

Challenging Structural Substance Use Stigma

In-Person Workshop

Timeline



CANADIAN
PUBLIC HEALTH
ASSOCIATION

ASSOCIATION
CANADIENNE DE
SANTÉ PUBLIQUE



**Before
You
Begin**

6 weeks
before
workshop

6

weeks

**Planning
This
Workshop**

4 weeks
before
workshop

4

weeks

**Planning
This
Workshop**

1 week
before
workshop

1

week

**Facilitate
This
Workshop**

**Day of
the
workshop**

**DAY
OF**

These are suggested timelines, and can be adjusted based on your availability, preferences and local context

Before You Begin – 6 weeks before workshop

Review workshop package

- Package includes:
 - Planning This Workshop (Onboarding, Timeline, Syllabus)
 - Promoting This Workshop (Communications, Registration and Email Templates, Pre- and Post-Surveys)
 - Delivering This Workshop (Agenda, Facilitator Manual, Workshop Slides, Participant Workbook)

Identify facilitator(s)

- Review onboarding materials, including organization and facilitator requirements.
- Identify one or two facilitators for this workshop.
- If co-facilitating, decide what sections will be delivered by each facilitator.

Determine workshop date(s) and times

- Decide whether the workshop will be delivered in one or two days.
 - Insert the workshop times into the agenda page of the Facilitator Manual.

Set up registration

- Identify how registration information will be collected (e.g., by email, Google Forms, Eventbrite, etc.).

Book Catering (if applicable)

- Identify catering options considering budget, number of participants, and dietary restrictions.

Before You Begin – 6 weeks before workshop

Choose a venue for the workshop, considering:

1. Accessibility

- Choose a location that is accessible by public transportation and/or has parking available.
- Ensure the room is physically accessible for participants (e.g., elevators available, wheelchair accessible building, etc.)
- Consider location and accessibility of bathrooms (e.g., gender-neutral bathrooms, accessible bathrooms)

2. Internet

- Ensure stable internet is available
- Identify if wireless internet is available for participants

3. Room set up

- Consider facilitation needs (i.e., presenting slides, group discussions, case scenarios) when setting up tables.
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Planning This Workshop – 4 weeks before workshop

Open registration

- Prepare registration form (see Workshop Registration-Email Templates)
 - Ask participants about dietary restrictions, allergies, and food orders (if applicable)
- Open and promote registration (see Communications Package for promotional materials)

Confirm food delivery/catering services for the workshop (if applicable)

- If providing lunch, refer to participant registration form for specific dietary restrictions (e.g. vegetarian, gluten-free, etc.) or order details (if applicable)

Communicate with and manage participants

- Maintain email communication with participants to answer any questions.
- After registration, send participants a calendar invite to confirm attendance.

Prepare for facilitation

- Complete Trauma Informed Facilitation training (see Onboarding document).
- Read the Facilitation Manual in detail.
 - Divide content between co-facilitators (if applicable)
- Review the workshop slides and edit slides where needed (note that slides requiring edits are specified in the Facilitator Manual).
- Review the Participant Workbook.

Planning This Workshop – 1 week before workshop

Email materials to participants (~3 days before workshop)

- Send reminder email to participants with:
 - Venue details (timing, location, transit/parking options)
 - Participant workbook (clarify if it will be provided digitally or printed)
 - Surveys (if applicable)
 - Agenda

Practice facilitation

- Review details of facilitation, including:
 - Content in the Facilitator Manual and Slides
 - Practice workshop delivery with co-facilitator (if applicable)
 - Technology used (i.e., presenting slides, word cloud activity, online polls)

Prepare workshop materials and signage

- Assemble equipment and materials needed:
 - Laptop and projector
 - Fillable nametags
 - Flipchart (if applicable)
 - Notepads (if applicable)
 - Participant workbooks (if printing)
 - Optional participant materials (if applicable, see Onboarding)
 - Pre and post workshop surveys (if printing)
 - Signage including:
 - Directions to workshop space
 - Directions to bathrooms and fire exits (if applicable)
 - Internet or Wi-Fi details

Facilitate This Workshop – day of the workshop

Set up venue and equipment

- Arrive early to set up seating, equipment, flipchart, etc.
- Practice technical components (e.g., sharing slides, testing audio)
- Check location of fire exits, accessible washrooms, elevators
- Display the Discussion Guidelines for participants

Set up space for catering (if applicable)

Greet participants

- Hand out nametags
- Provide printed workbook and/or surveys (if applicable)
- Check attendance

Facilitate workshop

Collect post-workshop survey (if applicable)

Take down workshop venue

- Complete any clean up that may be required before exiting the venue

Complete facilitator feedback survey

- Visit [SimpleSurvey](#) to complete a short facilitator feedback survey.
- Email substanceuse@cpha.ca with any additional questions or comments.

Notes: