

PEER SKILLS IMPLEMENTATION CHECKLIST

A checklist to help you organise a Peer Skills Workshop in your school/agency.

PRE DELIVERY Have you?:

- Identified, informed and negotiated with key stakeholders
- Developed a whole of program plan (see 8 Elements of Effective Peer Programs) with stakeholders
- Identified suitable dates, times and a venue to conduct the two day workshop
- Sought funds to cover resources, venue, catering or other costs
- Identified an available co-facilitator and perhaps other potential guests (for e.g. other support staff for the Getting Help session)
- Completed and submitted the Workshop Registration Form with payment (cheque, credit card, direct debit or purchase order details) to Peer Skills-Lifeline Community Care (for booklets and badges)
- Received an invoice/receipt for resources from Peer Skills - LCCQ
- Disseminated information and promoted the workshop to target group
- Asked the young people to nominate themselves or their peers for the workshop
- Finalised the list of participants (maximum 16 participants)
- Provided the young people with information about the training, an application form, a letter of offer and a copy of the roles of a peer helper (if applicable)
- Provided parents/caregivers with information and a consent form
- Prepared a media release about the upcoming workshop in consultation with school/agency and Peer Skills Manager/LCCQ media and marketing
- Planned the workshop activities and session plans with co-facilitator
- Received participants booklets and badges and organised any other resources you will need
- Organised catering (if applicable). A local community group or business may be able to help fund your catering.
- Organised a follow-up meeting date with participants

TWO DAY TRAINING Have you?:

- Set up the training room
- Asked the participants to complete the pre-workshop questionnaire and
- Asked the participants to complete the post-workshop questionnaire
- Completed the Evaluation Cover Sheet

POST DELIVERY Have you?:

- Reflected on the workshop etc with your co-facilitator (see Workshop Reflection Sheet) to identify learning and possible future improvements. If reflection form is completed I appreciate receiving a copy of this information
- Forwarded the evaluation cover sheet, pre and post questionnaires and Workshop Reflection Sheet (optional) to Peer Skills Manager LCCQ
- Received completed two page evaluation summary PDF of your workshop
- Completed and presented participants with their Certificate of Attendance and Peer Skills badges (you may wish to invite media, VIP guests etc)
- Had a follow-up meeting with the participants and reported back to the key stakeholders (consider a story in school newsletter or local paper)