



ISW Facilitator Apprenticeship Guidelines (FDW Equivalent)

Given that it is not always possible to host or participate in an ISW Facilitator Development Workshop (FDW), the following outlines the responsibilities of members of the ISW Network (Facilitator Mentors) who train and certify new facilitators (Apprentices) in a **mentorship model**. This is a scaffolded approach to developing facilitation skills involving a minimum of 2-3 ISWs in which the Apprentice assumes increasing responsibility and agency in running an ISW independently. Before certification is granted, both the ISW Facilitator Mentor and the Apprentice must be confident that readiness has been achieved.

Adopting a scaffolded approach, the Facilitator Mentor may decide to have the Apprentice shadow in the first ISW, assume some responsibilities for facilitation of both large and small group processes in the second ISW, and independently assume all facilitation duties in the third (while being shadowed by the Facilitator Mentor). The number of ISWs will be determined by the Facilitator Mentor during the apprenticeship process.

Responsibilities of the ISW Facilitator Mentor working with the Apprentice:

- Ensure that, as a Facilitator Mentor, one has an appropriate level of experience as an ISW Facilitator and has the support of the local institutional/organizational ISW Team to serve as a Facilitator Mentor. Also ensure that the Apprentice has the support of the local ISW Team to proceed with the Apprenticeship program.
- Ensure that the Apprentice has appropriate background and experience to become an ISW Facilitator. (For example, Apprentice has participated in a relatively recent ISW, is familiar with teaching and adult education principles, and demonstrates interest in and aptitude for developing facilitation skills).
- Mentor the Apprentice for a minimum of 2 ISWs.
 - If the Facilitator Mentor deems further training is advised, they will work with the Apprentice in a third ISW before certifying the Apprentice as an ISW Facilitator.
- Work with the Apprentice in all aspects of planning the ISW.
 - As part of the planning process, determine with the Apprentice which aspects of the ISW the Apprentice will facilitate, and when. This plan may change as the ISW proceeds.
 - Set goals with the Apprentice for each ISW and for each feedback circle facilitation.
- Discuss roles and responsibilities of an ISW Facilitator with the Apprentice prior to each ISW.
- Work with the Apprentice and the same (small) group of participants throughout each ISW.
- Conduct check-in and debrief meetings with the Apprentice at the beginning and ending of each ISW day.
 - Provide constructive feedback to the Apprentice on his/her facilitation of all aspects of the ISW.
 - Discuss values of the ISW and share rationale for the decision making that has occurred during the day's facilitation.
- Video, on 3 separate occasions, the Apprentice facilitating a feedback circle for ISW participants.
- Within each ISW, and as appropriate, facilitate 2-3 feedback circles with ISW participants to provide feedback for the Apprentice from participants.

- Have the Apprentice shadow the Facilitator Mentor in all one-on-one sessions with participants that the Facilitator Mentor leads.
- Provide increasing responsibilities for the Apprentice in leading theme-based sessions.

Upon completion of the training the Mentor is expected to:

- provide the Apprentice with a certificate indicating the date of successful completion of the program.
- maintain a list of dates of the ISWs and learning opportunities participated in and to provide this information to the Apprentice by email.
- advise the Apprentice that they need to complete the registry form on the ISW website to become a member of the Network (<https://www.iswnetwork.ca/isw-facilitators-and-fdw-trainer-registry/>).

Responsibilities of ISW Apprentice working to become an ISW Facilitator:

- Over the course of 2 ISWs (3 is recommended; the number is dependent on the decision of the ISW Facilitator Mentor working with the Apprentice):
 - Participate in all aspects of planning the ISW.
 - Discuss/review roles and responsibilities with the ISW Facilitator Mentor prior to each ISW.
- Video lessons as determined during the planning process.
- Facilitate theme sessions and/or lesson cycles as initially determined during the planning process, and as changes are decided upon throughout the ISW.
- Participate in check in and debrief meetings with the ISW Facilitator Mentor at the beginning and ending of each ISW day or session:
 - Receive constructive feedback from the ISW Facilitator Mentor on all aspects of the ISW facilitation.
 - Review facilitation videos and set goals for subsequent facilitations.
 - Engage in reflective practice, discussing values of the ISW, sharing rationale for the decision making that has occurred during the day's facilitation, and considering changes to be made for the future.
- Shadow the Facilitator Mentor in all one-on-one sessions with participants and assume increasing responsibility for providing one-on-one feedback (as directed by Facilitator Mentor).
- Participate in 2-3 feedback circles per ISW, facilitated by the ISW Facilitator Mentor, to provide participants with the opportunity to give constructive feedback on the Apprentice's facilitation.

Once the Apprentice has completed the Apprenticeship program and received a certificate to facilitate ISW, it is recommended that they co-facilitate with other experienced facilitators to become confident in utilizing a variety of facilitation techniques and approaches. Once new facilitators have joined the ISW Network by completing the registry form, it is recommended that they attend professional development events and become familiar with the Policies and Practices documents described on the ISW website (iswnetwork.ca). This Apprenticeship Program may be more applicable in certain institutions or situations/contexts than others. In the interest of group learning, the ISW Network still recommends that individuals wishing to become ISW Facilitators participate in a full Facilitator Development Workshop (FDW) or in both an Apprenticeship Program and an FDW, whenever possible.