



ISW Sustainability Plan

Introduction

The ISW Network Executive Team members continue to work towards sustainability of the ISW Network into the future. This Sustainability Plan was precipitated by a number of factors including the steady growth of the Instructional Skills Workshop (ISW) program across Canada and globally, and the recognition of the work involved at the Network level to manage the communications and other activities associated with this expansion of the program.

This continuing growth, which is good news, necessitates additional steps to leverage the expertise of the many ISW Facilitators and FDW Trainers who are willing volunteers in furthering the goal of ISW sustainability. We continue to encourage local ISW Teams to foster and strengthen regional collaboration. Regionally-hosted activities not only foster cross-pollination of ideas but serve to strengthen local ISW Teams across the global ISW Network.

What comprises a region will vary across the type of activities offered as well as the geographical locations of the ISW Teams offering the activity. The identified region for initiating a specific activity might include ISW Teams within a metropolitan area, or across a few smaller locations in relatively close proximity, or for one or more adjoining provinces, territories, states or countries. Activities might be offered in-person, virtually, or in a blended model and might be only for those from the region or open for broader participation from across the Network. Those logistical decisions are made by the local ISW Teams offering the specific activity.

Local Representatives (LRs), along with other ISW Facilitators and Trainers, are encouraged to build on the interest and commitment of existing and/or emerging local ISW Teams. ISW Teams may already be leading or participating in regional activities, or may be starting to build capacity at their own institution or organization. Various professional development and community-building activities have been offered by ISW Facilitators and FDW Trainers over the almost 50 years of ISW history. However, these activities may not have occurred on a regular basis and not in every area where ISW is offered.

At two recent network-wide PD events, many ISW Facilitators and Trainers expressed a willingness to provide financial contributions towards the annual expenses of maintaining the Network services. This new feature of the Sustainability Plan is described in [Securing the Future of our Global Network](#). This is an ongoing invitation to invest in our shared future so Facilitators and Trainers across the Network can continue to benefit from and support the ISW. To contribute, visit the [ISW Contribution Campaign](#).



Local Representatives, FDW Trainers, and ISW Sustainability

The Sustainability Plan highlights the importance of Local Representatives (LRs) and other members of ISW Teams and includes several key elements, described in more detail in a later section:

- ISW Teams that have not already done so are asked to identify one or more ISW Facilitators or FDW Trainers as Local Representatives (LRs) to serve in a communication and liaison role between their local ISW Team and others in the global ISW Network.
- LRs serve as the primary links with other local ISW Teams, the ISW Network Executive Team, and those working on occasional ISW Network projects. FDW Trainers are also asked to occasionally connect with other Trainers in their region, and, as feasible, with Trainers beyond their respective regions.
- LRs, along with other Facilitators and Trainers in each region, are asked to explore ways to support cross-team activities including, but not limited to, collaborative offerings of ISW, FDW, and TDW.
- LRs and FDW Trainers are asked to ensure records are kept at the local level for those who successfully complete ISWs, FDWs, and TDWs offered locally and regionally.
- FDW Trainers or LRs are asked to also provide information to the Executive Team about the offerings of FDWs and TDWs to support the ISW Registry process.
- Local ISW Team members are asked to:
 - complete the online ISW Facilitator Registry Form, and if applicable the FDW Trainer Registry Form,
 - access ISW-resources using their ISW account,
 - review the quarterly electronic ISW Network Newsletter, and
 - keep their contact information current by completing the Contact Update Information Form found on the drop-down menu under Contact on the website.
- LRs and other ISW Facilitators and FDW Trainers will connect with others in the global ISW Network primarily through electronic communications. There may also be opportunities for in-person participation in regional activities offered by ISW Teams.
- LRs and Trainers are asked to foster continuity and succession planning to support their local ISW Teams into the future. For example, it is suggested that each local ISW Team try to always have at least one or two FDW Trainers as active team members.
- LRs are asked to encourage those involved with new or specialized ISW-related activities to prepare and share brief documentation to assist others in the ISW Network who may want to offer similar activities in the future.



Independent ISW Facilitators and FDW Trainers

We anticipate a number of independent ISW Facilitators and FDW Trainers will want to continue to participate in this sustainability initiative. Independent ISW Facilitators and FDW Trainers usually will have been members of an ISW Team, but are now:

- at an institution or organization that doesn't offer ISWs;
- serving as independent consultants; and/or
- retired but still interested in the ISW Network.

Independent ISW Facilitators and FDW Trainers may wish to connect with local ISW Teams as well as with other independent ISW Facilitators and FDW Trainers. They may be willing to assist with the offering of ISW services and with coordinating learning and community-building activities. Over the years, many such individuals have provided valuable contributions to the global ISW Network. In some areas, independent ISW Facilitators and FDW Trainers may decide to form an informal group and identify their own LRs to foster connections across the Network.



ISW Network Support Services

Registry Forms

LRs identified at the local level are asked to complete the online LR Registry form by signing into their website Account and selecting Forms at the drop-down menu under My Account. This drop-down menu is only available for those who are logged-in to their Account.

New ISW Facilitators are asked to complete the ISW Facilitator Registry Form, available at <https://www.iswnetwork.ca/isw-facilitators-and-fdw-trainer-registry/>. If permission is granted during registration, their name, location and affiliation are included on the ISW Facilitator web list found in the [Facilitator/Trainer section of the website](#).

New FDW Trainers are asked to complete the FDW Trainer Registry Form by signing into their website Account and selecting Forms at the drop-down menu under My Account. If permission is granted during registration, their name, location and affiliation are included on the FDW Trainer web list found in the [Facilitator/Trainer section of the website](#).

ISW Facilitators and FDW Trainers who are confirmed for the ISW Registry receive access to the password-protected area of the ISW website and are subscribed to receive the quarterly electronic ISW Newsletter and other occasional communications. Past editions of the ISW Network Newsletters are also posted in the password-protected area of the website. For information or assistance with signing into your website account, once you have been notified it is activated, please see the [FAQs section](#) on the website.

Training Records

FDW Trainers or Local Reps are asked to provide information about each FDW, TDW and Facilitator Apprenticeship offered. Contact the Executive Team using [Contact Us webform](#) and indicate whether an FDW, combined FDW/TDW or Facilitator Apprenticeship was offered. We will email you a short survey to complete and return to us with key information about the specific training event offered.

PD Events for ISW Facilitators and FDW Trainers

ISW Facilitators and FDW Trainers are invited to participate in occasional [Virtual Zoom professional development events](#) coordinated by the ISW Network Executive Team, some of which are designed specifically for LR's and/or FDW Trainers.

Those on the ISW Registry may request that ISWs, FDWs, or ISW-related professional development events for Facilitators and/or Trainers, if open to others beyond their institution or organization, be posted on the Events section of the website. To access the PD Event Posting Request Form, select Forms at the drop-down menu under My Account.



ISW Network Executive Team

The ISW Network Executive Team members, with some assistance from technical support personnel, manage Network support mechanisms including: the ISW website, the ISW Network Newsletter and occasional email announcements, the ISW Registry, access to Handbooks and other Network resources, annual Network licenses and subscriptions, occasional Virtual PD events and Virtual Work Bees.

Executive Team members develop and post occasional resource materials, including [Practice and Policy documents](#). The Executive Team members are available to discuss questions about the ISW program and Network.

To connect with ISW Network Executive Team members, send a message using the [Contact Us webform](#) on the ISW website. Those on the ISW Registry can also contact Executive Team members directly at emails provided within the password-protected area of the website.

Technical support for the ISW website, the ISW Registry, Virtual PD events is provided by contract support personnel available on an occasional hourly basis. To request technical support with ISW Network services, use the [Contact Us webform](#) on the ISW website. For support related to registration in Virtual PD events, contact the ISW event coordinator at events@iswnetwork.ca.