



Promoting Mental Health in Young Children

## HANDLE WITH CARE TRAINING REQUESTS: TERMS AND CONDITIONS

Systematic training of Handle with Care facilitators plays a key role in successful program implementation. Listed below are general requirements to ensure successful training and consistency in different communities and program sites across Canada. The requirements are as follows:

- 1) Facilitator Recruitment:** The Requesting Agency will coordinate recruitment of facilitators from government departments and/or community agencies (see below for Facilitator Qualifications)

### Facilitator Qualifications:

- Educational background in at least one of the following: child development, social work, adult education, nursing, teaching, psychology and/or at least three years of documented community experience. The experience must reflect the potential Handle with Care Facilitator’s cultural knowledge and awareness of the communities’ wisdom, values, and practices
- Earned respect and trust of their community
- Proven facilitation and training skills
- Compliance with program elements and Facilitator Roles and Expectation Guidelines.

- 2) Training Coordination:** The Handle with Care National Office and the requesting Agency will jointly coordinate the training of HWC facilitators. This two-and-a-half day training workshop is delivered by two Master Trainers. Two Master Trainers are required because the training is highly activity focused and interactive. Training coordination involves the following steps:
  - a. The requesting Agency and the Master Trainers will agree on a suitable training date
  - b. The requesting Agency is responsible for the training space
  - c. The requesting Agency is responsible for informing the trainees of the training date
  - d. The requesting Agency is responsible for sending names and contact information of the trainees to the HWC National Office and to the Master Trainers
  - e. The requesting Agency or trainees themselves are responsible for trainees’ time and travel expenses including lunches and refreshments
  - f. The requesting Agency or trainees themselves are responsible for the registration fees
  - g. The requesting Agency will cover fee-for-service, travel costs, accommodation, and per diem for the Master Trainers
- 3) Cost of Training<sup>1</sup>:** Cost of training includes fee-for-service for HWC Master Trainers, registration fees, and HWC Facilitator Blueprint (optional). See below for the cost of training:

Cost of Training	
Fee-for-Service for each Master Trainer	\$1000 per day per Master Trainer
Registration Fees	\$250
Handle with Care Manual	\$95
Handle with Care Facilitators Blue Prints*	\$7

\* The Facilitator Blueprint is available free of charge in pdf format upon request.



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- 4) **Cost of Mentorship<sup>2</sup>:** Following training it is expected that new trainees will be mentored by Master Trainers. Mentoring can take place in different ways and with varying degrees of time and commitment.
- Virtual post-training *Individual Mentorship* costs = \$120 per hour
  - Virtual post-training *Standard Mentorship Package* (10 to 15 hours) = \$1800  
The Standard Mentorship Package involves:
    - Creating goals with milestones and deliverables
    - Following up on Mentees' progress
    - Viewing Mentees' video-recorded program sessions, reflecting on them, encouraging Mentees' to reflect on their own practices, and offering guidance
    - Offering constructive feedback; adapting feedback to Mentees' learning style
    - Helping Mentees identify problems in program facilitation and guide them towards solutions
    - Empowering Mentees to identify problems and find viable solutions.
  - Virtual post-training *Extended Mentorship Package* (16 to 20 hours) = \$2500  
The extended Mentorship Package is for trained facilitators who are working toward becoming an accredited Handle with Care Master Trainer. There will be a surcharge of \$120 for any additional hour beyond this predetermined threshold.
  - In-person mentorship of facilitators who are working toward Master Trainer Accreditation involves terms and conditions as outlined in the *HWC Master Trainer Selection & Training Guidelines* and the *Master Trainer Checklist*.
- 5) **National Registry Membership:** Handle with Care facilitators must lead one complete 8-session or two complete 4-session Handle with Care program within 6 months of training to enter the National Registry of Handle with Care Facilitators. Subsequently, they can connect with their peers in a private online community that addresses the learning needs of its members by facilitating peer-to-peer collaborative learning.
- 6) **Forms:** Facilitators are responsible for completing the forms as outlined below and submitting them to the National Office. These can be found in the Handle with Care Facilitator Blueprint<sup>1</sup>.
- Attendance Form
  - Activity Evaluation Form
  - Program Delivery Information
  - Self-Assessment Tool
  - Peer Feedback Tool
- 7) **Maintaining Qualifications:** Handle with Care facilitators will conduct at least one complete 8-session or two complete 4-session program per year as well as comply with section 6 of this document, to maintain status.

Please Send Training Requests to  
[handlewithcarecanada@outlook.com](mailto:handlewithcarecanada@outlook.com)

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<sup>1</sup> & <sup>2</sup> The prices are subject to change without prior notice due to unforeseen economic circumstances.