



Steps to Success

Congratulations on becoming a Mental Health First Aid host site! Below you will find a step -by-step guide to prepare for and conduct your instructor training course.

This guide allows you to see a complete view of the Instructor Training Host process, giving you as the host organization an easy reference guide to relevant dates and requirements within the hosting process. The reverse side of this document contains

fillable fields to help you track important dates relevant to your specific training event. More details can be found in the Checklist document provided to you in your host site toolkit. Contact MHFA USA at any time with questions.

Post Training & Financials

Within 30 days following the completion of your training week, you may receive followup emails or phone calls from MHFA USA to reconcile any outstanding financial or administrative tasks.

Training Week

The week of your training has arrived! Contact MHFA USA with any problems or concerns. MHFA USA will provide you, via email, information about what to do following your training.

Applicant Scoring

Review all participant applications using the standard scoring rubric. Scan all rubrics and submit to MHFA USA for review.

Return Signed Contract

Sign and return contract to MHFA USA within 7-10 business days.

Confirm Training Dates

MHFA USA will confirm the reservation of your indicated training dates.

Target Dates & Toolkit

Inform MHFA USA of your targeted training dates. You will receive a toolkit containing everything you will need to host your training.

Inquiry

MHFA USA receives contact about providing an instructor training at your facility.

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What Now?

You will be sent a quality survey and a post-training document with information for your newly-trained instructors. Please respond to the survey within 30 days.

Pre-Training Preparations

The week leading up to your training, you will receive emails from MHFA USA informing you of the contents of the training box being shipped to you, and the tracking number.

Confirm Details

Via email, confirm with MHFA USA details for shipping, venue address, and any participants to-date. You will be notified of the names of the National Trainers who will be conducting the training at your site.

Receive & Review Contract

A contract will be sent to you containing the details of your training agreement with MHFA USA.

Review & Sign Agreement

Review training toolkit. Sign and return Application Agreement form to MHFA USA within 7-10 business days of receipt.



HOST TRAINING SITE

Important Dates

This sheet allows you to fill in important dates to be aware of as you set up and prepare for your instructor training. Begin with filling in the dates for Step 1 and Step 10, and the remaining items below tell you how to calculate the dates for important deadlines and time frames. This form should be used as a companion to the "Steps to Success" document found on the reverse side of this sheet. If you have any questions concerning these deadlines or requirements, contact Mental Health First Aid.

Reconciliation

Deadline to reconcile all outstanding items: [Fill-in date: Thirtydays following training]

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What Now?

Deadline to return supplies and complete survey: [Fill-in date: Seven days following training]

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Training Week

Training Dates: to

10

Pre-Training Preparations

Watch for important emails containing information on what you should expect in the week leading up to your training event.

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Applicant Scoring

Deadline to submit applicant rubrics: [Fill-in date: Fourteen days prior to training]

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Confirm Details

Deadline to confirm logistical information: [Fill-in date: Thirty days prior to training]

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Return Signed Contract

Deadline to return contract: [Fill-in date: Fourteen days following Step 5]

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Receive & Review Contract

[Fill-in date: Received contract]

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Confirm Training Dates

Deadline to confirm dates: [Fill-in date: Fourteen days after Step 2]

4

Receive & Sign Agreement

Deadline to sign and return Setup and Application Agreement Form: [Fill-in date: Fourteen days after Step 2]

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Target Dates and Toolkit

[Fill-in date: Toolkit Received]

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Initial Request

[Fill-in date: First notified National Council of Intention to Host a Training]

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