

Notes to the Formation Director (Or the person responsible for the formation)

PREPARING YOURSELF

- In order to effectively facilitate these workshops, you must have an overview knowledge of what is contained in the Initial Formation Program of the OFS of Canada and be prepared to answer any questions about it. You may also wish to read the content of the sections of the CIOFS Formation manual for Formators to enhance your knowledge of the subject of the Workshops
- Try to obtain as much information as possible about workshop participants ahead of time. You need to know about them both as individuals and in terms of their experience or knowledge about the franciscan spirituality. You also need to know the issues they would like to see addressed in the workshop
- Obtaining the above information can be done in a variety of ways. For example, you can arrange a meeting with each one of the candidates ahead of time, or send a letter/questionnaire to them
- It is best to have the information sent to you prior to the workshop to give yourself additional time to prepare. Knowing as much as you can about the participants and their interests will help you choose the most appropriate activities for the workshop

PREPARING PARTICIPANTS

- Candidates may come from a variety of backgrounds and varied levels of Education
- Try to ensure that participants prepare for the workshop by reading and reviewing the contents of it

ORGANIZING THE WORKSHOP

- Although the sample agenda included for each session is for a 2-3 hours session, you may adjust the material to the time available to you
- You will facilitate workshops while the participants themselves will facilitate the activities of workshops
- This allows participants to familiarize themselves with the content, while at the same time practicing their facilitation skills