

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 if sponsored through their organization.
or
- two (2) letters of reference if applying as an independent facilitator.

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

- Providing time to prepare and deliver a minimum of three courses per year, at least 1 course of each (Introduction to Psychological Health and Safety (PHS) and Integrating PHS in the Workplace).
- Providing space and/or an online platform to deliver PHS 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 an MHFA Facilitator:

- Demonstrated success (paid or volunteer) with facilitating group discussions, training, and/or giving presentations to groups of 8 or more
- Knowledge of the range of mental health and PHS-related services
- Enthusiasm to reduce stigma/discrimination associated with mental illness and improve workplace mental health
- Successful completion or commitment to complete both Opening Minds Introduction and Integrating Psychological Health and Safety into the Workplace course.
- Familiar with the National Standard of Canada for Psychological Health and Safety in the Workplace
- Familiarity with Psychological Health and Safety practices
- Familiar with Health and Safety management systems and how they are used within workplaces
- Proficiency in computer programs such as PowerPoint and Excel, and must have an email address, strong internet connection, and access to a computer.
- Knowledge of delivery platforms such as Zoom or MS Teams
- Training/facilitation on topics related to workplace mental health (Asset)