

# The Road to Certification - Overview

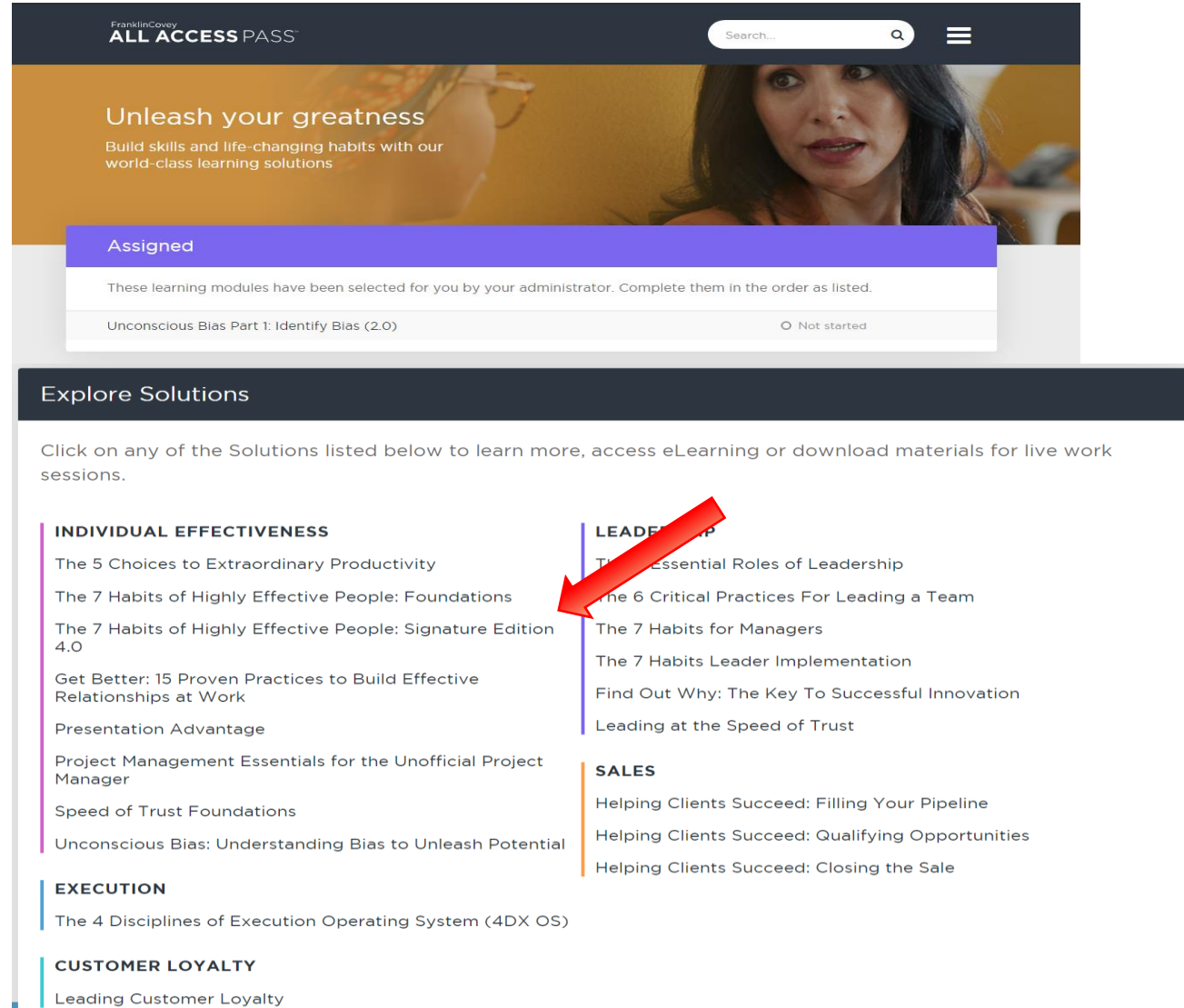
- Step 1** – Log in to your All Access Pass Portal (<https://link.allaccesspass.com/>)
- Step 2** – From the ‘**Explore Solutions**’ section, click on the title of the course you’re getting certified in.
- Step 3** – Click on the ‘**Facilitating**’ tab at the top of the page (*Users need ‘Facilitator’ access to view this section. Heres a tutorial for [‘Changing User Role’](#) as a Client Admin.*)
- Step 4** - Electronically agree to the Facilitator License Agreement
- Step 5** – Click ‘Launch Certification Videos’ videos, then:
  - View these videos once as a participant with your **Participant Guide\***
  - View them again with your ‘facilitator hat’ on with your **Facilitator Guide**, taking notes, preparing stories and examples, and making sure your audience can connect to the course
- Step 6** – Download your PowerPoints from the ‘**Facilitating**’ tab and schedule a practice teach with colleagues. You could also record yourself on MS Teams or WebEx.
- Step 7** – Get your certificate of certification! Simply e-mail [vacare@franklincovey.com](mailto:vacare@franklincovey.com) with your first and last name, VISN, facility, and course(s) that you’ve completed certification for.
- Step 8** – Schedule your first course!



# Access to Certification Materials

- Ensure you have facilitator access to the All Access Portal at <https://link.allaccesspass.com/>  
**Note:** *If you have not yet activated your account, you can select the Forgot Password link to begin setup.*
- Select the course beneath the *Explore Solutions* heading.
- Click on the *Facilitator* tab
- ✓ Electronically agree to the Facilitator License Agreements

**Optional:** You may purchase a hard copy facilitator kit. Email [vacare@franklincovey.com](mailto:vacare@franklincovey.com) for pricing and details.



FranklinCovey  
**ALL ACCESS PASS**

Search...

Unleash your greatness  
Build skills and life-changing habits with our world-class learning solutions

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

Unconscious Bias Part 1: Identify Bias (2.0)	Not started
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Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

- INDIVIDUAL EFFECTIVENESS**
  - The 5 Choices to Extraordinary Productivity
  - The 7 Habits of Highly Effective People: Foundations
  - The 7 Habits of Highly Effective People: Signature Edition 4.0
  - Get Better: 15 Proven Practices to Build Effective Relationships at Work
  - Presentation Advantage
  - Project Management Essentials for the Unofficial Project Manager
  - Speed of Trust Foundations
  - Unconscious Bias: Understanding Bias to Unleash Potential
- LEADERSHIP**
  - The Essential Roles of Leadership
  - The 6 Critical Practices For Leading a Team
  - The 7 Habits for Managers
  - The 7 Habits Leader Implementation
  - Find Out Why: The Key To Successful Innovation
  - Leading at the Speed of Trust
- SALES**
  - Helping Clients Succeed: Filling Your Pipeline
  - Helping Clients Succeed: Qualifying Opportunities
  - Helping Clients Succeed: Closing the Sale
- EXECUTION**
  - The 4 Disciplines of Execution Operating System (4DX OS)
- CUSTOMER LOYALTY**
  - Leading Customer Loyalty

# Facilitation Best Practices

- **Watch all videos, twice...**
  - Once from the lens of a *learner*
  - Once from the lens of *facilitator*
- **“Enhance your facilitator guide, e.g.,**
  - Generate relevant work examples that will apply to your learners.
  - Complete all the participant guide exercises yourself.
  - Jot down contingency plans to help you in a time crunch (e.g., *on p. X, if time is short just have participants complete Application Exercise questions #1 and #3.*)
- **Do a practice session for 2-3 colleagues**
- **Co-facilitate with a peer**
- This site contains some great facilitator videos on body language and visual facilitation:  
<https://www.franklincovey.com/engage-with-us/facilitator.html> (*scroll to the bottom of the page*)

**“The difference  
between ordinary and  
extraordinary is  
practice!”**

*Vladimir Horowitz*

- **Train the Trainer**—An additional option is to hire a FC consultant to do a train-the-trainer session. You can choose to:
  - Observe
  - Co-facilitate
  - Be coached

Email [vacare@franklincovey.com](mailto:vacare@franklincovey.com) to learn more about pricing and working with an FC consultant!