



Community of Practice Zoom Meeting - Summary of discussions

January 17, 2024

“Facilitator Training”

Introductions and Farewells:

1. We have a new PHAC representative:

Julie Prud'homme

Julie has been with the Government of Canada for 20 years on the planning, delivery and monitoring of numerous grants and contributions programs. Before joining the government, Julie worked for various not-for-profit organizations where she was, among other things, responsible for completing funding applications and implementing new projects.

Julie is filling Jessica Laurin's position while she is on parental leave.

2. Since our last meeting we said goodbye to the following CoP members:

Bari Knopf (Sharing the Healing Journey)

Margaret Leslie (C-BTC)

Kyla Munn (Kids' Club and Moms' Empowerment)

And we warmly welcome:

Julie-Pier Montreuil (Kids' Club and Moms' Empowerment)

CoP Updates

1. **2024 Knowledge exchange event is booked for June 4-5, 2024 Delta Marriott Montreal.** Rooms have been secured at a group rate at the hotel for this event. **Rooms must be booked by May 3, 2024.** <https://www.marriott.com/en-us/hotels/yuldb-delta-hotels-montreal/overview/>. A reminder that the Formula One Grand Prix will be taking place the following weekend in Montreal so rooms may be difficult to obtain if you leave it too late.
2. Our next CoP meeting takes place on March 6, 2024.

3. We are planning for the LN and KH webinar series for this year. If there are any topics you would like us to explore, please let us know.
4. We are also continuing with the Knowledge Hub Presents series. If you have something related to your project that you would like to share with a larger audience, please let us know. A reminder that these are shorter presentations than the webinar series and should focus on something related to your project. For more information, please visit: <https://kh-cdc.ca/en/resources/khpresents/index.html>

CoP Member Facilitator Training Presentations

Presenters:

- Christen Kong from the [HEAL \(Hubs of Expressive Arts for Life\) to Address and Prevent Family Violence Project](#)
- Meenu Dhillon and Golnoosh Hakiman from [Stories of Strength](#)

Recordings of these presentations are available on the Community of Practice Portal of the website. Please visit: <https://kh-cdc.ca/en/community-of-practice/cop-portal/index.html>

Small Group Discussions

Community of Practice members spent time in small groups sharing information and ideas about facilitator training. These discussions included the following:

Steps to program and manual development

Some preliminary work involved in creating program manuals has included conducting literature reviews, program mapping and focus groups to determine what participants valued most about a program, and what could be changed or done differently. Some work has also been done to better understand how to do this work using trauma and violence informed principles.

Adaptation of existing programs

The members discussed the development and adaptation of their respective training programs. One program discussed the use of creating programs by looking at what has been done before and adapting and borrowing exercises and activities to suit a particular audience. The challenge is being able to find or access some of these materials. A suggestion was made for the CoP to establish a centralized location for program manuals. A concern was raised that because of extensive borrowing of activities it is sometimes difficult to identify what is unique or original content.

Another program highlighted challenges in replicability, dependent on factors such as facilitator knowledge and participant dynamics. Training includes creating templates for group sessions, but implementation varies. Sometimes a toolkit is provided for facilitators instead of an instructional manual, allowing flexibility in tool usage.

Another project had a training program in existence before being funded by PHAC. They were in-person before covid, and then adapted it to an online process. Some of the exercises could not be done online so they were modified or replaced.

Supporting facilitators through implementation

One program shared they have interviewed facilitators to see how existing manuals are being used and use this information to address gaps. They are also checking in with the facilitators to see if they have any questions about the training and how to use the information.

One program involves providing 10 hours of training to facilitators, encompassing trauma awareness and program content. The goal is to train past participants to deliver the program and receive feedback for continuous improvement. For first-time facilitators, a mentor/trainer is present, and the team offers ongoing support.

One program is currently designing content for their training experts. There will be train the trainer sessions and the programs will now be online and in-person sessions based on the variety of needs that people have experienced.

Some people discussed the realities of facilitator training and the amount of time that is required to keep the process iterative. All parties shared that they struggle to find the necessary amount of time to conduct the training, to check in with each other. To address time, one group developed their training to be more of a lecture series where facilitators can self-pace their training. This was echoed by other members that retention was difficult. One group mitigated this by requiring two people to facilitate at once but only one of the two needed to have completed the training. A different group shared that they spent so many hours training someone and then they left for a different role. One group noted that facilitator training must be seen as relational work.

Next meeting: Wednesday, March 6, 2024 @ 1:00 p.m. PHAC representatives will share information about the Annual activity reports which will be due April 30, 2024.