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# Workshop Organizer's Guide

## Workshop Timeline and Organizer Responsibilities

### 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](mailto:workshops@suicideinfo.ca) or 403-245-3900 x 225.
- c. If you would like to promote your workshop, feel free to use our promotional materials, [available on our website](#).

### 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/workshops](http://www.suicideinfo.ca/workshops) or contact the CSP Workshop Coordinator at [workshops@suicideinfo.ca](mailto:workshops@suicideinfo.ca) to book your workshops. The Coordinator will arrange for Trainers and other workshop details.
- c. Identify number of Trainers required.
- d. Receive invoice from CSP.
- e. 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. All workshops except ASIST require one large room, ASIST requires two rooms. The venue must be universally accessible.
- d. For the ASIST Workshop the venue must have:
  - i. One large room (preferably with tables) to accommodate the entire group (max.

- 30 participants);
  - ii. A second room with tables to accommodate a small group (max. 15 participants). The large room can be used as the second breakout room for the other 15 participants; and
  - iii. A short step-ladder or step-stool.
- e. All workshop venues (including ASIST) must have:
- i. Tables for the AV equipment;
  - ii. Podium or small desk for Trainer's notes;
  - iii. A place for refreshments; and
  - iv. For full-day workshops, lunch facilities for participants who bring their own lunch; otherwise ensure fast food options are readily available within the one-hour break time frame.

#### 4) 2-3 weeks before your workshop

- a. Gather necessary supplies:
  - i. Name tags for participants;
  - ii. Green masking tape (safe for walls);
  - iii. Refreshments;
  - iv. Flip charts or white boards and markers for each room; and
  - v. Pens for participants.
- b. Gather necessary AV equipment:
  - i. Laptop for each room;
  - ii. LCD projector for each room;
  - iii. Projection screens for each room (or blank, white wall); and
  - iv. Speakers for large room for video portion of workshop.
- 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) 1 week before your workshop

- a. For all workshops except ASIST: Identify a community support person to sit in on your workshop, or be readily available to deal with any situations that may arise, as all of our workshops contain content that may be triggering, especially to those who have lost someone to suicide. A community support person is someone ready, willing, and able to perform a suicide intervention if necessary at any time during the workshop.
  - For the ASIST workshop, one of the two Trainers can perform an intervention if necessary.
  - **Please note: It is common for participants to be triggered by the content in our workshops. As an Organizer, you should be ready for this possibility.**
- b. For Suicide to Hope workshops ONLY: Distribute pre-reading material to participants

#### 6) The day(s) of your workshop



- Be available 1 hour before the Workshop start time to meet the Trainers and check in the participants
- Ensure the rooms are set up, equipment is working and refreshments are available
- Set up a registration table including the typed and printed Attendance Sheet, name tags, pens
- Ensure participants sign in on the Sign-in Sheet and receive their name tag
- Hand out Participant Workbook (for ASIST workshops, the other participant materials will be distributed by the Trainers on Day Two)
- If lunch is provided, ensure it is ready on time
- After your workshop, take a picture and email or scan your signed Attendance Sheet to [workshops@suicideinfo.ca](mailto:workshops@suicideinfo.ca)
- Email your typed Attendance Sheet to [workshops@suicideinfo.ca](mailto:workshops@suicideinfo.ca) – **Your participants will not receive their evaluations or certificates until we have received this information.**

#### 7) Within 1 month following your workshop

- a. You will receive a copy of participant certificates in an email from CSP
- b. If requested, you will receive an email copy of participant evaluations

### Billing Policy

- a. Organizers remit payment for the workshop at the time of workshop booking for:
  - i. Trainers' 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. Trainers' fees; and
  3. Trainers' 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 Trainers' fee as a credit towards another Workshop.
  2. Trainers' 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 who 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:
  - 1. Orders for Participant Kits (Workshop Materials) need to be received by CSP more than 20 business days in advance;
  - 2. Participant Kits (Workshop Materials) are non-refundable once shipped; and
  - 3. 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 all workshops except safeTALK, where participants must be 16 years or older;
- b. Participants must attend the entire workshop to receive a certificate
- c. Participants must sign in at the beginning of each day; and
- d. Participants must attend the required number of hours in order to receive a certificate. If any participant misses more than 20 minutes of the workshop per day, please indicate this in an email to us.

### 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 (for all workshops except ASIST)

(based on size of room)

Information pertaining to each specific workshop follows.

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# ASIST Workshop

## ASIST Workshop Fees

**Flat workshop fee: \$1000**

**Trainer fees: \$1000** (x2 Trainers)

The Trainer fee includes honorarium, meal and parking expenses, and CSP administration.

If applicable, additional charges will be assessed for:

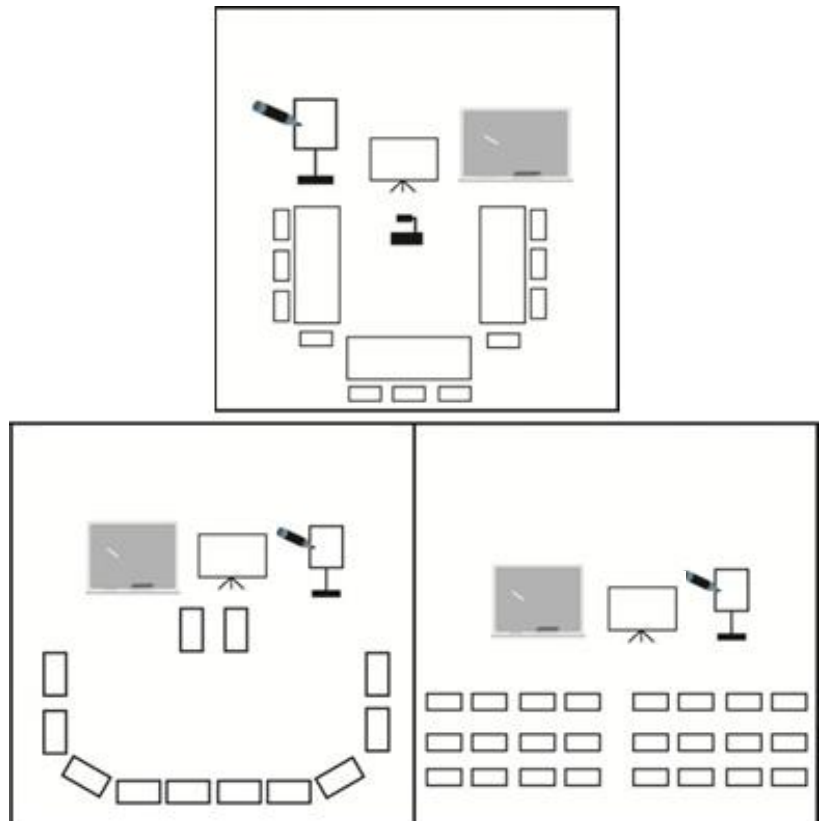
- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

**Participant kits: \$40 each** (15 minimum quantity, 30 maximum)

There are no returns for credit.

## ASIST Workshop Schedule

The ASIST Workshop runs on 2 consecutive days, typically 8:30 AM to 4:30 pm each day.



**Day 1**

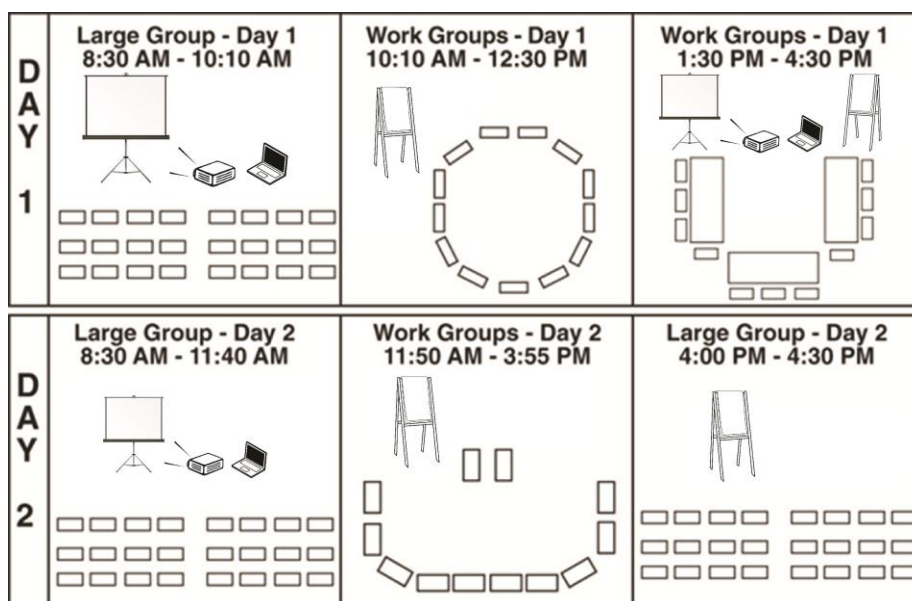
<b>Time</b>	<b>Activity</b>	<b>Group size</b>
8:30 AM	Introductions	Large group
9:35 AM	15 minute break	
9:50 AM	VIDEO	Work group
11:25 AM	10 minute break	
11:35 AM	Attitudes and Intervention	Work group
12:30 PM	Lunch Break	
1:30 PM	Understanding Section	Work group
2:20 PM	10 minute break	
2:30 PM	Reviewing Risk Factors	Work group
3:20 PM	10 minute break	
3:30 PM	Safe Plans and Commitments	Work group
4:30 PM	End of Day #1	

**Day 2**

<b>Time</b>	<b>Activity</b>	<b>Group size</b>
8:30 AM	Intervention Model	Large group
9:05 AM	5 minute break	
9:10 AM	Intervention Model, continued	Large group
10:05 AM	15 minute break	
10:20 AM	Intervention Model, continued	Large group
11:40 PM	Simulations	Work group
12:30 PM	Lunch Break	
1:30 PM	Simulations	Work group
3:40 PM	15 minute break	
3:55 PM	Networking	Large group
4:30 PM	End of Workshop	



## ASIST Workshop Room Set-Up Diagram



## ASIST Workshop Participant Materials

- Participant Workbook
- Pathway for Assisting Life Hand Out

# ASIST Tune Up Workshop

## ASIST Tune Up Workshop Fees

**Flat workshop fee: \$500**

**Trainer fees: \$530**

The Trainer fee includes honorarium, meal and parking expenses, and CSP administration.

If applicable, additional charges will be assessed for:

- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

**Participant kits: \$5 each** (5 minimum quantity, 20 maximum)

There are no returns for credit.

## ASIST Tune Up Workshop Schedule

The ASIST Tune Up Workshop runs for one half day, typically 8:30 am to 12:30 pm or 12:30-4:30 pm.

Time	Activity	Group size
8:30 AM	Introductions	Large group



9:35 AM	15 minute break	
9:50 AM	VIDEO	Work group
11:25 AM	10 minute break	
11:35 AM	Attitudes and Intervention	Work group
12:30 PM	End of Workshop	

### ASIST Tune Up Workshop Participant Materials

- Suicide Intervention Model Hand Out

## Little Cub Workshop

### Little Cub Workshop Fees

**Flat workshop fee: \$1000**

**Trainer fees: \$650**

The Trainer fee includes honorarium, meal and parking expenses, and CSP administration.

If applicable, additional charges will be assessed for:

- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

**Participant kits: \$30 each** (5 minimum quantity, 20 maximum)

There are no returns for credit.

### Little Cub Workshop Schedule

The Little Cub Workshop runs for a full day, typically 8:30 AM to 5:00 pm.

Time	Activity	Group size
8:30 AM	Introductions	Large group
9:45 AM	Story of Aboriginal Experiences	Large group
10:45 AM	Break	
11:00 AM	Conversations and Understanding	Large group
12:00 PM	Lunch	
1:00 PM	Protective and Risk Factors	Small groups
2:40 PM	Break	
2:50 PM	Responding with Hope	Small groups
4:40 PM	Understanding More	Large group





4:50 PM	Closing Prayer	Large group
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### Little Cub Workshop Participant Materials

- Participant workbook

## safeTALK workshop

### safeTALK Workshop Fees

**Flat workshop fee: \$1000**

**Trainer fees: \$530**

The Trainer fee includes honorarium, meal and parking expenses, and CSP administration.

If applicable, additional charges will be assessed for:

- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

**Participant kits: \$15 each** (10 minimum quantity, 30 maximum)

There are no returns for credit.

### safeTALK Workshop Schedule

The safeTALK Workshop runs for one half-day, typically 8:30 am to 12:00 pm or 1:00-4:30 pm.

Time	Activity	Group size
8:30 AM	Introductions	Large group
9:35 AM	15 minute break	
9:50 AM	VIDEO	Work group
11:25 AM	10 minute break	
11:35 AM	Attitudes and Intervention	Work group
12:00 PM	End of Workshop	

### safeTALK Workshop Participant Materials

- safeTALK Resource Book
- safeTALK card

## Straight Talk Workshop

### Straight Talk Workshop Fees

**Flat workshop fee: \$1000**



### Trainer fees: \$530

The Trainer fee includes honorarium, meal and parking expenses, and CSP administration.

If applicable, additional charges will be assessed for:

- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

### Participant kits: \$15 each (5 minimum quantity, 30 maximum)

There are no returns for credit.

### Straight Talk Workshop Schedule

The Straight Talk Workshop runs for one half-day, typically 8:30 AM to 12:30 PM

Time	Activity	Group Size
8:30 AM	Introductions & Reflection Questions	Large Group
9:00 AM	What Do You Think? Discussion	Large Group
9:30 AM	Reaching Out VIDEO	Large Group
10:00 AM	10 minute break	
10:10 AM	Protective & Risk Factors	Large Group; Small Groups optional at Trainer's Discretion
10:40 AM	Warning Signs	Large Group
11:00 AM	10 minute break	
11:10 AM	Discuss Reaching Out VIDEO	Small Groups
11:20 AM	Reaching Out VIDEO <i>Counsellor Version</i>	Large Group
11:35 AM	Debrief <i>Counsellor Version</i>	Large Group
11:45 AM	Interventions: What Do I Do?	Large Group
12:05 PM	Optional: Case Studies	Small Groups
12:20 PM	Getting Help	Large Group
12:30 PM	Evaluation and End of Workshop	

### Straight Talk Workshop Participant Materials

- Participant workbook

## Suicide to Hope Workshop

### Suicide to Hope Workshop Fees

Flat workshop fee: \$1000



**Trainer fees: \$800**

The Trainer fee includes honorarium, meal and parking expenses, and CSP administration.

If applicable, additional charges will be assessed for:

- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

**Participant kits: \$100 each** (5 minimum quantity, 20 maximum)

There are no returns for credit.

**Suicide to Hope Workshop Schedule**

The Suicide to Hope Workshop runs for a full day, typically 8:30 AM to 5:00 pm.

**Suicide to Hope Workshop Participant Materials**

- Participant pre-reading materials (emailed to you before workshop), to be sent out one week before the workshop starts
- Participant workbook

# Tattered Teddies Workshop

**Tattered Teddies Workshop Fees**

**Flat workshop fee: \$1000**

**Trainer fees: \$530**

The Trainer fee includes honorarium, meal and parking expenses, and CSP administration.

If applicable, additional charges will be assessed for:

- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

**Participant kits: \$15 each** (5 minimum quantity, 30 maximum)

There are no returns for credit.

**Tattered Teddies Workshop Schedule**

The Tattered Teddies Workshop runs for a half-day, typically 8:30 AM to 12:00 PM.

Time	Activity	Group Size
8:30 AM	Introduction Learning Objectives Reflection Questions	Large Group
9:00 AM	What Do You Think? Discussion	Large Group
9:15 AM	10 minute break	



9:25 AM	Case Study	Large Group
9:35 AM	Protective & Risk Factors	Large Group; Small Groups optional at Trainer's Discretion
10:05 AM	Warning Signs	Large Group
10:25 AM	10 minute break	
10:35 AM	Interventions: What Do I Do?	Large Group
11:05 AM	Transfer of Care	Large Group
11:20 AM	Case Study Debrief: Protective & Risk Factors; Warning Signs;	Large Group; Small Groups optional at Trainer's Discretion
11:45 AM	Getting Help	Large Group
12:00 PM	Evaluation and End of Workshop	Large Group

### Tattered Teddies Workshop Participant Materials

- Participant workbook
- Kite



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# Walk With Me Workshop

## Walk With Me Workshop Fees

**Flat workshop fee: \$1000**

**Trainer fees: \$650** (add an additional \$650 if the optional second day of training is added)

The Trainer fee includes honorarium, meal and parking expenses, and CSP administration.

If applicable, additional charges will be assessed for:

- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

**Participant kits: \$15 each** (5 minimum quantity, 20 maximum)

There are no returns for credit.

## Walk With Me 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

## Walk With Me Workshop Participant Materials

- Participant workbook

