



DEBRIEFING & MUTUAL SUPPORT

FACILITATOR'S TRAINING PROGRAM

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About the Program

Debriefing is a term used to describe a wide variety of practices, procedures, and protocols. Debriefing practices include those used to respond in the aftermath of critical events as well as those that provide support with the day-to-day accumulation of trauma exposure and stress. Research shows that effective debriefing practices and communities of support are essential to mitigating the harmful aspects of doing trauma-exposed workplace.

Yet, there is confusion about which practices are helpful and healthy - and which ones may lead to further harm. Teams hoping to embed regular check-ins and ongoing mutual support into their workflow may find it difficult to know where to start.

The TEND Debriefing & Mutual Support Program guides your organization through the process of creating and implementing tailored, evidence-informed, and sustainable debriefing practices.

Through this program, organizations will learn which debriefing practices are recommended for their unique workplace; develop guidelines for primary, secondary, and tertiary support practices; gain the tools needed to troubleshoot common barriers; and teach key staff members how to facilitate, evaluate, and adapt debriefing practices for their team.





Who is TEND?

We are a team of professionals from the fields of mental health, crisis work, organizational health, resilience, conflict management, and research methodology.

TEND is hired by a broad spectrum of workforces including those encountering high-stress, direct and indirect trauma-exposure, and intense workloads. We design programs for organizations looking for strategies to best support their teams and leaders.

Program Developers & Facilitators



Françoise Mathieu
M. Ed., RP, Executive Director, TEND

Françoise is an educator, speaker, and trauma-trained therapist. She is the author of *The Compassion Fatigue Workbook*, founding member of the Secondary Traumatic Stress Consortium, and the Executive Director of TEND.



Diana Tikasz
MSW, RSW, Organizational Health Specialist, TEND

Diana Tikasz has worked in the teaching and healthcare sector for over 30 years specializing in trauma-focused work. She has developed and facilitated many debriefing support programs during her work in a large, Ontario-based hospital.



Program Overview



This four-week, online program gives your team the tools, resources, and confidence to facilitate mutual support practices that address critical events as well as provide support with the day-to-day accumulation of trauma exposure.



Prerequisite Learning: Ensuring the Basics

Before getting started in Week 1, participants will review fundamental knowledge with three TEND webinars: *Empathic Strain & Secondary Traumatic Stress 101*, *Key Tools to Safeguard Your Well-Being*, and *Psychological First Aid*.

Format: **On-Demand** | Commitment: **3 x 1 hour Webinars**

Week 1: Debriefing 101 & Foundational Elements

What is debriefing and why is it important? This week, participants “widen the lens” on their understanding of debriefing practices. We cover the importance of addressing both the immediate and cumulative impact of trauma exposure and cover some foundational elements for the program.

Format: **Virtual** | Commitment: **2 hour Lecture + 1 hour Q&A**



Week 2: Outlining Your Debriefing & Support Practices

In the second week, participants consider which debriefing and mutual support practices would be most beneficial for their unique workplace. Using the Continuum of Mutual Support, we explore tertiary, secondary, and primary support practices to address the range of needs within the workplace.

Format: **Virtual** | Commitment: **2 hour Lecture + 1 hour Q&A**



Week 3: Building Your Facilitator's Toolkit

In the third week, participants learn how to successfully lead a mutual support practice or debriefing group. We examine each element of your debriefing practice and discuss strategies for facilitating participation, encouraging respectful sharing, and embedding helpful micro-strategies.

Format: **Virtual** | Commitment: **2 hour Lecture + 1 hour Q&A**

Week 4: Getting Started & Navigating Roadblocks

In this final week, participants create an action plan to implement their debriefing and mutual support practices. We consider common roadblocks and offer strategies for troubleshooting common concerns.

Format: **Virtual** | Commitment: **2 hour Lecture + 1 hour Q&A**



Follow-up Q&A 1: What's Working (What's Not?)

A few months later, we meet again to discuss what elements of the new protocol are going well and which ones need adjustment. We also troubleshoot any concerns with facilitation to help build confidence.

Format: **Virtual** | Commitment: **1 hour Q&A**

Follow-up Q&A 2: Where Will We Be One Year From Now?

In this final session, we meet to discuss issues around sustainability of debriefing and mutual support practices. We consider on-boarding for new staff, training of future facilitators, and building in-house capacity.

Format: **Virtual** | Commitment: **1 hour Q&A**





Sample Timeline



Important: This timeline is shown here only to provide an overview of time commitments of this program. It is **not representative** of the actual dates or timeline for your program. Dates and times will be proposed and confirmed once this proposal is accepted.

PREREQUISITE LEARNING	On-Demand Recordings	Completed by Friday, January 26, 2024	3 x 1 hour webinars
WEEK 1	Lecture	Monday, January 29, 2024	12:00 PM - 2:00 PM
	Q&A	Thursday, February 1, 2024	12:00 PM - 1:00 PM
WEEK 2	Lecture	Monday, February 5, 2024	12:00 PM - 2:00 PM
	Q&A	Thursday, February 8, 2024	12:00 PM - 1:00 PM
WEEK 3	Lecture	Monday, February 19, 2024	12:00 PM - 2:00 PM
	Q&A	Thursday, February 22, 2024	12:00 PM - 1:00 PM
WEEK 4	Lecture	Monday, March 4, 2024	12:00 PM - 2:00 PM
	Q&A	Thursday, March 7, 2024	12:00 PM - 1:00 PM
FOLLOW-UP Q&A #1	Q&A	Thursday, April 11, 2024	12:00 PM - 1:00 PM
FOLLOW-UP Q&A #2	Q&A	Thursday, June 13, 2024	12:00 PM - 1:00 PM

Total Time Commitment: 17 hours over 6 months

Thank you for giving us the opportunity to support your team.



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