

# 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.

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## 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](mailto:substanceuse@cpha.ca) with any additional questions or comments.

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**Notes:**