








FACILITATOR SESSION PLAN: SAFE CHURCH FOUNDATIONS

C/2.1.11.4.1

Safe Church Foundations	
Date:	Length of session: approximately 1 hour
Time:	
Venue:	Group size:
Materials:	
Preparation	
Before the workshop: <ul style="list-style-type: none"> • Manage expectations in pre-workshop communications; • Show up early to greet participants; • Organise the room in a setting that works for you; • Set up tech equipment such as microphones and projectors; • Distribute materials, posters, sticky notes; • Take a deep breath! 	
Timing	Content
2 min 	Welcome & agenda review & group agreements: Welcome participants to this session, and set expectations for how it will be run. Some examples of things you might like to mention are: <ul style="list-style-type: none"> • Agenda for the session including start & end times and breaks. • Confidentiality: remind participants to share stories, but not names / identifying details • Is using phones and computers during the workshop ok or discouraged? • Encourage active participation.
	Hello Kitty (energiser activity) <ul style="list-style-type: none"> • Facilitator Resource – Hello Kitty
	Content Presentation <ul style="list-style-type: none"> • PowerPoint slides 1 - 19
5 mins 	I used to think... but now I think... <ul style="list-style-type: none"> • PowerPoint slide • Facilitator resource – I used to think... but now I think...
10 mins 	Assessment <ul style="list-style-type: none"> • PowerPoint: <ul style="list-style-type: none"> ○ Slide 20 if using full handout ○ Slide 20 - 30 if using slides with questions and participant answer sheet

	<ul style="list-style-type: none"> • Participant handout: <ul style="list-style-type: none"> ○ Assessment – with questions; or ○ Assessment – answer sheet only • Collect assessment sheets from participants once they are finished
<p>5 mins</p> 	<p>Close session and feedback</p> <ul style="list-style-type: none"> • PowerPoint slide 21 or 31 (if using slide with assessment) • Thank participants for their contribution • Facilitator resource – Quick Feedback
After the session	
<ul style="list-style-type: none"> • Mark assessment sheets using the ‘Facilitator Resource – Marking guide’ • Issue certificate of completion for each participant using the ‘Facilitator resource – Certificate template’ • Collate the feedback from the feedback activities, and reflect on what went well, and what could be changed for next time. • Send the following information to safechurch@ucaqld.com.au <ul style="list-style-type: none"> ○ Relevant feedback from the feedback activities above that should be reviewed as part of continuous improvement activities 	

Revisions

Document number		C/2.1.11.4.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	24.08.2024	General Manager People Culture & Learning	24.08.2024	General Manager Risk and Safeguarding	Safe Church, Assurance and Support Officer
Next scheduled review		24.08.2025			