for facilitation exercises, methods, etc. FILTER 1,279 methods + Add new resource

MOST POPULAR | RECENTLY UPDATED

Stand up if
#ice breaker #sharing #opening #energiser
#online #warm up
short, fun, energizing team activity
1 85 + USE METHOD

Everyone is a Liar (Two truths and one lie)
#warm up #ice breaker #remote-friendly
#online
Starting a meeting or after a break in a group where participants don't know each other or don't know much about
1 25 + USE METHOD

The paper clip method
#sharing #idea generation #creativity
#warm up
The power of brainstorming. A training for project leaders, creativity training, and to catalyse getting new solutions.
4 177 + USE METHOD

The Journalistic Six - Who What When Where Why How
#idea generation #issue analysis


Defining the Problem
#problem solving #issue analysis #online
#problem identification

Email Questions
#idea generation #problem solving
#issue analysis #online

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

SessionLab Help ▾ 

All methods My favorites **IAF Methods** Methods I created



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Methods Library
www.iaf-world.org



PLANNING



SOLVING PROBLEMS



MANAGING
DIFFICULTIES



WARM-UPS



MAKING DECISIONS



GENERATING IDEAS



UNDERSTANDING
ISSUES

Search for facilitation exercises, methods, etc.

FILTER

568 methods

+ Add new resource

🕒 1 to ∞

👤 1 to ∞

Filter by tags

All (568) Pending (1) Declined (72) Approved (495) My drafts (0)

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”.

The screenshot shows the IAF Methods Library interface. At the top, there is a navigation bar with the SessionLab logo on the left and 'Help' and a user profile icon on the right. Below this is a horizontal menu with four tabs: 'All methods', 'My favorites', 'IAF Methods' (highlighted with a purple box), and 'Methods I created'. The main content area features the IAF logo and the text 'International Association of Facilitators Methods Library www.iaf-world.org'. Below this are seven category icons with labels: 'PLANNING', 'SOLVING PROBLEMS', 'MANAGING DIFFICULTIES', 'WARM-UPS', 'MAKING DECISIONS', 'GENERATING IDEAS', and 'UNDERSTANDING ISSUES'. A search bar is located below the categories, containing the text 'Search for facilitation exercises, methods, etc.' and a 'FILTER' button (highlighted with a purple box). To the right of the search bar, it says '568 methods'. Below the search bar are two filter controls: a clock icon with '1' and 'to ∞', and a group of people icon with '1' and 'to ∞'. Below these is a 'Filter by tags' section with a list of buttons: 'All (568)', 'Pending (1)' (highlighted with a purple box), 'Declined (72)', 'Approved (495)', and 'My drafts (0)'. On the right side of the interface, there is a purple button with a white plus sign and the text '+ Add new resource' (highlighted with a purple box).



The International Association of Facilitators

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