

STATUS DEFINITIONS

- Observer:** A volunteer not committed to training who is having a look to decide whether to proceed
- Trainee1:** Committed to training, has a Buddy to guide development, is observing a Lead Facilitator
- Trainee2:** Has completed observation stage, has a draft plan, and is rostered for supported facilitation.

1. FOR AN OBSERVER

When you are rostered to be shadowed by a casual observer

DURING TEAM BRIEFING

- Clarify what they can and cannot do in your facilitation session.

DURING THE PROGRAM

- Chat about your experiences as a facilitator and answer any questions

AFTER THE PROGRAM

- No need to report back to anyone

2. FOR A TRAINEE1: formal observation

BEFORE THE PROGRAM

- receive a briefing from the trainee's Buddy on training progress of the Trainee1.

DURING TEAM BRIEFING

- Chat about expectations, what they can and cannot do during your facilitation.
- Provide Trainee1 with a copy of your facilitation plan.
- Provide Trainee1 with a PMI form to complete while observing your facilitation.

AFTER WORKSHOP

- Make time to debrief with the Trainee1 (could be after arrival home).
- Include their PMI jottings on your facilitation in the discussion.
- Within 48 hours of the program, report to the Buddy - email or phone call are fine.

3. FOR A TRAINEE2: supported facilitation

BEFORE THE PROGRAM

- receive a briefing from the trainee's Buddy on training progress of the Trainee1.
- receive a copy of Trainee2's draft facilitation plan in advance, so you can review before program.

DURING TEAM BRIEFING

- Chat about expectations, what you will do during facilitation, what areas Trainee2 wants you to focus on for feedback.

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- Touch base on Trainee2's facilitation plan. Be clear: No plan, no facilitation, and trainee will have to observe again.

DURING FACILITATION

- Use the Trainee Feedback grid to jot down your impressions of the Trainee2's performance.

AFTER WORKSHOP

- Make time to debrief with the Trainee1 (could be after arrival home).
- Include your completed Trainee Feedback Grid in the discussion.
- Give Trainee Feedback grid to Trainee2.
- Within 48 hours of the program, report to the Buddy - email or phone call are fine.

4. ACCREDITATION FROM TRAINEE2 TO SOLO FACILITATOR

The final step to accreditation as a Courage to Care facilitator is a facilitation appraisal during supported facilitation at a school program.

FOR MYP

The facilitation appraisal for the purposes of accreditation as a solo facilitator will be conducted by our volunteer **accreditation auditor**.

Check with the trainee before commencing the supported facilitation to make certain the trainee is not expecting you to conduct the final accreditation assessment.

FOR SYP

The facilitation appraisal for the purposes of accreditation as a solo facilitator will be conducted by the rostered Lead Facilitator.

DURING FACILITATION

- Use the Trainee Feedback grid to jot down your impressions of the Trainee2's performance.

AFTER WORKSHOP

- Make time to debrief with the Trainee1 (could be after arrival home).
- Include your completed Trainee Feedback Grid in the discussion.
- Give Trainee Feedback grid to Trainee2.
- Within 48 hours of the program, report to the Buddy - email or phone call are fine.

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