



Mental Health
Commission
of Canada

Commission de
la santé mentale
du Canada

Mental Health First Aid Canada
Premiers soins en santé mentale



As an MHFA Basic course facilitator you:

- may deliver the MHFA Basic course to the Canadian public in English or French
- may deliver the course on behalf of your organization or as an independent operator
- will be supported by the MHFA Canada team
- will have access to course updates and materials

Criteria and Expectations

Because participants in an MHFA course will have questions and experiences that go beyond the core content of the course, it is essential that our facilitators have the background, skills, and attitudes that will allow them to be effective in their role and inspire confidence in their groups. The following are the essential criteria for being considered as an MHFA facilitator:

- Minimum two years of experience working in a front-line position (paid or unpaid) within the last 10 years supporting individuals living with mental health problems
- Examples of front-line positions are as follows:
 - Crisis worker
 - Case manager
 - Social worker
 - Psychiatric nurse
 - Psychologist
 - Peer support worker
- Experience in the field of mental health and mental illness
- Good knowledge of mental disorders and their treatment
- Experience delivering training/teaching effectively to adult learners
- Experience in networking with community partners
- Knowledge of the range of mental health services
- Good interpersonal and communication skills
- Positive attitudes towards people with mental health problems
- Enthusiasm to reduce stigma/discrimination associated with mental illness
- Proficient in computer programs such as PowerPoint and Excel, and must have an email address, internet, access to a computer and a projector

How to Apply

Submit a completed MHFA Basic Facilitator Application Package, including:

- Thorough answers to the questionnaire
- A current resume
- A letter of support from your organization OR two references if applying to be an independent operator



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Please note that the application must be typed and sent back in PDF format. Handwritten applications will be returned.

We will review and respond with one of the following next steps:

- Based on our criteria and expectations, you are approved to attend an MHFA facilitator training course and the next step is for you to tell us which course you would like to take
- We need more information and possibly a phone interview
- Based on our criteria and expectations, you are not approved to attend an MHFA facilitator training course at this time, and you are encouraged to re-apply in a year when gaps in knowledge, attitude, or experience are addressed. Please note that due to the high volume of applications we receive, we are not always able to provide specific feedback to applicants though we will always strive to do so.

DAY 1 and 2

The MHFA BASIC course is modelled by the Master Trainer. Candidates attend the full day as well as additional time before and after the course is delivered to discuss key points, review both content and delivery, and compare notes on their experiences.

At the end of Day 2, each candidate is provided with a section of the course (usually 45 minutes in length) that she must present to the group on Day 4 or Day 5.

Day 3

The Master Trainer and the candidates spend the day reviewing the particulars of being an MHFA facilitator:

- Review and discuss the content of the facilitator resource kit
- Review and discuss effective course delivery to various audiences
- Review and discuss the administrative and technical requirements of MHFA facilitators

On Day 3 and Day 4 the Master Trainer is available to provide individual and small group support to candidates as they prepare their presentations.

Day 4 and 5

Candidates deliver a 45-minute section of the MHFA course to their peers. Each candidate will use the materials provided by MHFA Canada including handouts, PowerPoint slides, and course manuals.

Upon completion of each presentation, the candidates will provide peer feedback.

Once all presentations are completed, candidates will have one-on-one meetings with the Master Trainer where feedback is discussed. Candidates will learn whether they were successful during this meeting.

Candidate Assessment



Candidates on the MHFA Facilitator training course are assessed for their ability to prepare and deliver a section of the MHFA course to their peers. Assessment consists of a combination of how well:

- The candidate understood the content of the section she delivered.
- The candidate delivered the section, including engagement with the group, effective adult learning techniques, appropriate tone, professionalism, and approachability.
- The candidate prepared for their presentation. It shows when a candidate does not put in the work in the evenings or use the Master Trainer's experience and accessibility.

The Master Trainer's evaluation of the presentation is the foundation of the assessment. Candidates also give and receive peer feedback.

Cost of Training

The cost of the MHFA Basic facilitator training is \$3000. This includes the five-day training, a Facilitator Resource Kit, and after training support from MHFA Canada, namely:

- Access to the Facilitator's online portal
 - New and updated resources
 - Discussions with other facilitators
 - Updated course materials
 - Updated administrative forms
- All courses are posted on the mhfa.ca website
- Facilitator profile posted on the mhfa.ca website
- Ongoing program evaluation
- Support from the MHFA Canada team

Course fees are paid by credit card or cheque and are payable upon successful review of the application.

Participants are responsible for the cost of their travel and accommodation.

Staying Active

MHFA facilitators must adhere to all clauses listed in the MHFA Facilitator Policy Handbook. This includes:

- Meeting minimum annual requirements to maintain certified status
- Three courses per year and ongoing refresher activities
- Maintaining fidelity to the MHFA course content and delivery as presented during the MHFA facilitator training course
- Adhering to provincial and national privacy laws as it regards the collection of personal information from participants
- Meeting administrative requirements both before and after course delivery