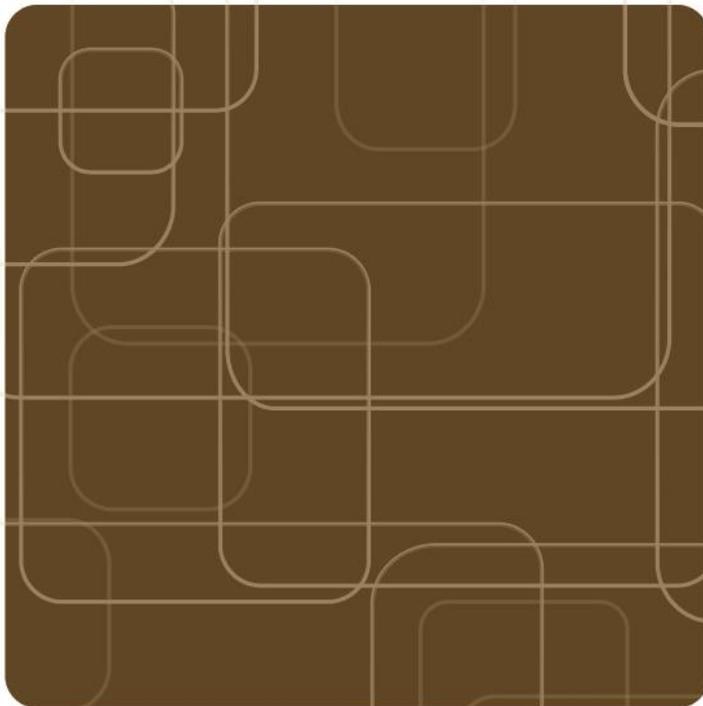
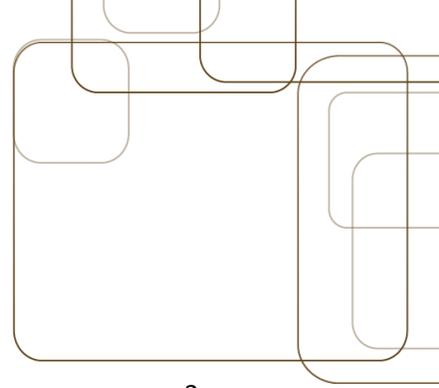


Centre for Suicide Prevention



Walk With Me Organizer Guide WORKSHOP





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What is the Walk With Me Workshop?

Walk With Me: An Aboriginal suicide bereavement workshop is a one day process-based workshop exploring the suicide grief cycle in Aboriginal communities.

Walk With Me Workshop participants will be able to:

- Appreciate that suicide bereavement differs from other forms of bereavement;
- Begin to talk openly about suicide;
- Begin to talk openly about suicide bereavement;
- Recognize the impact suicide bereavement has on the individual, family and community;
- Identify grief work strategies they can use to help themselves and others;
- Identify strategies that work in their unique community; and
- Incorporate one or two self-care strategies.

Walk With Me is facilitated by one Trainer. A local, community resource person trained in Applied Suicide Intervention Skills Training (ASIST)* must also be present to support any participant who may become at-risk of suicide.

Some Organizers choose to invite an Elder to open and close the workshop with a ceremonial blessing.

*or a similar suicide intervention program

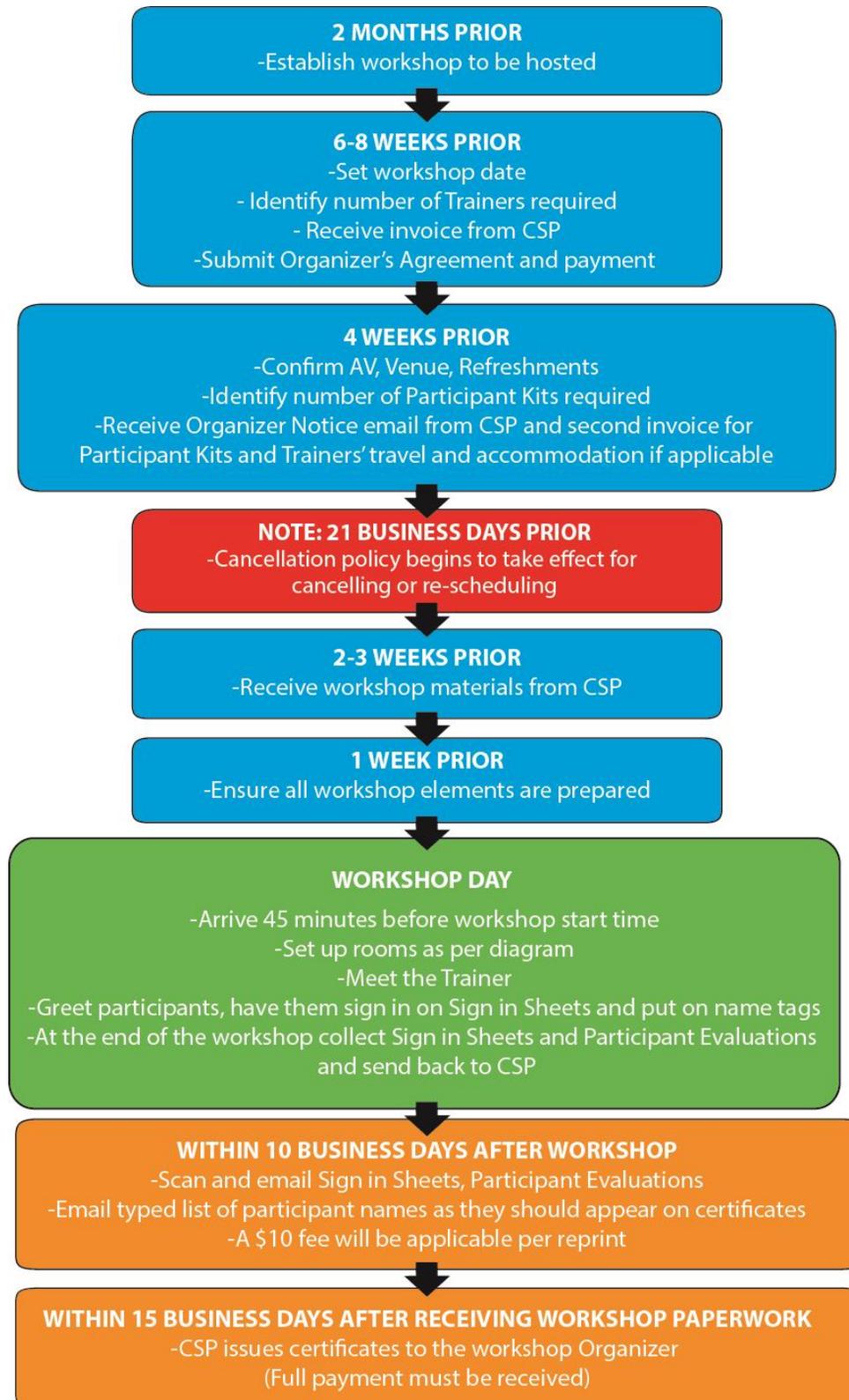
Walk With Me: Aboriginal Suicide Bereavement Workshop Schedule

The Walk With Me Workshop runs for a full day, typically 8:30 AM to 5:00 pm.

Time	Activity	Group size
8:30 AM	Introductions	Large group
9:30 AM	Understanding our Past	Large group
10:15 AM	Break	
11:00 AM	Understanding our Present	Large group
12:00 PM	Lunch	
1:00 PM	Suicide Bereavement Model	Large groups
2:40 PM	Break	
2:30 PM	Understanding our Future	Small groups
3:30 PM	Ending Circle	Large group
4:50 PM	Closing Prayer	Large group

I would like to host a Walk With Me Workshop for my Organization!

Here's how at a glance:



How to host a Workshop

Roles and Responsibilities for Organizers

1) 8 weeks and more before your workshop

- a. Identify which workshop is right for your organization.
- b. Contact CSP to discuss! You can reach the Workshop Coordinator at workshops@suicideinfo.ca or 403-245-3900 x 225.

2) 6-8 weeks before your workshop:

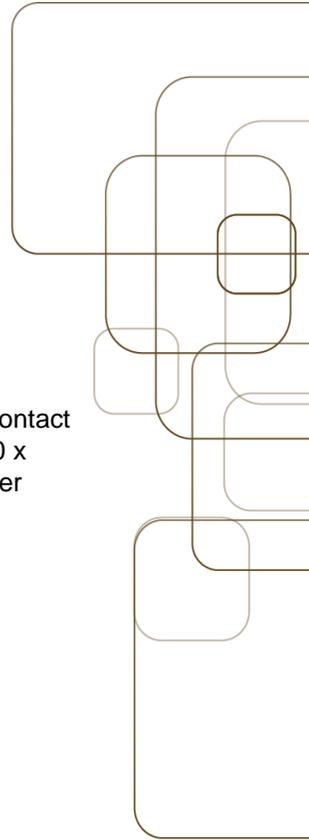
- a. CSP books workshops 6-8 weeks in advance.
- b. Please book workshops online at www.suicideinfo.ca (2015) or, if you prefer, contact the CSP Workshop Coordinator at workshops@suicideinfo.ca or 403-245-3900 x 225 to book your workshops. The Coordinator will arrange for Trainers and other workshop details.
- c. Receive invoice from CSP.
- d. Complete Organizer Agreement and send to CSP along with payment.

3) 4 weeks before your workshop

- a. Identify number of Participant Kits (workshop materials) required.
- b. The CSP Workshop Coordinator will send you a workshop confirmation email including an additional invoice to cover Trainer travel and accommodation expenses if applicable. The Coordinator will send you the necessary workshop materials including Participant Kits, Sign-in Sheets, and Participant Evaluations.
- c. Book your workshop venue.
 - i. The workshop venue should be private where sound does not travel. The venue must be universally accessible.
- d. The venue must have:
 - i. One large room (preferably with tables) to accommodate the entire group (max. 20 participants);
 - ii. Tables for the AV equipment;
 - iii. Podium or small desk for Trainer's notes;
 - iv. A place for refreshments.

4) 2-3 weeks before your workshop

- a. Gather necessary supplies:
 - i. Name tags for participants;
 - ii. Green masking tape (safe for walls);
 - iii. Kleenex;



- iv. Refreshments;
 - v. Flip charts or white boards and markers; and
 - vi. Pens for participants.
- b. Gather necessary AV equipment:
- i. Laptop;
 - ii. LCD projector;
 - iii. Projection screen (or blank, white wall).
- c. Ensure all AV equipment is in good working order:
- i. Ensure all equipment is fully functional;
 - ii. Ensure all adaptors and cables are present;
 - iii. Have a knowledgeable technician available at the beginning of the workshop for set-up and troubleshooting;
 - iv. Have extension cords as necessary; and
 - v. Have tape to secure cables to the floor as necessary.

Please note: You are responsible to provide a safe environment for the Trainers and participants.

5) The day of your workshop:

- Be available 30 minutes before the Workshop start time to meet the Trainer and check in the participants;
- Ensure the rooms are set up (see **Diagram Workshop Room Set-Up, page 9**), equipment is working and refreshments are available;
- Set up a registration table including the Sign-in Sheet, name tags, pens;
- Ensure participants sign in on the Sign-in Sheet and receive their name tag;
- At the end of the Workshop, collect the completed Participant Evaluations and Sign-in Sheet. Please scan and email these to CSP (they can be mailed if necessary). A typed list of participant names as they should appear on their certificates must be emailed; and
- Help close the workshop as necessary.

Please note: Workshop Organizers are responsible for submitting accurate information for participant certificates. Certificate re-prints due to loss or Organizer error are subject to a \$10 re-print fee. Further, participants must attend the entire workshop to receive a certificate.

6) Within 10 business days following your workshop

- a. Please scan and email Sign-in Sheet, completed Participant Evaluations and a typed list of participant names as they should appear on the participant certificates to CSP **within 10 business days** (all documents may be mailed back to CSP if necessary but the typed participant list for certificates **must** be emailed). A \$10 fee will be applied for each certificate that needs to be reprinted due to misspelling of the participant's name. Participants must attend the entire workshop to receive a certificate.
- b. CSP will mail certificates to the Workshop Organizer within 15 business days of receiving the Workshop Paperwork from the Organizer and once all invoices are paid in full. Certificates will be sent to you for distribution to the participants. You may wish to keep a participant contact list for distribution of their certificates.

Billing Policy

- a. Organizers remit payment for the workshop at the time of workshop booking for:
 - i. Trainer's fees;
 - ii. Participant Kits; and
 - iii. CSP Workshop fee.
- b. If applicable, an additional invoice will be sent when the workshop is confirmed
 - i. Trainer travel (this is applicable when a Trainer travels more than 50 km in one direction to facilitate the workshop); and
 - ii. Trainer accommodation (applicable when a Trainer travels as per above).

Cancellation Policy

Note: All cancellations and requests to reschedule must be received in writing via email, fax or hard copy.

- a. Workshops changed or cancelled by the Workshop Organizer within 10 or fewer **business** days of the scheduled date of the workshop will forfeit:
 1. CSP Workshop fee;
 2. Trainer's fees; and
 3. Trainer's non-refundable expenses (e.g. airfare).
- b. Workshops cancelled or changed by the Workshop Organizer 11-20 business days before the scheduled date of the workshop will receive:
 1. 50% of CSP Workshop fee and Trainer's fee as a credit towards another Workshop.
 2. Trainer's non-refundable expenses remain the sole responsibility of the Organizer.
- c. Requests from the Workshop Organizer to cancel or reschedule a Workshop 21 business days before the scheduled date of the workshop are subject to a \$100 change fee. All other fees will be refunded.
- d. Once Participant Kits (workshop materials) are shipped out, they are non-refundable.
- e. 'Systems Workshops' (i.e. organizations that have their own employees who are certified Trainers, scheduled as Trainers) have the prerogative to change their workshop dates to suit their internal needs. The following policies apply for Systems Workshops:
 - i. Orders for Participant Kits (workshop materials) need to be received by CSP more than 20 business days in advance;
 - ii. Participant Kits (workshop materials) are non-refundable once shipped; and
 - iii. One set of certificates will be issued per Workshop Fee paid.

- f. On rare occasions, workshops may be cancelled by CSP by providing written cancellation notice to the Workshop Organizer. If CSP must cancel a workshop within 5 or fewer business days of the scheduled date of the workshop, CSP will reimburse all fees paid to CSP by the Organizer plus non-refundable workshop costs incurred by the Organizer to a maximum of \$500.00 upon receipt of related expense claims. Alternatively, CSP will reschedule the workshop and reimburse non-refundable workshop costs to the Organizer up to a maximum of \$500.00. Participant Kits in 'new condition' may be returned and refunded if the workshop is not rescheduled.

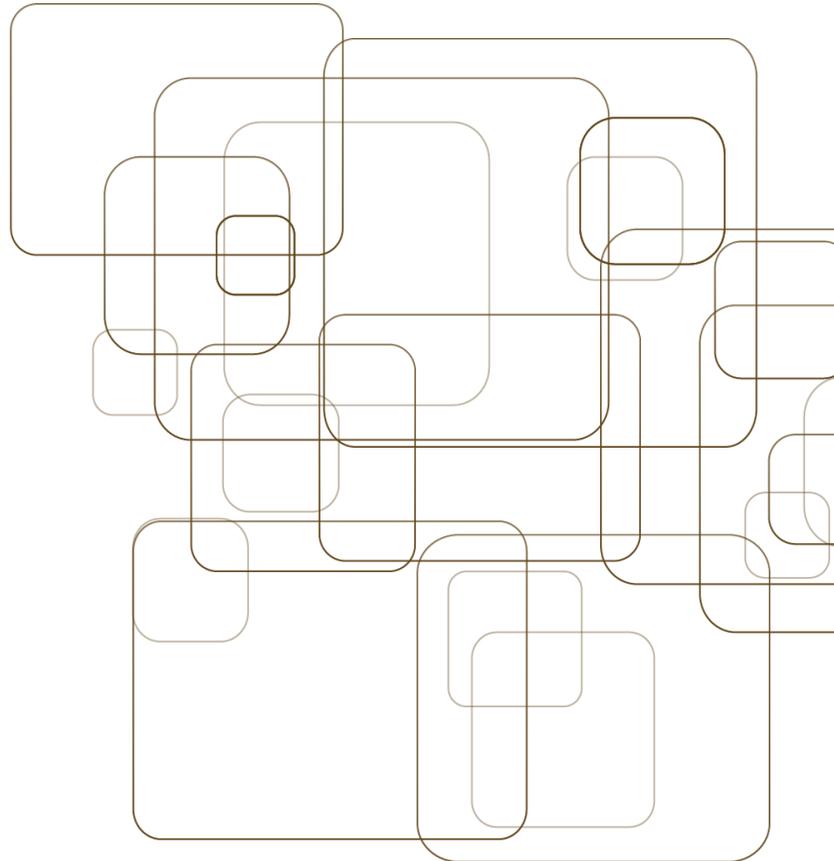
Workshop Participant Policy

- a. Participants must be 18 years or older to attend Walk With Me;
- b. Participants must attend the entire to receive a certificate; and
- c. Participants must sign in and out at the beginning of the workshop.

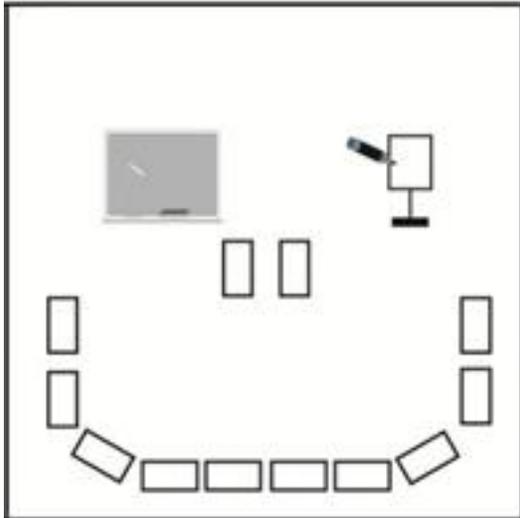
Trainers' Policy

Trainers have the prerogative to refuse to facilitate the workshop if:

- a. The workshop materials are not present;
- b. The required AV equipment is non-functioning or not present;
- c. There are fewer than 10 participants; and/or
- d. They deem the workshop environment to be unsafe.



Room Set-Up Options



Workshop Materials: A Full Participant Kit

BOOKLET:

