

# Validation of Facilitation Training for CCSA Candidate

This form or a photocopy of this form should be used to verify completion of appropriate facilitation training by a CCSA candidate. The following information should be completed and verified by the CCSA candidate.

Please complete all sections of this form and mail to:

**The Institute of Internal Auditors Singapore**

138 Robinson Road #18-08

The Corporate Office

Singapore 068906

Tel: (65) 6324 9029

Fax: (65) 6220 5972

1.	Candidate Information	
	Candidate's Name (as in IC or Passport)	
	Organisation	
2.	Training Attended	
	Name of Course	
	Basic Course Description	
	Course Provider	
	Name of Instructor(s)	
	Course Date(s)	
	Total Time (Hours) in Course <i>(Minimum 14 hours.)</i>	

3.	<b>Training Criteria</b>	
	<p>Appropriate courses must include all of the following:</p> <ul style="list-style-type: none"> <li>• Facilitation techniques, including methods to encourage participation, probe for information, and keep discussions on topic.</li> <li>• Conflict resolution techniques, including techniques for handling difficult participant types.</li> <li>• Consensus building techniques.</li> <li>• Group dynamics and/or group decision making.</li> <li>• Workshop planning.</li> <li>• Facilitation exercise including group assessment/feedback to participant.</li> </ul>	
4.	<b>Statement of Verification</b>	
	<p>I verify that the information provided above is correct and that the submitted course meets the criteria listed above for appropriate courses.</p>	
	<p>_____</p> <p>Candidate's Name &amp; Signature</p>	<p>_____</p> <p>Date</p>
5.	<b>Required Information</b>	
	<p>Please attach proof of course completion. If the course is not one of the courses pre-approved by The IIA, please attach a course description and/or agenda, along with contact information for the course provider.</p>	