

Regarding Workshop Facilitation-Instruction

Does anyone get to facilitate-instruct? No, part of being a facilitator with Capacity College includes upholding a minimum standard that all facilitators-instructors must commit to upholding and requires an application process.

What materials are facilitators-instructors expected to provide? NPN will provide any materials that facilitators-instructors need for core workshops that are designed by NPN. For elective workshops, facilitators are expected to provide curriculum-related materials.

How often should facilitators-instructors be available to conduct workshops? Facilitator availability depends entirely on the facilitator's ability to prepare and deliver a three-hour weeknight or weekend workshop.

Who is responsible for recruiting participants? Facilitators are welcomed to assist in participant recruitment, however the responsibility falls on NPN as a core function of supporting facilitators-instructors.

How will my performance as a facilitator-instructor be evaluated? All workshops are evaluated by participants. In addition, NPN reserves the right to enter a workshop and conduct quality-checks.

Do facilitators-instructors receive financial compensation? There is an honorarium for facilitation-instruction of core workshops only.

Regarding Workshops

Where will workshops be conducted? All workshops are conducted at the NPN offices, located at 3321 Tulane Avenue, either in the 1st floor conference room or the 2nd floor classroom, contingent on class size.

When are the workshops usually held? Weekday evenings and Saturday mornings.

Are there prerequisites for workshops? No. *Are workshops tiered?* No.

How many hours is each workshop expected to last? Workshops range from 2 to 3 hours.

What are the minimum number of attendees required to conduct a workshop? A minimum of five participants need to register and pay workshop fees in order to keep the workshop open.

Under what circumstances will/should a workshop be cancelled or postponed? Severe weather, power outages, and insufficient participant registration may result in workshop cancellation.

Who sets the workshop calendar? NPN and facilitators-instructors agree on workshop dates.

Are refreshments provided for the workshops? NPN provides refreshments for core courses. Elective courses require coordination-collaboration between partner facilitators-instructors and NPN.

Who will be responsible for opening and closing the workshop facility? The NPN team is responsible for workshop facilities, including opening and closing.