

## Letter of Support or Letters of Reference - Instructions

As part of the application package, the applicant to a facilitator certification training must provide:

- a letter of support from their organization.

This letter must include specific reference to how the organization will support the applicant in the following points:

- Providing time to prepare and deliver at least 2 The Workind Mind (TWM) courses per facilitator year to maintain active status.
- Providing space and/or an online platform to deliver TWM courses.
- Providing time for applicants to attend mandatory webinars, meetings, etc.

In addition, the letter must address on how the applicant meets the criteria to become a Facilitator:

- Experience supporting mental health and well-being at work or in the community.
- • Ability to lead group discussions for groups of 8 or more.
- • Ability to facilitate a minimum number of courses on a yearly basis (as outlined in the “Facilitator Contract”) and a commitment to meeting this requirement.
- • Positive attitudes towards people living with mental health problems
- • Driven to reduce stigma/discrimination associated with mental health in the workplace
- • Proficient on PowerPoint,
- • If applicable: Knowledge of virtual delivery platforms such as Zoom or MS Teams. The virtual FCT is exclusively delivered on the Zoom platform.