

Facilitation Requirements	Description of Activity
Solo Facilitation	Facilitators are expected to facilitate workshops solo unless the number of participants exceeds the maximum number of participants that can be facilitated solo for the particular workshop stream. In those cases, SafeCare BC will provide a co-facilitator.
Comfort troubleshooting technical issues	Facilitators are expected to troubleshoot technical issues that may arise before or during facilitation. Issues may include internet connectivity problems, sound issues, or issues with the projector or laptop. The facilitator may or may not have additional support from an on-site contact.
Arrive 30 minutes early	Each facilitator is expected to arrive 30 minutes early for each workshop and use that time to set up for the workshop, test equipment (e.g. videos, sound, projector), and become familiar with the housekeeping information that must be shared with participants (e.g. emergency exits, washrooms, wifi information).
Show the SafeCare BC Video	All facilitators are required to show the SafeCare BC video at the start of each workshop. As the majority of workshop participants are from SafeCare BC member sites, they have the right to know the services they are entitled to. Showing the video at the start of each session gives participants a chance to ask questions about SafeCare BC.
Submit sign-in sheets	SafeCare BC's programs and events coordinator issues sign-in sheets for each workshop organized by SafeCare BC. Facilitators ensure that each participant signs in at the start of each workshop and legibly prints their email address. Email addresses are used to issue workshop certificates. At lunch time, each facilitator is required to send a copy of the sign-in sheet to the training@safecarebc.ca inbox. Copies can be made by taking a picture with a smart phone. SafeCare BC needs to know who is attending each workshop in case of emergency.
Turn away late attendees	Participants attending a workshop are not permitted to arrive late or leave early. The only exception is if a person misses a small section of the day and the facilitator is willing and able to catch that person up during the lunch hour or after the workshop on his or her own time. Otherwise, certificates may only be issued if the participant participates in the entire workshop. Facilitators can direct participants to speak to SafeCare BC if he or she would like to discuss why he or she will not receive a certificate.

Surveys	Near the end of the workshop, facilitators are required to write a survey code on the whiteboard/flip chart paper for participants to complete the workshop evaluation survey with their smart phones. When possible, all participants should be given the WIFI information for the site at this time. Surveys are built into the course to increase the likelihood of completion. The workshop evaluation surveys include questions that evaluate the facilitator.
Invoices (contractors)	Following a workshop, contracted facilitators are required to submit an invoice to SafeCare BC within 30 days for their agreed upon contractor rate. SafeCare BC will issue payment within 30 days.
Expenses (secondment)	Following a workshop, the sponsor organization is required to submit an invoice to SafeCare BC within 30 days for the facilitator's time and any expenses incurred as a result of facilitation with SafeCare BC (e.g. mileage, meals, parking).