



# CEFE Digital Facilitator Certificate

Develop highly effective change processes with digital facilitation tools.





Enhance your skills as a digital facilitator with one of the most successful methodologies in business development!

**CEFE digital facilitation** allows facilitators to generate active digital participation, contextualized reflection and meaningful learning; through challenging and motivating challenges in a digital environment. At the same time, it encourages empathy, interaction and collaboration between participants, developing experiential learning activities.

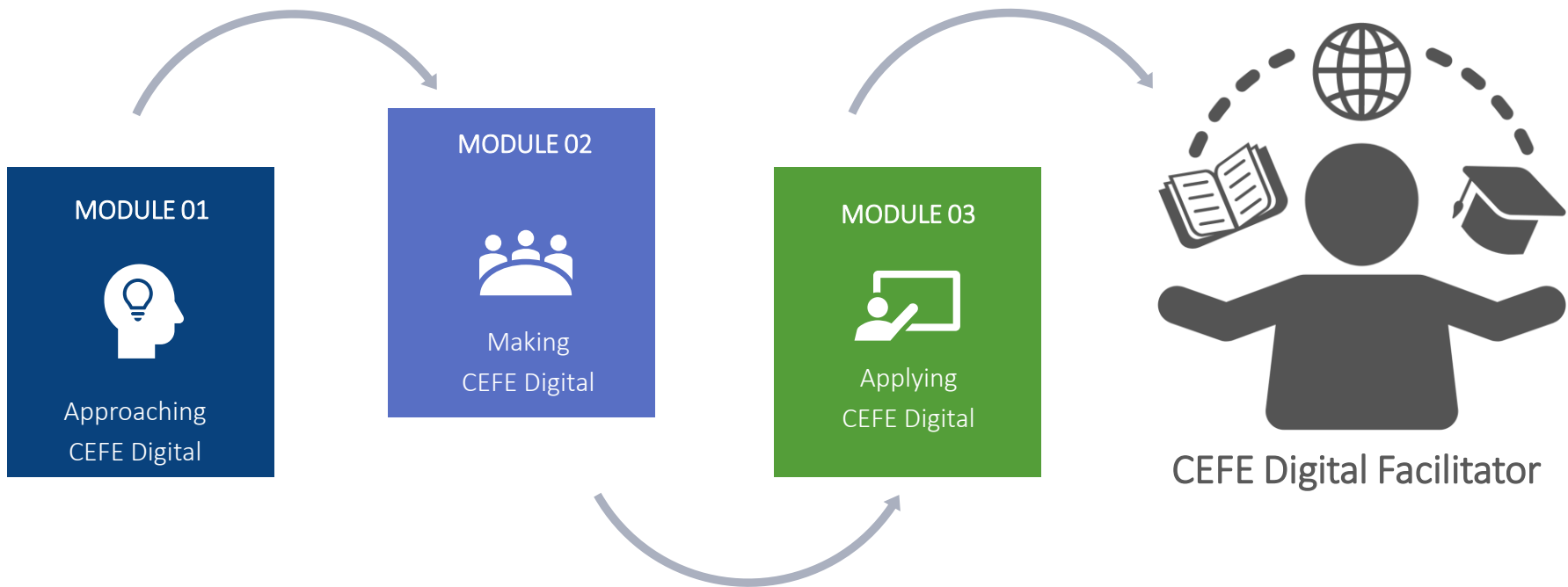
The International Certification for CEFE Digital Facilitators is an intensive online specialization for trainers who wish to enhance their digital facilitation skills to stimulate the growth of individuals through virtual organizational simulations.

The program aims to promote SMEs' growth by improving their entrepreneurial skills, business performance and income generation to positively impact the development of communities, countries, and economic and social environments.





# Digital Learning Route



# Digital Learning Route



## MODULE 01

Approaching CEFE Digital



For CEFistas

57% Asynchronous



For Non - CEFistas

64% Asynchronous



**Digital Tools:** Videos, Genially, Padlet, CANVA, Jam board, Mentimeter, Miro, etc. Quizzes to evaluate knowledge.

### Total 46 hours

1 opening session: 2 hours.  
6 synchronous sessions:  
3 hours each.  
1 Modelling exercise  
Asynchronous sessions: 18 hours  
Optional Mentoring: 8 hours

### Total 56 hours

6 Synchronous sessions:  
3 hours each.  
1 Modelling exercise  
Asynchronous Sessions: 28 hours  
Optional mentoring: 8 hours



## MODULE 02

Making CEFE Digital



CEFE Digital  
Modelling

3 Exercises



2 Digital Macro  
labs

6 Groups of 3 people\*

### Total 49 hours

\*6 groups – 12 Macro labs total: 36 hours  
Mentoring per digital Macro lab: 2 hours



CEFE Digital  
Modelling



## MODULE 03

Applying CEFE Digital



Target Group  
Workshop

3 CEFE Digital Facilitators



Synchronous or  
Asynchronous  
Supervision

### Total 90 hours

\*9 hours  
\*\*2 hours per Macro lab observation  
by a CEFE Digital Trainer  
Work group: 10 hours

Preparation and  
Execution\*

Mentoring and  
Supervision\*\*

# Total duration



| CEFistas  | Non - CEFistas |
|-----------|----------------|
| 120 hours | 130 hours      |



# CANVAS MODELO DE NEGOCIO

ASOCIADOS CLAVE



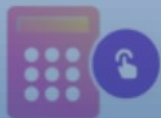
ACTIVIDADES CLAVE



RECURSOS CLAVE



ESTRUCTURA DE COSTOS



RELACIÓN CON LOS CLIENTES



CANALES



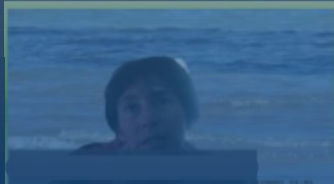
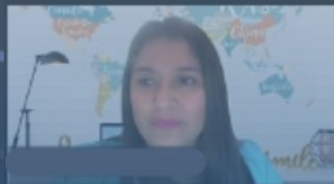
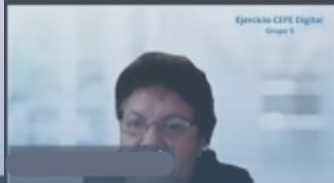
VÍAS DE INGRESO



SEGMENTO DE CLIENTES



vitor hugo arenas pal...



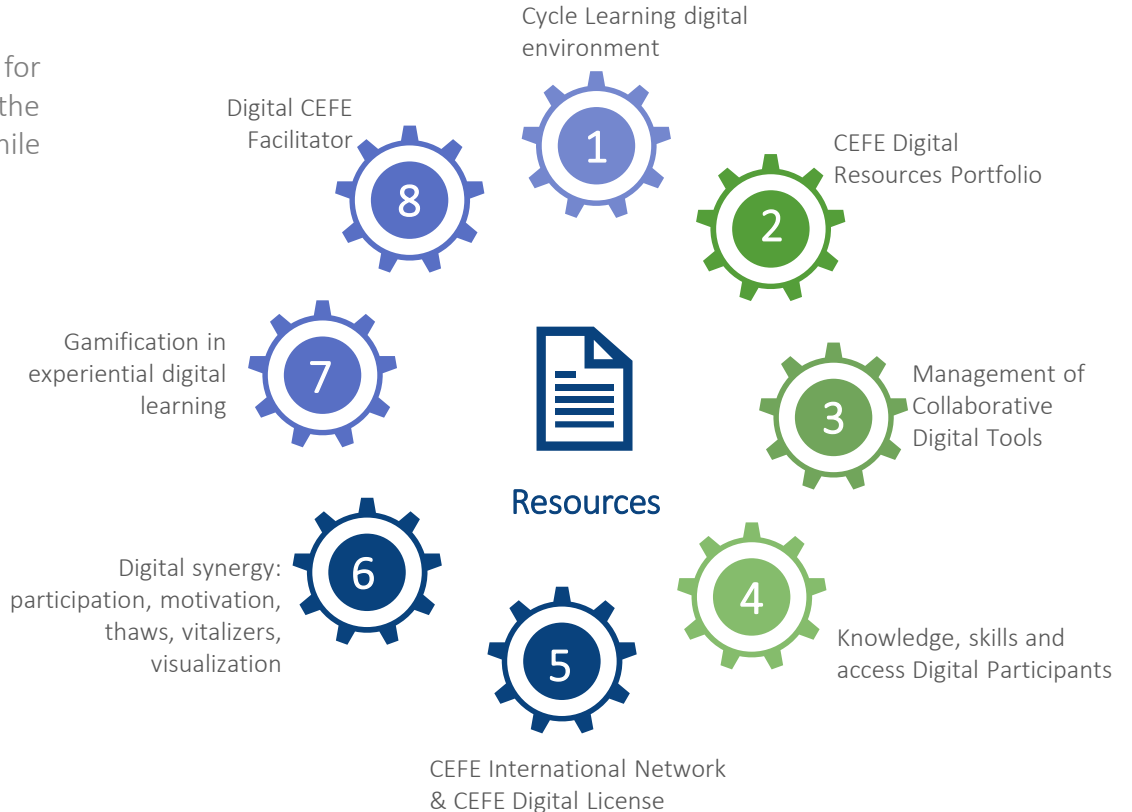


# Module 1: Approaching CEFE Digital (For CEFistas)



Participants obtain a diagnosis of their capacities for developing their online trainer profile and learn the characteristics of the CEFE Digital facilitator while learning to master digital tools for online facilitation.

- Initial Session: Expectations program, etc.
- Concept and Pillars CEFE Digital Introduction.
- Compass Facilitator CEFE Digital.
- CEFE Digital Conversations.
- CEFE Digital Modelling session.
- Final Session Closing and Evaluation.



**Digital Tools:** Videos, Genially, Padlet, CANVA, Jam board, Mentimeter, Miro, etc. Quizzes to evaluate knowledge.





# Module 1: Approaching CEFE Digital

## (For Non - CEFistas)



Participants learn and internalize the principles and foundations of adult learning, the structure of the groups and the structural foundations of the CEFE Digital methodology as an intervention to promote economic, social and environmental development.

- 01 CEFE Professional Facilitation
- 02 Experiential Learning Cycle
- 03 Entrepreneurial Characteristics
- 04 History and Methodology CEFE
- 05 Verbal and non-verbal Communication
- 06 Moderation Techniques



- 07 Facilitation Techniques
- 08 Perceptive Canals
- 09 Group Dynamic Management
- 10 The Visualization
- 11 Design workshops CEFE
- 12 Learning process

Each Asynchronous Masterclass shall have a quiz developed with a digital tool to verify the knowledge



# Module 2: Making CEFE Digital (For CEFistas and Non - CEFistas)

Participants internalize basic concepts and tools for digital facilitation and a set of exercises from the CEFE Digital Manual to contribute to developing ventures. Master Facilitators and participants evaluate their interventions and set personal challenges to improve their performance as CEFE Digital facilitators.



**Initial Session: Expectations  
program, etc.**



**3 CEFE Digital  
Modelling Exercises**



**2 rounds of 6 Digital Macro  
labs**

6 Groups of 3 people



**Final Session Closing  
and Evaluation**

- Briefcase digital exercises.
- Design, Develop and Testing CEFE Digital.
- Workshops, Design Sprint Method.
- Preparation and Mentoring.
- Execution and feedback.



# **Module 3: Applying CEFE Digital** (For CEFistas and Non - CEFistas)

Participants prepare and execute their first interventions with the CEFE Digital Methodology (Workshop) with real target groups to obtain their International Certification as CEFE Digital Facilitators.



## **Target Group Workshop**

3 CEFE Digital Facilitators

Preparation and  
execution



## **Synchronous or Asynchronous Supervision**

Mentoring and  
Supervision

## **Total 90 hours**

Duration: 9 hours synchronous  
3 sessions of 3 hours, 6 sessions of 1.5 hours  
by a CEFE Digital Trainer  
Work group: 10 hours

## **EVALUATION CRITERIA**



2 Animometers  
Final evaluation



3 Dynamics or  
Vitalizers.



2 or 3 asynchronous  
sessions.



Application of  
digital tools.



Group of 3 people.  
Each person with  
a leading role.



Include 3 Digital  
Exercises.



4 Usted está viendo la pantalla de Ana María Álvarez accedió a la sala de espera




Chatear Compartir pantalla Votación Grabar Sección de Grupos Reacciones



# CEFE Digital for CEFistas

CEFistas with knowledge of Digital training

MODULE 01



Approaching  
CEFE Digital



Note: Requires the demonstration of their competence in the use of digital tools.


MODULE 03



Applying  
CEFE Digital

CEFistas without experience in Digital training


MODULE 01



Approaching  
CEFE Digital



MODULE 02



Making  
CEFE Digital

MODULE 03



Applying  
CEFE Digital



CEFE Digital Facilitator



# CEFE Digital Certification System

CEFE Digital  
Facilitator License

- Facilitators delivered after coursing the program according to the approved standard. It has an indefinite duration. It contains a verification QR code.



CEFE Digital  
Advance Trainer

- Facilitators have experience applying Digital CEFE with target groups (minimum 24 hours of implementation).
- Facilitators have a CEFE Digital Master Trainer's recommendation.
- Facilitators create and apply at least one CEFE Digital Exercise validated by a Master Trainer.



CEFE Digital  
Master Trainer

- Facilitators have participated as Co-facilitators in two CEFE digital training (During all modules).
- Facilitators have experience in applying Digital CEFE with target groups.
- Facilitators Create and apply CEFE Digital Exercises (two) validated by a Master Trainer.
- Facilitators have two CEFE Digital Master Trainer recommendations.





**Thank you**