

WORKSHOP SERIES

Understanding Mental Health and Well-Being in Later Life

Becoming a workshop facilitator March 2025



Copyright

The guide is intended for the use of workshop facilitators only. It is intended to help with facilitating and coordinating workshops. You may not otherwise copy, publish, reproduce, modify, upload, post, transmit or distribute any of the content in any manner or form without prior written consent of the Centre for Addiction and Mental Health.

Understanding Mental Health and Well-Being in Later Life Workshop Series

Becoming a workshop facilitator

Contents

Project Overview	4
Steps to Becoming a Community Workshop Facilitator	4
Step 1: Meet the Requirements	4
Step 2: Review this Workshop Facilitator Guide	4
Step 3: Complete the Training to Become a Community Workshop Facilitator	5
Step 4: Plan Your Workshops	8
Step 5: Access the Workshop Material	8
Step 6: Schedule and Promote Your Workshops	10
Step 7: Prepare your Presentation	11
Step 8: Deliver the Workshops	11
Step 9: Collect Participant Feedback	12
Step 10: Stay Connected	12
Summary of resources and supports available to workshop facilitators	13
Facilitator Portal	13
Facilitator's Orientation Video	13
Online Courses	13
Facilitator's Guide	13
Promotional Toolkit	13
Community Workshop Materials	13
Video Versions of the Five Most Popular Community Workshops	13
Handouts	14
Voices of Aging Vides Series: Navigating Mental Health, Care, and Connection	14
Understanding Mental Health and Well-Being in Later Life forum on EENet Connect .	14
Frequently Asked Questions	14

Project Overview

The Understanding Mental Health and Well-Being in Later Life project aims to:

- 1. Raise awareness among older adults about mental health, addiction and substance use issues and where to access help
- 2. Respond to the unique needs and strengths of older adults from immigrant, refugee, ethnocultural and racialized groups and among Indigenous older adults
- 3. Address the needs of older adults living in long-term care and retirement homes.

To meet these goals, a set of evidence-based workshops, courses and resources were developed for service providers, community partners, caregivers and adults 65 years and older. Subject matter experts in the community supported the development of these resources. The series of 12 evidence-based workshops to be delivered to adults over 65, covering a broad range of mental health, addiction and substance use topics, include:

- Overview to mental health and well-being in later life
- Depression
- Anxiety disorders
- Bipolar disorder
- Psychosis
- Dementia
- Delirium
- Opioids and other medications
- Cannabis and alcohol
- Gambling
- Positive mental health
- Navigating the healthcare system

The community workshops are available in English and French and have been adapted to honour the traditional knowledge and community expertise of Métis peoples.

Steps to Becoming a Community Workshop Facilitator

This guide was developed to assist people who are interested in facilitating these workshops to older adults in their communities. By following the steps outlined in this guide, you can become a workshop facilitator and help support the mental health and well-being of older adults in your network.

Step 1: Meet the Requirements

To become a workshop facilitator, you need to:

- Have experience working with older adults
- Have experience facilitating groups, and
- Have experience in the mental health and addictions field.

Step 2: Review this Workshop Facilitator Guide

• Ensure you complete all the steps to prepare for facilitating workshops for older adults.

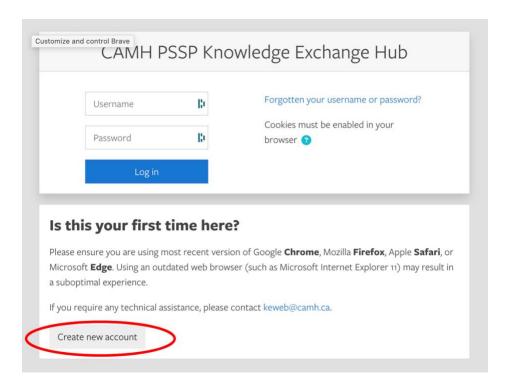
Step 3: Complete the Training to Become a Community Workshop Facilitator

You will need to complete the free, self-directed training before accessing the workshop material and delivering the workshops. The training includes:

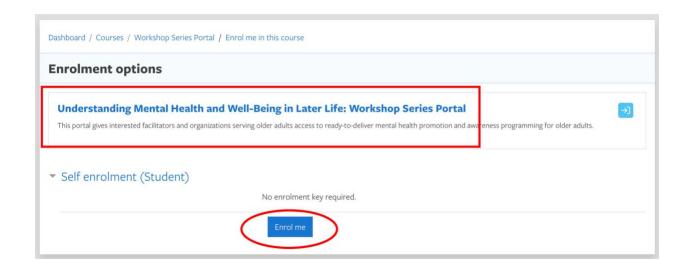
- A. An online orientation session that gives an overview of the initiative and the available materials
- B. The online course: "Supporting the mental health of older adults in care," and
- C. The online course: "Aging and mental health: A primer on health equity, diversity and antiracism."

The training curriculum is available on a facilitator portal hosted on the Moodle platform and will take about three (3) hours to complete in total. Here is how to access the training:

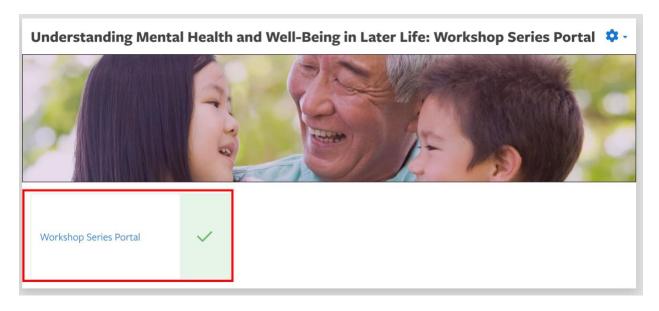
A. Create a Moodle account: Access the portal. If this is your first time using Moodle, click "Create new account" and fill out the form.



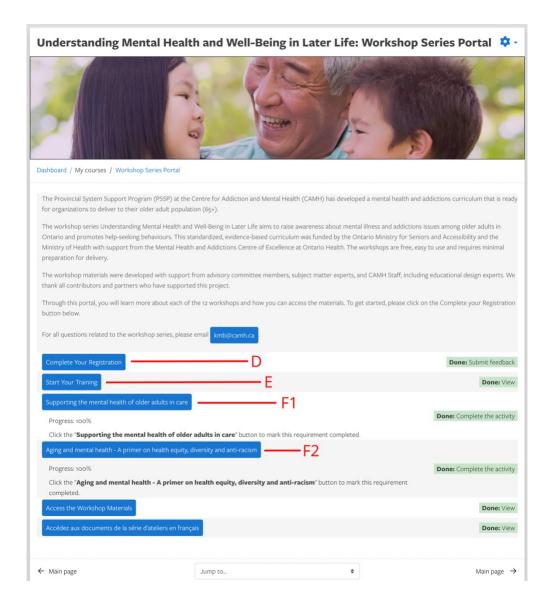
B. Access the training: Go to the home page and click "Understanding Mental Health and Well-Being in Later Life: Workshop Series Portal" and select "Enroll me."



C. Select "Workshop Series Portal"



- **D.** Complete the course registration: Fill out the registration questions (see image below).
- **E.** Watch the online orientation session: Access the orientation video by clicking "Start your training."



F. Complete the two online courses:

- 1. Supporting the mental health of older adults in care
- 2. Aging and mental health: A primer on health equity, diversity and anti-racism.

Each course consists of a short orientation that provides an overview of the topic at hand and what you can expect to learn in this course, a quiz that will test your knowledge on the subject matter preand post-course, and the course material. Once you completed all required activities for each course, the module will be marked "complete."

Once your training is complete, you are now ready to plan and deliver workshops in your community!

Step 4: Plan Your Workshops

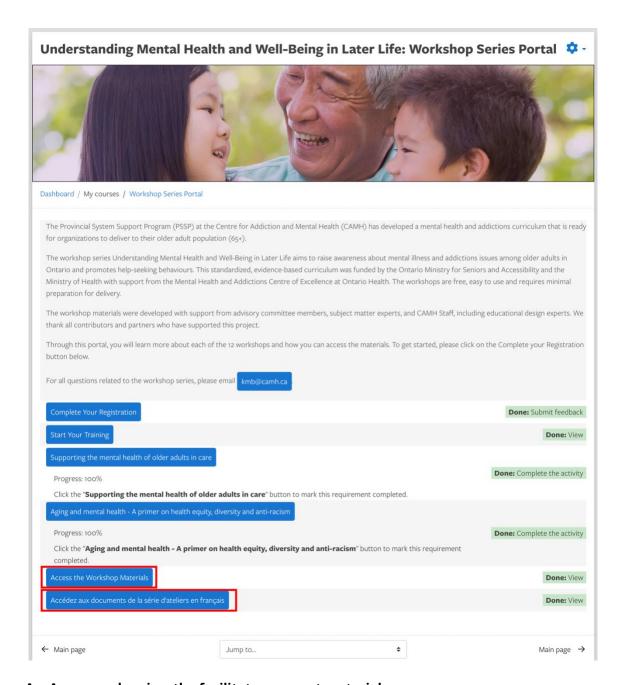
- **Identify your audience**: Determine the specific group of older adults you will be targeting. Consider their needs, interests, and any specific mental health topics that may be particularly relevant to them.
- **Select workshop topics**: Choose from the <u>12 available workshop topics</u>, such as depression, anxiety, dementia, and positive mental health. You can tailor the selection based on the interests and needs of your audience.
- **Determine if you will deliver the workshop in English or French**: If you are bilingual, consider if your audience is more fluent in either English or French. All workshop materials are available in both languages. Each workshop has a corresponding handout summarizing learnings from the presentation and highlighting key resources for help in Ontario. These handouts are also available in 12 languages and can be used as standalone resources with the older adults you serve.
- Determine if you will deliver the workshop in person or virtually:
 - If you are planning to deliver the workshop virtually, this resource, <u>Video</u>
 <u>Conferencing with Older Adults</u> developed by the Centre for Research and Expertise
 in Social Gerontology (CREGÉS) offers great tips that facilitators can apply when
 facilitating workshops online for older adults.
 - For in-person workshops, confirm a venue in your centre or a partner organization to host your workshop. Consider room capacity and ensure the venue is accessible and comfortable for older adults. Verify that the room has access to a computer and projector screen.

Step 5: Access the Workshop Material

You can access all workshop materials in English and French on the facilitator portal.

To access all relevant workshop materials in **English**, click the "Access the Workshop Materials" button on the portal main page.

To get access to all relevant support and workshop materials in **French**, click the "Accédez aux documents de la série d'ateliers en français" button on the workshop series portal main page.

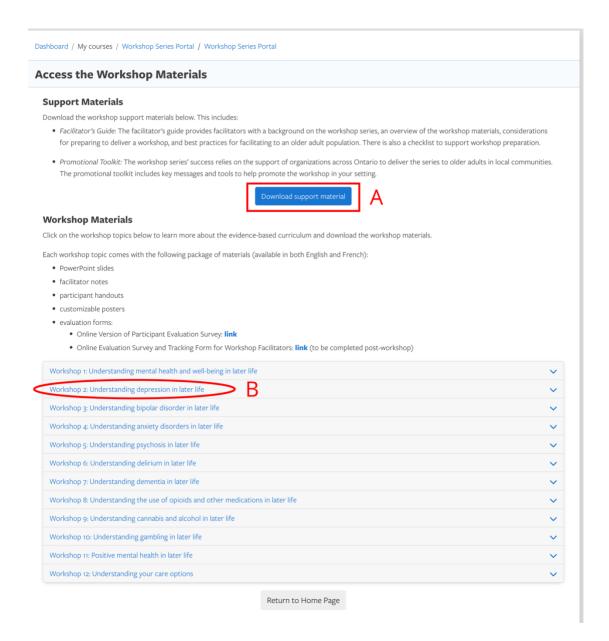


A. Access and review the facilitator support material:

Click "Download support material". This will generate a zip folder that you can save on your computer and that includes a Facilitator's Guide and a promotional toolkit for the workshop series overall. See next screenshot.

B. Access the workshop materials of the workshop(s) you wish to present to your audience:

For instance, if you are interested in delivering Workshop 2: Understanding Depression in Later Life, click the corresponding title to expose the drop down section, and click "Download workshop 2 material."



This will generate a zip folder that you can save on your device. The folder contains the PowerPoint slides, facilitator notes, participant handouts, and a customizable poster specific for this workshop, as well as a participant evaluation questionnaire.

Step 6: Schedule and Promote Your Workshops

- **Set dates and times**: Decide on the dates and times for your workshops that are convenient for your target audience.
- Promote the workshops: Use the promotional toolkit made available in the workshop
 materials to promote your workshops. Be sure to include your organization's logo and details
 about the upcoming workshop in the customizable fields. You can then use your promotional
 material in the appropriate channels, such as social media, newsletters, and community
 centres. You can also ask local organizations that support older adults to help promote the
 workshops.



Step 7: Prepare your Presentation

- Review materials: Go through the workshop materials you downloaded. Be sure to print the
 Facilitator's guide and notes for yourself, as well as the handout if you will be giving it out to
 participants. Familiarize yourself with the presentation content beforehand. Based on the
 facilitator's notes, determine the level of engagement you will provide during your
 presentation.
- Review the participant survey: Go through the participant survey made available in the workshop material. You can edit the evaluation questions based on your evaluation needs. Once the survey is to your liking, print enough copies to distribute to your participants after the workshop, or set up the survey on your preferred survey software to collect feedback online. If you will collect participant feedback online, be sure to print out the survey QR code so that participants can access the survey on their own device, or bring a few devices that participants can use to fill out the questionnaire at the venue.
- **Set up the venue**: Arrange the physical or virtual space where the workshop will be held. For both in-person and virtual, test the computer, sound, and multimedia before the presentation.

Step 8: Deliver the Workshops

• **Engage participants**: It's go time! Go through the workshop presentation and be sure to utilize some of the interactive methods suggested throughout the deck to engage participants, such as group discussions, activities, and Q&A sessions. Encourage participation. If participants ask mental health related questions, answer to the best of your ability or refer them to relevant resources listed in the corresponding handout.

Step 9: Collect Participant Feedback

• **Gather feedback**: After each workshop, distribute the printed participant survey for each participants to fill out to understand what worked well and what could be improved. Use this feedback to refine your future workshops.

Step 10: Stay Connected

• **Join the online** forum: Stay in touch with other facilitators by joining the growing network of regional community partners offering the workshop series. Use this online space to connect with others, ask questions, and share relevant mental health resources developed for older adults.

Summary of resources and supports available to workshop facilitators

This list outlines the resources mentioned in the steps above, designed to support facilitators:

Facilitator Portal

A <u>facilitator portal</u> has been created in Moodle, a learning platform, to guide you through the process of becoming a facilitator. It provides **free access to all courses and materials**.

Facilitator's Orientation Video

The orientation video, available in English and French, introduces you to the Understanding Mental Health and Well-being in Later Life project and the steps to becoming a community facilitator.

Online Courses

There are two online courses that service providers and stakeholders across Ontario can access to prepare them to deliver these workshops to older adults in their network. The courses are:

- · Aging and Mental Health: A Primer on Health Equity, Diversity, and Anti-Racism
- Supporting the Mental Health of Older Adults in Care

The orientation and courses can be accessed through the facilitator portal.

Facilitator's Guide

The facilitator's guide provides facilitators with a background on the workshop series, an overview of the workshop materials, considerations for preparing to deliver a workshop, and best practices for facilitating to an older adult population. There is also a checklist to support workshop preparation.

Promotional Toolkit

The promotional toolkit includes key messages and customizable tools to help promote the workshop in your setting.

Community Workshop Materials

Each workshop comes with the following package of materials (in English and French):

- PowerPoint slides
- facilitator notes
- participant handouts
- customizable posters
- evaluation forms

Video Versions of the Five Most Popular Community Workshops

These <u>prerecorded workshops</u> can be shared with those who are unable to attend in-person and/or used during a virtual workshop.

Handouts

Alongside the 12 workshops, corresponding <u>handouts for older adults</u> are available in 12 languages (<u>English</u>, <u>French</u>, <u>Spanish</u>, <u>Italian</u>, <u>Portuguese</u>, <u>Traditional Chinese</u>, <u>Simplified</u> <u>Chinese</u>, <u>Punjabi</u>, <u>Arabic</u>, <u>Vietnamese</u>, <u>Tamil</u> and <u>Urdu</u>).

Voices of Aging Vides Series: Navigating Mental Health, Care, and Connection This <u>series of informational videos</u> offers valuable insights to help you understand mental health and well-being in later life.

Understanding Mental Health and Well-Being in Later Life forum on EENet Connect

The <u>forum</u> is a dedicated space for community workshop facilitators and service providers working with older adults to connect with peers and share best practices and resources. It is open to caregivers, health service providers, and community staff supporting older adults, as well as older adults interested in the project.

Frequently Asked Questions
See our FAO document for facilitators.

Please note: Funding for the project ends on March 31, 2025 and the content and resources will not be updated moving forward. However, the resources will still be available for use and workshops will continue to be offered by community partners.

If you have any questions about the workshop series, please contact kmb@camh.ca.