



## **Overview**

The Learning Outside Together (LOT) program is jointly owned and administered by Early Childhood Educators of BC (ECEBC) and BC Aboriginal Child Care Society (BCACCS). The non-profit agency Social Research and Demonstration Corporation (SRDC) is an equal partner in the project.

## **Facilitators**

Facilitators are critical to the LOT program. They set the tone and encourage deeper reflection and relationships between LOT mentors. Additionally, facilitators provide a key role in supporting mentors to be confident and effective as they in turn support participants.

Due to the importance of this role, it is important to have clear expectations. Each facilitator signs a contract with ECEBC which specifies the deliverables, timeline, and fee. Facilitators also sign a confidentiality agreement. This policy document covers additional expectations.

## **Eligibility**

To be eligible to become a facilitator, an individual must hold a valid ECE certificate in BC, have completed\* the LOT participant program, completed the LOT Mentorship course\*\* and mentored at least two times for the LOT program.

\*Completion of the LOT participant program means they have finished at least 10 modules on the Early Learning Hub and received a LOT Certificate of Completion.

\*\*Completion of the LOT mentorship course means they have finished all 4 modules, attended 4 weekly peer mentor meetings during the course and have a Mentorship Certificate of Completion. There may be exceptions for those who were mentors in the first and second cohorts.

Additional criteria may be determined for each intake, particularly when there are more applicants than funding allows. These criteria may include selecting for a diverse group (personal characteristics as well as workplace characteristics), and/or prioritizing those who self-identify as Indigenous, in keeping with the values of the program. At times, there may be priority given to those who have not yet had the opportunity to be a facilitator.

## **Attendance at peer facilitator group meetings**

All facilitators are expected to attend all peer meetings, throughout the mentorship course and the participant course.

Any absences must be reasonable (for example, being off sick) and be communicated with the LOT

coordinator as soon as possible. The coordinator will track attendance and may provide it to ECEBC upon their request.

Attendance is expected for each meeting in FULL. By showing up on time, engaging, and staying for the full hour, it shows respect to the other facilitators.

The coordinator may decrease the frequency of facilitator meetings from weekly to every other week if they feel weekly meetings are not useful. This decrease in frequency can only be considered after the mentors have completed the LOT mentorship course and the participants have completed at least three modules.

### **Supporting quality experiences for mentors and participants**

It is important that mentors are supported to be successful in their role. Facilitators will observe each mentor participant group meeting at least once to ensure it is running smoothly and to provide support as needed.

If there is concern about mentors who have unexplained and/or frequent absences, and/or are disruptive in meetings and/or for any other concerns regarding their role as mentors, the facilitator may request to meet one on one, offer additional support and/or observe a mentor participant meeting. If there are still concerns, the facilitator can request to meet with the coordinator to discuss how best to support the mentor to be successful. If needed the coordinator may bring the concern to the partners (ECEBC/BCACCS).

All efforts will be made to support positive resolutions. If needed, a mentor may be asked to step down and a replacement found.

If there is concern about facilitators who have unexplained and/or frequent absences, and/or are disruptive in meetings and/or for any other concerns regarding their role as facilitators, the coordinator may request to meet one on one, offer additional support and/or observe a peer mentor meeting.

If a situation/behaviour is noticed by a mentor, it may not reach the attention of the coordinator. There are possible routes for this information (contacting one of the project partners: BCACCS/ECEBC directly, informing a mentor in another group who tells their facilitator). In both cases, the first person to learn of the situation will share this with the coordinator. A situation/behaviour may also be reported in writing to the project partners.

The coordinator/partners will connect with the facilitator directly. Again, effort will be made to support positive resolutions. If needed, a facilitator may be asked to step down and a replacement found. Any decisions about the honorarium payment would be made at that point, based on whether the contract deliverables were met.

ECEBC may bring any other issues, concerns or topics that arise during the LOT program to the partnership for decision making.