



## **CMHA Facilitator Training Thursday and Friday, October 12 & 13, 2017**

The next CMHA Facilitator Training course will be held on Thursday and Friday, October 12 & 13, 2017. The morning session is from 8:30-12, and the afternoon session lasts from 1-4:30. Please note that you are responsible for your own lunch. There will be light refreshments provided such as snacks, coffee, tea, and water. **The classes are held at the CMHA Learning Annex, 4911 - 51 Street, Suite 404, Red Deer, AB T4N 6V4.**

The Facilitator Training course is designed to meet the training needs of people facilitating time limited and on-going groups or courses. Each participant will receive training material including the complete course and additional resource sheets that you will be able to use as you facilitate groups. The course features both lecture and experiential learning activities. A course attendance certificate will be awarded to those who complete the training.

The Facilitator Training course was revised in the fall of 2016 and is now offered over two consecutive days during which time the focus is on developing or honing the skills and knowledge needed to successfully facilitate groups. A one day course is being planned for individuals who are seeking assistance creating new groups.

### **Day 1**

- Establishing intentions, personal responsibility and group agreements
- Setting the tone: content vs. process
- Defining facilitation
- Defining ourselves as facilitators
- Roles and responsibilities
- Core values, assumptions and principles of facilitation

### **Day 2**

- Group process
- Behaviours that enhance or hinder groups
- Whether/When, Why, and How to intervene and practice scenarios
- Working with a co-facilitator
- Working together practice
- The importance of feedback and evaluation

20 people will be accepted for training. See page 2 for fee and enrolment information.

For more information about the course, please call the education staff at CMHA, 403-342-2266 or send email to [education@reddeer.cmha.ab.ca](mailto:education@reddeer.cmha.ab.ca).

## Registration for October 12 & 13, 2017 CMHA Facilitator Training

<b>Name</b>		
<b>Date of course</b>		
<b>Agency or Organization Affiliation</b>		
<b>Email Address</b>		
<b>Phone Number</b>	<b>Daytime:</b>	<b>Cell/Other:</b>
<b>Mailing Address</b>		
<b>Have you ever facilitated groups/courses that were "on-going" with no specific beginning and ending date? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>What groups like this did you facilitate?</b>	
<b>Have you ever facilitated groups/courses that meet for a specific length of time with a designated beginning and ending date? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>What groups like this did you facilitate?</b>	
<b>What are you hoping to get from this training:</b>		

The fee for the course is \$185. Early enrolment is advised as this course often fills shortly after being announced. If you need to cancel your registration, we refund fees on a case-by-case basis, depending on timing and other factors. Individuals without agency/organizational sponsorship may be eligible for partial scholarships.

Please send your registration form and cheque or credit card information to: CMHA, Attention: Facilitator Training, 5017 50th Avenue, Red Deer, AB T4N 4B2. You may FAX the registration to us at 403-342-5684. We will also accept registration and payment at our office from 9 AM-noon, and 1-4 PM, Monday through Friday.

Credit Card Type:                       Visa                       MasterCard                       American Express

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Amount Authorized: \_\_\_\_\_

Account holder's signature: \_\_\_\_\_

Expiration Date:                      MM\_\_\_\_\_ YY\_\_\_\_\_

Receipt made out to: \_\_\_\_\_