

## Contact Information

Applicant's name: (first, last)	
Applicant Type:	I am applying to be an independent Facilitator <input type="checkbox"/> I am applying to be a facilitator employed by my organization I <input type="checkbox"/> am applying to be an independent facilitator and in-house facilitator <input type="checkbox"/>
Organization name: (if applicable)	
Title:	
Email:	
Phone number:	
Preferred mailing address (PO. boxes not accepted):	

## Preferred course date

Desired dates to participate in the FCT:	
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## Languages

Languages Spoken:	English <input type="checkbox"/>	French <input type="checkbox"/>
Which language(s) will you facilitate this course in?	English <input type="checkbox"/>	French <input type="checkbox"/>

## The Working Mind, Facilitator Certification Training

The Working Mind (TWM) is an evidence-based training program developed to initiate a shift in how you think, act, and feel about mental health. This foundational program is designed to provide practical knowledge and skills to reduce stigma.

### Cancellation Policy

You acknowledge and agree that any amounts paid by you are non-refundable if cancellation occurs less than 30 days prior to the registered course. Otherwise, a full refund, less a 25% administration fee, will be provided for cancellations received in writing. Registration is non-transferable.

### Acknowledgments

- You understand that you must deliver a minimum of two courses per year to maintain your certification.
- You understand that a course cannot be delivered to a group of less than 8 participants and more than 15 (virtual) or 25 (face-to-face).

#### For Independent facilitators:

- You understand that you will be required to purchase access codes from the Opening Minds e-store for each participant who attends a course.
- You have reviewed the Independent Facilitator Agreement and understand the requirements for being a facilitator.

#### For in-house facilitators (facilitator employed by my organization):

- You have reviewed the Facilitator Agreement and understand the requirements for being a facilitator
- You understand that you can only provide the Program to the employees of the Organization (listed above) and to no other third party, nor any individuals not employed by your organization.
- You understand that your organization will be paying participant fees for each participant that attends a course.

### FCT Registration and Information

- Please note that submitting an application does not save a space in the desired course; a space is only confirmed when payment has been received.
- The TWM Facilitator Certification Training is conducted over five (5) consecutive days, Monday to Friday.
- For the virtual FCT, you will be required to watch a 2-hour recorded webinar following the training to go over the logistics of course delivery before receiving your facilitator certification.
- Should you be unsuccessful in becoming a The Working Mind Facilitator, you will not be able to keep the materials.

### Eligibility Requirements

Please answer all questions on the application to demonstrate that you meet the following criteria for admission into the facilitator training. Answers must be in paragraph form and must be typed. Answers should provide the reviewer with a detailed overview of who you are and what you bring to TWM as a facilitator. Applications missing information will be returned to the applicant.

## Qualifications

The course is facilitated by certified facilitators who have successfully completed the Facilitator Certification Training (FCT). To be eligible to participate in the FCT, candidates must demonstrate these minimum requirements:

### Criteria for Independent Facilitators:

- Minimum 2 years supporting mental health and wellbeing at your workplace or in your community.
- 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 services
- Positive attitudes towards people with mental health problems
- Driven to reduce stigma/discrimination associated with mental health in the workplace.
- Ability to facilitate a minimum number of courses on a yearly basis.
- Proficiency in computer programs such as PowerPoint and Excel, and must have an email address, strong internet connection, access to a computer.
- If applicable: Knowledge of virtual delivery platforms such as Zoom or MS Teams. The virtual FCT is exclusively delivered on the Zoom platform.

### Criteria for in-house facilitators:

- 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 agreement”) 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 in PowerPoint must have a valid email address, strong internet connection, and access to a computer. A two-screen setup is optimal for virtual facilitation.
- If applicable: Knowledge of virtual delivery platforms such as Zoom or MS Teams. The virtual FCT is exclusively delivered on the Zoom platform.

## Questions

### Tell us about you!

1. How would you explain mental health and wellness? (in your own words)

2. What interests you about facilitating The Working Mind course?

**If you are applying to be an independent facilitator, please answer three following questions:**

3. What experience do you have with networking with a particular community and/or the general community?

4. Please briefly explain the business plan you will use for this endeavor and any source of support and/or sponsorship. TWM facilitators are required to deliver 2 courses per year.

5. Please provide 3 professional examples of how you have supported individuals (at your workplace or in your community) living with mental health problems from the following list: Suicidal thoughts/behaviors, anxiety, mood, substance, or trauma-related disorders and or any crisis situations. For each example, please ensure you capture the signs/symptoms and local resources/ treatments and demonstrate a strong knowledge/experience in mental health.

**If you are applying to be an in-house facilitator, please answer three following questions:**

3. Considering the selection criteria noted above, describe your experience (paid or unpaid) in mental health and/or substance use sector in relation to these criteria.
  
  
  
  
  
  
  
  
  
  
4. The Program is designed for you to facilitate courses for all employees in your organization. Once certified, you may facilitate groups you are unfamiliar with. Additionally, you may facilitate for your superiors, direct reports and/or peers. Please explain how you would approach these dynamics.
  
  
  
  
  
  
  
  
  
  
5. Please elaborate on how your organization will support you as a TWM Facilitator:

**Opening Minds Course Situations – What would you do?**

6. Opening Minds courses are participant-centered and activity-based. Opening Minds, facilitators need to encourage participants to take an active role in learning by asking and answering questions and participating in discussions and activities. How would you encourage participants to participate in the courses you facilitate actively?

7. At times, you will need to manage participant behaviors when you are facilitating a course. Facilitators need to ensure participants respect each other as they discuss course concepts and participate in activities. What would you do to promote a safe and comfortable learning environment? Also, how would you respond to behaviors that undermine a respectful learning environment?

8. What would you do if a course participant approached you about their personal mental health problem or substance use problems?

9. Facilitators need to manage interactions, interruptions (based on technical difficulties) and time to cover all the curriculum on time. What would you do to manage time?

10. Do you have questions about the program or the course? If so, please note these here.

**Thank you for completing the application form.**

I am aware that I must deliver a minimum of two courses per year

I have read through the Facilitator Agreement that pertains to the application that I have submitted

Please review the “Acknowledgments” and “Application Checklist” before closing this session.

### **Application Checklist**

Here is a reminder of requirements:

- Completed Application Form
- Resume
- Letter of support/reference:
  - o Independent facilitators: two letters of reference that address the criteria and experience required to be a facilitator.
  - o In-house facilitator: Letter of support from your organization

Please be advised that approval of your application does not guarantee a reserved spot in the desired course. Registration will be considered complete only upon receipt of payment. Please note that registration operates on a first-come, first-served basis.

\*Note: approved candidates can register for any FCT of the same type within one calendar year.

We do not accept application packages by email, they must be submitted through the desired course "apply now" link.

If you have any questions, you can send an email to [twmapplicants@openingminds.org](mailto:twmapplicants@openingminds.org)

Registration closes **5 weeks** prior to course start. Please submit your application in advance of the deadline to allow time for review and registration