

<b>LANARK COUNTY COMMUNITY JUSTICE PROGRAM</b>	<b>POLICIES &amp; PROCEDURES</b>
SECTION: Operations	DATE: September 18, 2014
SUBJECT: Facilitator Mentorship and Certification	HISTORY: New Policy
<p><b>Policy:</b></p> <p>In order to ensure the quality/credibility of Lanark County Community Justice Program (LCCJP) services in the eyes of both our clients and the community at large, it is important that we have Facilitators who are fully trained and who have the required experience to lead community justice forums.</p> <p>Those involved in LCCJP forum facilitation are committed to a process of continuous learning, reflecting on experiences, giving and receiving peer evaluation and participating at facilitator meetings and training sessions. The following procedures are put in place to assure the Board of Directors and the community that the quality of LCCJP forums is being maintained.</p>	
<p><b>Procedure</b></p> <p><b>Lead Facilitator Certification Process</b></p> <p>This process outlines the steps for an individual to become certified as a Lead Facilitator:</p> <ol style="list-style-type: none"> <li>1. <u>Introductory Training</u>: The trainee will successfully complete an LCCJP facilitator-training course and the training required by the Ministry of the Attorney General (MAG). Upon completion of the course(s), the trainer(s) will provide LCCJP with an assessment of the potential of each trainee to become a Facilitator. The completion of the training course does not automatically qualify a candidate as a Facilitator. Should the trainee have received training outside our program, that training will be verified to meet LCCJP standards and will have taken place within two years of entry into our certification process.</li> </ol>	

2. Subsequent Training: The trainee will complete additional training as required by LCCJP or MAG.
3. Observer: The trainee will observe a minimum of three forums, ideally with three different Lead Facilitators. The Lead Facilitators will provide feedback to the Program Coordinator about the potential of the trainee to become a Co-Facilitator. The Program Coordinator will bring any concerns to the Executive Director (ED). Those concerns will be addressed and may result in the trainee not progressing any further in this process.
4. Co-Facilitator: If LCCJP staff and the trainee are both comfortable to proceed to the next step, the trainee will be scheduled as a Co-Facilitator, ideally with different Lead Facilitators, for a minimum of three forums. Using the Facilitator Peer Review Form, the Lead Facilitator will provide the Program Coordinator with timely feedback and evaluation of the Co-Facilitator on their potential to become a Lead Facilitator. The Program Coordinator will bring any concerns to the ED. Those concerns will be addressed and may result in the trainee not progressing any further in this process.
5. Lead Facilitator: If LCCJP staff and the trainee are both comfortable to proceed to the next step, the Co-Facilitator will be certified as a Lead Facilitator. Lead Facilitators are responsible for on-the-job training of trainees regarding scheduling, pre-forum interviews, conducting a forum, and preparing forum agreements; ensuring completion of all relevant paperwork following a forum; providing feedback to the ED on the potential and training needs of Observers and Co-facilitators assigned to them; providing a recommendation regarding certification of trainees as Lead Facilitators; and, attending monthly Facilitator Meetings.
6. Maintaining Active Status: Facilitators are expected to facilitate a minimum of two forums over a twelve-month period in order to remain on the "Active List". If this is not possible, the Facilitator may be placed on an "Inactive List". Should the Facilitator wish to become active again s/he shall normally be required to facilitate one forum with another Lead Facilitator as Co-Facilitator. The Facilitator serving as Co-Facilitator shall provide a recommendation to the Program Coordinator regarding the inactive Facilitator's return to the Active List. The ED, in consultation with the Program Coordinator, is responsible for making the decision regarding this change in status. [See also LCCJP Facilitator Meeting policy].