



GEORGETOWN UNIVERSITY
School of Continuing Studies
Institute for Transformational Leadership

Application Checklist: Facilitation

Please use the checklist as a guide for your application to the Executive Certificate in Facilitation program. All materials must be submitted online through the application portal by the priority deadline.

A complete application includes:

- 1. A completed application form (to be filled out in application portal)
- 2. A \$50 non-refundable application fee
- 3. An updated resume or CV (no more than two pages)
- 4. Facilitation Essay (~1,000 words)
 - The essay should answer the following questions:
 - What is motivating you to apply for this certificate program? What has been your facilitation experience up until now?
 - What do you plan to do with the skills you gain in this program?
- 5. One letter of recommendation.
 - Recommender should specifically address the following:
 - How do you know the applicant and for what length of time?
 - If admitted, the applicant will be trained in meeting design and facilitation skills. To what degree do you believe the applicant has aptitude for this work? (Please share relevant observations and insights.)
 - Completion of the program requires commitment and focus to learning and professional growth. How has this applicant demonstrated these traits in the past?

The letter of recommendation must be submitted online directly through the application portal. Your reference will receive a unique web link to the recommendation form after you have submitted your application online through the application portal.