

Challenging Structural Substance Use Stigma Online 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 video conferencing and registration platforms

- Choose the platform that will be used (e.g., Zoom, Microsoft Teams, Google Meet).
- Choose a platform to collect registration information (e.g., Google Forms, Microsoft Forms, Eventbrite).

Planning This Workshop – 4 weeks before workshop

Open registration

- Prepare registration form (see Workshop Registration-Email Templates)
- Open and promote registration (see Communications Package for promotional materials)

Communicate with and manage participants

- Email participants with registration confirmation and calendar invite.
- Maintain email communication with participants to answer any questions.

Prepare for facilitation

- Complete Recommended Facilitator training (see Onboarding document).
 - Download optional participant resources (if applicable, 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:
 - Video conferencing details (meeting details, timing, video conferencing link)
 - Participant workbook
 - Surveys (if applicable)
 - Agenda

Practice facilitation

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

Facilitate This Workshop – day of the workshop

Facilitate workshop

Collect post-workshop survey (if applicable)

Complete facilitator feedback survey

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

Notes: