**STEPS TO PREPARE FOR A WORKSHOP**

The recommended steps to prepare to provide a *Protecting God’s Children®* workshop include the following:

1. **Arrange the workshop date, time, and location with the parish or school. Be sure to communicate your workshop needs when scheduling.**

Recommended workshop support:

1. Equipment – Large screen TV(s) and DVD player or computer, projector, and screen; extension cords, PA system with microphone (if possible)
2. Tables and chairs for the participants
3. Podium or table at front of the room for the facilitator
4. Table at entrance to the room for the sign-in sheets and materials
5. Greeter(s) from the parish or school
6. Drinks and snacks are optional. Sometimes the host site will provide these. This is not a facilitator responsibility or requirement. Many sessions do not provide these.
7. **Schedule the workshop online at** [**www.virtus.org**](http://www.virtus.org) **the day you make arrangements with the host site so that interested persons can begin to pre-register. Do this by following these steps:**

* Go to your Facilitator tab and click “Session Listing” on the left-hand side of the page.
* Click the button labeled “Add a new session.”
* For the “Training Title” field, use the drop down arrow to find and select “Protecting God’s Children for Adults.”
* Enter all class information including the location, date, start time, and maximum size. All sessions should be advertised as 3 hours. List a maximum size only if you want to restrict the size due to location limitations. We prefer to keep this open and serve as many as possible.
* From the list of “Available Facilitators”, click on the names of all facilitators that will be assisting with the session. Then click on the button, “Click to add,” so the facilitator names show up in the session listing.
* The contact name and number may be entered as yours, or may be the parish or school representative’s information, or left blank for Sherry’s contact information to be shown.
* Use the “Notes” section to enter any special instructions you want to display such as the name of the meeting room, parking information, limitations on enrollment, or that this is a closed session only available to a certain group of persons.
* Check all of your entries for accuracy.
* Click “Add Session.”
* If you identify any errors or need to make changes, click on the session and you can edit it. If people have already started to pre-register and they provided their email addresses, the system will generate an email to them about the changes you made.

1. **A few days before your workshop:**
2. Go to your Facilitator tab and select “Manage Registrations” on the left-hand side of the page. This allows you to see a list of the persons that have pre-registered.
3. Click on the “Send email reminder” icon at the bottom of the list of pre-registered people to send them a reminder of the upcoming workshop with you.
4. **You will need the following forms and materials for each workshop:**
5. Sign-In Sheet for Those Pre-Registered:

Print a sign-in sheet with those pre-registered the day of the workshop. Go to your Facilitator tab and select “Manage Registrations.” At the bottom of the list of pre-registered people, click on the “Create sign-in sheet” icon.

1. Sign-In Sheet for Possible Walk-Ins (those who did not pre-register in VIRTUS®):

It is recommended to have one of these sheets at each workshop in case someone shows up that has not pre-registered. Go to your Facilitator tab and select “Download Resources.” In the “Handouts” section, you will find this sheet. (A copy is also provided in your Facilitator manual.)

\*\* Special note \*\* If a participant attends and has not pre-registered, please strongly emphasize the importance of doing this asap after the workshop (if they have internet access). They do this by going to [www.virtus.org](http://www.virtus.org). Instructions are provided on the back of their participant handout.

1. Prayer Cards:

Each participant should receive a copy. These are to be returned to you and re-used for each session, or participants may keep them if they really want to do so. When you need more, you are welcome to make copies or contact Sherry for a supply. (A copy is provided in your Facilitator manual.) The prayers are also located on our website.

1. Participants’ Handouts – Each participant should receive a copy for note-taking and their own use. These handouts are theirs to keep and are not returned to you. You are welcome to make copies of these handouts or contact Sherry for a supply when you need more. (A copy is provided in your Facilitator manual.) The most current handout will also be located on our website.
2. OCYP Business Cards – Each participant should receive a copy of the OCYP business card that includes the steps for reporting suspected abuse or neglect. Contact Sherry when you need more.
3. Workshop Evaluation Forms – Each participant should be asked to complete an evaluation form at the end of your workshop to provide you with feedback on the session. Go to your Facilitator tab and select “Download Resources.” Then in the “Handouts” section, you will find this form. Please make copies of these forms or contact Sherry for a supply. (A copy of this form is also located on page 2 of your Facilitator manual.)

\*\* Special note \*\* New facilitators are asked to use evaluation forms at all of their workshops during their first year as a facilitator. The forms should be returned to Kathy McLouth along with your sign-in sheets. After the first year, these forms do not need to be sent to us. Best practice is

to always utilize evaluation forms to seek feedback for facilitators and the overall improvement of the program.

1. No-Internet Forms – This form is used only for participants that may show up for a workshop and have not pre-registered because they have no internet access. It is important that they completely fill out the form for you. These forms are returned to our office after your workshop. Go to your Facilitator tab and select “Download Resources.” In the “Handouts” section, you will find this form. (A copy of this form is provided in your Facilitator manual.)
2. Mandated Reporters: New Online Option to Report Child Abuse and Neglect – This is a two-sided color handout from the Missouri Department of Social Services, Children’s Division. This handout is used in conjunction with the special page added to your Facilitator manual after page 19. (A copy of this handout is provided in your Facilitator manual and on our web site.) Please make copies of this handout when you need more, or contact Sherry for a supply.
3. Parental Permission Form for Attendees Under Age 18 – PGC is intended to be an adult course. However, there are times when youth under the age of 18 are involved in youth programs that require their attendance at a workshop. Parents are encouraged to attend the PGC session with their under-age-18 youth, but if they cannot and still want their child to attend, this form must be signed and given to you to acknowledge their permission. **Under no circumstances, should a youth** **under the age of 16 be allowed to attend a workshop.** (A copy of this form is provided in your Facilitator manual and it is also located in the “Forms” section of our web site.)
4. **The following forms are optional:**
5. Why Am I Here and What is My Role in Helping to Protect Children?

This form may be located by going to the Facilitator tab, then “Download Resources” and it is located in the “Handouts” section.

1. Facilitator Session Debriefing Form

This form is located on page 40 of your Facilitator manual.

1. **Training Certificates**

Participants receive their certificates by accessing their accounts online. It is optional for you to print out their certificates and distribute them at the end of your workshops. Our preference is to strive for online access and less printing by facilitators. We recommend that you tell your participants that it may take several days before they can access their certificates online. If someone notifies you that they need a certificate sooner, contact our office.

If you choose to print certificates for your participants, you can do this for those that have pre-registered online. Go to your Facilitator tab, click on “Manage Registrations” on the left side of the page, then click on the “Print Certificates” icon towards the bottom of the page.

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