



Workshop Organizer’s Guide

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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 Workshops Coordinator at 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 Workshops Coordinator books workshops 6-8 weeks in advance and sends confirmation email.
- b. Please book workshops online at www.suicideinfo.ca/workshops or contact the CSP Workshops Coordinator at 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.

3) 4 weeks before your workshop

- a. Identify number of Participant Kits (workshop materials) required.
- b. Workshops Coordinator will send invoice for all workshop fees.
- c. The Workshops Coordinator will send you the necessary workshop materials including Participant materials and Sign-in Sheets.
- d. 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.
- e. 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.
- f. All workshop venues (including ASIST) must have:
 - i. Tables for the AV equipment;
 - ii. Podium or small desk for Trainer's notes;
 - iii. 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.
- g. For workshops in the Indigenous stream, including Little Cub, River of Life, and Walk With Me, Organizers and Trainers are encouraged to invite a local Elder to provide the opening prayer at the workshop, if desired. Please notify CSP if you have an Elder who is able to participate so that he or she may be recognized for their contribution.

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 (for ASIST workshops, please ensure attendance is taken both days).
- 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
- Email your typed Attendance Sheet to workshops@suicideinfo.ca – **Your participants will receive their evaluations and certificates once we have received this information.**

7) Three weeks after receiving attendance form following your workshop

- a. You will receive a link to participant certificates in an email from CSP
- b. Please send this link to any participants who have not yet completed evaluations (as noted in the email).



- c. 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
- 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

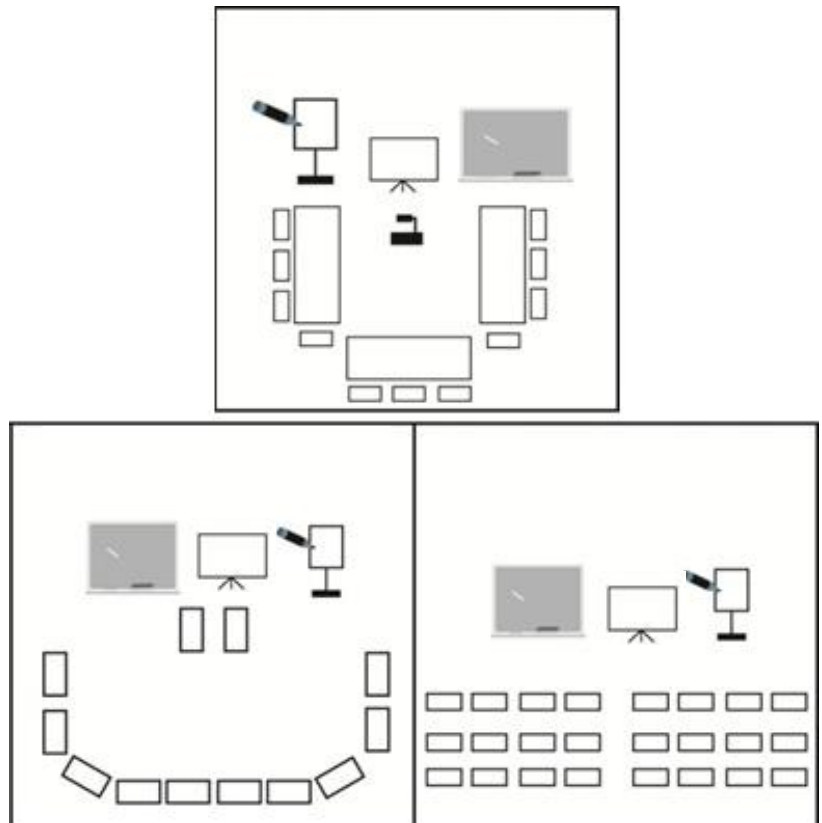
Trainers have the prerogative to refuse to facilitate the workshop if:

- 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:



ASIST Workshop

This two-day workshop is offered in-person only. [Contact us](#) for more information.

[Promotional Poster](#)

[Promotional Social Media Post](#)

ASIST Workshop Fees

Flat workshop fee: \$1200

Trainer fees: \$1200 (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, including mileage and a travel per diem; and
- Overnight accommodation (when above travel is necessary).

Participant kits: \$45 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

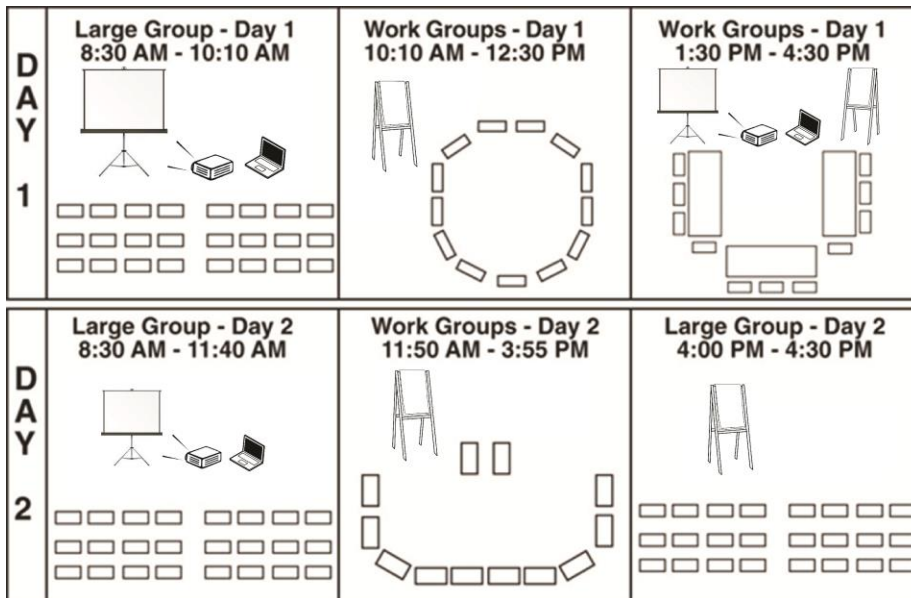
Time	Activity	Group size
8:30 AM	Introductions	Large group
9:35 AM	15 minute break	
9:50 AM	VIDEO	Work group
11:25 AM	10 minute break	
11:35 AM	Attitudes and Intervention	Work group
12:30 PM	Lunch Break	
1:30 PM	Understanding Section	Work group
2:20 PM	10 minute break	
2:30 PM	Reviewing Risk Factors	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



Time	Activity	Group size
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 (PAL) card



ASIST Tune Up Workshop

This half-day workshop can be offered both virtually and in-person. [Contact us](#) for more information.

[Promotional Poster](#)

[Promotional Social Media Post](#)

ASIST Tune Up Workshop Fees

Flat workshop fee: \$600

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: \$5 each (5 minimum quantity, 20 maximum in-person or 23 maximum virtual) 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 pm or 1-4:30 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	

ASIST Tune Up Workshop Participant Materials

- Suicide Intervention Model Hand Out



safeTALK workshop

This half-day workshop is offered in-person only. [Contact us](#) for more information.

[Promotional Poster](#)

[Promotional Social Media Post](#)

safeTALK Workshop Fees

Flat workshop fee: \$1200

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: \$20 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



Looking Forward Workshop

This half-day workshop can be offered both virtually and in-person. [Contact us](#) for more information.

[Promotional materials](#)

Looking Forward Workshop Fees

Flat workshop fee: \$1200

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: \$20 each (5 minimum quantity, 30 maximum in-person and 23 maximum virtual)

There are no returns for credit.

Looking Forward Workshop Schedule

Times are approximate depending on group process.

- In-person: This workshop is delivered in 3.5 to 4 hours. (Note: When delivered in conjunction with the Small Talk: Preventing suicide in children workshop, workshop time may be shorter due to overlapping content.)
- Virtual: This workshop is delivered in 3.5 hours.

Activity	Group Size
Introductions Learning objectives What do you love about youth? Reflection questions What do you think? Reaching Out case study part 1	Large group
Break	Large group
Reaching out case study parts 1 & 2 Protective and risk factors, warning signs Tips for speaking with youth Safety planning Transfer of care	Large group



Break	
Case study discussions	Small groups
Resources	Large group
Workshop close	

Looking Forward Workshop Participant Materials

- Participant handout
- Case studies
- Digital resources link



Small Talk Workshop

This half-day workshop can be offered both virtually and in-person. [Contact us](#) for more information.

[Promotional materials](#)

Small Talk Workshop Fees

Flat workshop fee: \$1200

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: \$20 each (5 minimum quantity, 30 maximum in-person and 23 maximum virtual)

There are no returns for credit.

Small Talk Workshop Schedule

Times are approximate depending on group process.

- In-person: This workshop is delivered in 3.5 to 4 hours. (Note: When delivered in conjunction with the Looking Forward: Preventing suicide in youth workshop, workshop time may be shorter due to overlapping content.)
- Virtual: This workshop is delivered in 3.5 hours.

Activity	Group Size
Introductions Learning objectives What do you love about children? Reflection questions What do you think?	Large group
Break	Large group
Chloe & Matt case study parts 1 & 2 Protective and risk factors, warning signs Interventions Speaking with children about suicide Transfer of care Communicating with caregivers and safety planning	Large group



Break	
Case study discussions Upstream and community-based suicide prevention How can suicide in children be prevented?	Small groups
Resources Workshop close	Large group

Small Talk Workshop Participant Materials

- Participant handout
- Case studies
- Digital resources link



Little Cub Workshop

This half-day workshop can be offered both virtually and in-person. [Contact us](#) for more information.

[Promotional Poster](#)

[Promotional Social Media Post](#)

Little Cub Workshop Fees

Flat workshop fee: \$1200

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: \$20 each (5 minimum quantity, 20 maximum in-person and virtual)

There are no returns for credit.

Little Cub Workshop Schedule

Activity	Group size
Introductions	Large group
Story of Aboriginal Experiences	Large group
Break	
Conversations and Understanding	Large group
Lunch	
Protective and Risk Factors	Small groups
Break	
Responding with Hope	Small groups
Understanding More	Large group
Closing Prayer	Large group

Little Cub Workshop Participant Materials

- Participant workbook



River of Life Workshop

This half-day workshop can be offered both virtually and in-person. [Contact us](#) for more information.

[Promotional materials](#)

River of Life Workshop Fees

Flat workshop fee: \$1200

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: \$20 each (5 minimum quantity, 20 maximum in-person and virtual)

There are no returns for credit.

River of Life Workshop Schedule

Activity	Group Size
Land acknowledgement Opening prayer Introductions Guiding principles Indigenous ways of knowing Hope, Belonging, Meaning and Purpose We are we now? Current Events & Historical Contexts	Large group
Break	Large group
Understanding Historical Trauma	Large group
Break	
Joey case study, part 1: Risk and protective factors, warning signs Social media Joey case study, part 2: My Safety Plan Tips for speaking with a young person	Small groups



Be self-aware Transfer of Care	
Break	Large group
ReconciliACTION: what is my action? Where to from here: Resources Caring for yourself Creator's blessings to you & workshop close	

River of Life Workshop Participant Materials

- Participant workbook
- Digital resources link



Walk With Me Workshop

This one-day workshop is offered in-person only. [Contact us](#) for more information.

[Promotional materials](#)

Walk With Me Workshop Fees

Flat workshop fee: \$1200

Trainer fees: \$700 (add an additional \$700 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: \$20 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



