

# Challenging Structural Substance Use Stigma In-Person Workshop

## Timeline



CANADIAN  
PUBLIC HEALTH  
ASSOCIATION

ASSOCIATION  
CANADIENNE DE  
SANTÉ PUBLIQUE



**Before  
You  
Begin**

**6 weeks**  
before  
workshop

**6**

**weeks**

**Planning  
This  
Workshop**

**4 weeks**  
before  
workshop

**4**

**weeks**

**Planning  
This  
Workshop**

**1 week**  
before  
workshop

**1**

**week**

**Facilitate  
This  
Workshop**

**Day of  
the  
workshop**

**DAY  
OF**

*These are suggested timelines, and can be adjusted based on your availability, preferences and local context*

## Before You Begin – 6 weeks before workshop

### Review workshop package

- Package includes:
  - Planning This Workshop (Onboarding, Timeline, Syllabus)
  - Promoting This Workshop (Communications, Registration and Email Templates, Pre- and Post-Surveys)
  - Delivering This Workshop (Agenda, Facilitator Manual, Workshop Slides, Participant Workbook)

### Identify facilitator(s)

- Review onboarding materials, including organization and facilitator requirements.
- Identify one or two facilitators for this workshop.
- If co-facilitating, decide what sections will be delivered by each facilitator.

### Determine workshop date(s) and times

- Decide whether the workshop will be delivered in one or two days.
  - Insert the workshop times into the agenda page of the Facilitator Manual.

### Set up registration

- Identify how registration information will be collected (e.g., by email, Google Forms, Eventbrite, etc.).

### Book Catering (if applicable)

- Identify catering options considering budget, number of participants, and dietary restrictions.

## Before You Begin – 6 weeks before workshop

Choose a venue for the workshop, considering:

### 1. Accessibility

- Choose a location that is accessible by public transportation and/or has parking available.
- Ensure the room is physically accessible for participants (e.g., elevators available, wheelchair accessible building, etc.)
- Consider location and accessibility of bathrooms (e.g., gender-neutral bathrooms, accessible bathrooms)

### 2. Internet

- Ensure stable internet is available
  - Identify if wireless internet is available for participants

### 3. Room set up

- Consider facilitation needs (i.e., presenting slides, group discussions, case scenarios) when setting up tables.
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## Planning This Workshop – 4 weeks before workshop

### Open registration

- Prepare registration form (see Workshop Registration-Email Templates)
  - Ask participants about dietary restrictions, allergies, and food orders (if applicable)
- Open and promote registration (see Communications Package for promotional materials)

### Confirm food delivery/catering services for the workshop (if applicable)

- If providing lunch, refer to participant registration form for specific dietary restrictions (e.g. vegetarian, gluten-free, etc.) or order details (if applicable)

### Communicate with and manage participants

- Maintain email communication with participants to answer any questions.
- After registration, send participants a calendar invite to confirm attendance.

### Prepare for facilitation

- Complete Trauma Informed Facilitation training (see Onboarding document).
- Read the Facilitation Manual in detail.
  - Divide content between co-facilitators (if applicable)
- Review the workshop slides and edit slides where needed (note that slides requiring edits are specified in the Facilitator Manual).
- Review the Participant Workbook.

## Planning This Workshop – 1 week before workshop

### Email materials to participants (~3 days before workshop)

- Send reminder email to participants with:
  - Venue details (timing, location, transit/parking options)
  - Participant workbook (clarify if it will be provided digitally or printed)
  - Surveys (if applicable)
  - Agenda

### Practice facilitation

- Review details of facilitation, including:
  - Content in the Facilitator Manual and Slides
  - Practice workshop delivery with co-facilitator (if applicable)
  - Technology used (i.e., presenting slides, word cloud activity, online polls)

### Prepare workshop materials and signage

- Assemble equipment and materials needed:
  - Laptop and projector
  - Fillable nametags
  - Flipchart (if applicable)
  - Notepads (if applicable)
  - Participant workbooks (if printing)
  - Optional participant materials (if applicable, see Onboarding)
  - Pre and post workshop surveys (if printing)
  - Signage including:
    - Directions to workshop space
    - Directions to bathrooms and fire exits (if applicable)
    - Internet or Wi-Fi details

## Facilitate This Workshop – day of the workshop

### Set up venue and equipment

- Arrive early to set up seating, equipment, flipchart, etc.
- Practice technical components (e.g., sharing slides, testing audio)
- Check location of fire exits, accessible washrooms, elevators
- Display the Discussion Guidelines for participants

### Set up space for catering (if applicable)

### Greet participants

- Hand out nametags
- Provide printed workbook and/or surveys (if applicable)
- Check attendance

### Facilitate workshop

### Collect post-workshop survey (if applicable)

### Take down workshop venue

- Complete any clean up that may be required before exiting the venue

### Complete facilitator feedback survey

- Visit [SimpleSurvey](#) to complete a short facilitator feedback survey.
- Email [substanceuse@cpha.ca](mailto:substanceuse@cpha.ca) with any additional questions or comments.

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## Notes: