

# CSAW Facilitation Network & Certification:

## *Frequently Asked Questions*

### **What is the Facilitation Network?**

The Facilitation Network is a community of people that are interested in, or actively working on, helping improve federal acquisition through process facilitation. Process facilitation is structured around a clear purpose and objectives and moving participants through guided activities to accomplish their stated objectives within the time allotted for the facilitated session. The Facilitation Network is an opportunity for practitioners to connect, network, learn new techniques and best practices, demonstrate facilitation methods, discuss challenges, and learn about the latest happenings across government. Anyone is welcome to join.

### **What are the CSAW Certifications?**

There are two certifications currently available; the Certified CSAW Facilitator (CCF) and the Certified CSAW Co-Facilitator (CCC). Requirements for both certifications can be found in the [CSAW Certification Memo](#).

### **What are the qualifications or background of CSAW-Certified individuals? Are they current Contracting Officers (COs), former COs, and with expertise in certain areas?**

CSAW facilitators have advanced acquisition knowledge and may be former Contracting Officers, Contracting Specialists, and/or Project Managers. While it helps to have experience or expertise in a variety of different fields (IT, Professional Services, etc.), we will try to create facilitation teams that have complimentary experience that will best support the acquisition team.

We are looking for people who:

- Effectively bridge the gap between program and contracting
- Enjoy working with groups of people
- Are able to rapidly process a lot of information quickly and make on the fly adjustments
- Stay curious and ask thoughtful questions
- Have enough acquisition knowledge and experience to be 'dangerous'

### **How long is the certification process?**

The certification process is about 175 hours of training, observation, and facilitation activities. The total may be less depending on prior training an individual has completed.

To become a certified CSAW Facilitator, the candidate must attend one CSAW as an observer and then facilitate or co-facilitate at least one CSAW in addition to the training and capstone panel.

**Does obtaining CSAW certification come with any requirements to provide support outside of our agency? If CSAW-certified, will an individual be required to support GSA or other agency CSAW efforts?**

To maintain CSAW certification, one must facilitate or co-facilitate two CSAWs within a two-year period. These can be done internally at your agency.

**For facilitation training, what is considered “ Program Approved Facilitation Training (24-32 hours virtual or classroom)” for the purposes of certification?**

Currently the only course that's commercially available and meets our requirements is [Leadership Strategies' Effective Facilitator](#). We usually provide this training through our Facilitation Network, but it can also be accessed through their commercial course offering. Completing this course is not a prerequisite for joining the Facilitation Network or participating in workshops. It is, however, required for certification and for fully participating as a co-facilitator.

**What are the expectations for my role as a co-facilitator?**

You will facilitate one or more modules within the workshop, such as:

- Leading a conversation with the team about their current approach and gathering background information
- Facilitating market research, including helping the team identify their outstanding market research needs and questions, addressing common misconceptions with market research, and sharing some widely available market research tools
- Engaging with teams during breakout sessions by asking questions, clarifying directions, and/or helping teams get "unstuck"
- Possibly facilitating the source selection innovations module

Beyond those modules, you will:

- Support activity setup, coach the team as needed, and participate in daily debriefings with other members of the facilitation/observation team.
- Observe facilitation techniques and approaches for the modules you don't lead to prepare for future facilitation opportunities.

**What is the commitment time for observers?**

It is important that observers commit to the full workshop, which is typically four days. We understand that there may be unavoidable meetings or tasks that may pull someone out of the workshop for a short period of time, and we will accommodate that. Otherwise, we ask observers to make themselves available for the duration.

We also ask the observer to attend a 30-minute facilitation team preparation meeting (typically scheduled one week before the workshop), and daily debriefing sessions after each day of the workshop (typically 30min).