



# Deadly Thinking Presenter Tasking Note (online workshop)

The Rural and Remote Mental Health/Deadly Thinking Presenter Tasking Note ensures the standard and quality of the delivery of the Deadly Thinking program. This note outlines specific duties, cancellations, fees & invoicing. Our Deadly Thinking Program Manager is available to guide and advise you on all aspects of the tasking note and program delivery.

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**DATE:**

**ISSUED PURSUANT TO AN ADVISOR AGREEMENT BETWEEN:**

Rural and Remote Mental Health  
PO Box 126  
Goodwood SA 5034

**AND**

**POSITION:** Facilitator/RRMH representative

**CONTRACT DURATION:**

**REPORTING TO:** Deadly Thinking Program Manager, Peta Boorman

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**SPECIFIC DUTIES:**

If you are the **MODERATOR:**

- Ensure your equipment is suitable and working
- Manage waiting room/let participants in and greet them/sign them in
- Explain Zoom chat feature for questions.
- Share the link to the online survey to the participants, in the Zoom Chat
- Share the PPT and videos via Zoom's Screen Share feature
- Explain participants will be muted during presentation section and video and unmuted for discussions – operate this feature
- Answer and respond to Zoom's Chat feature
- Compile workshop report and attendance sheet to be sent to Peta Boorman

If you are the **PRESENTER:**

- Ensure your equipment is suitable and working
- Introduction of facilitators and housekeeping
- Welcome/acknowledgement
- Present content (videos/PPT/ information) as per Trainer Manual
- Moderate and facilitate the discussion for each session
- Coach and support participants to run their own sessions
- Address questions from participants
- Phone/email connect with each participant post workshop as part of duty of care process



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It is an expectation of RRMH that facilitators are competent in accessing and troubleshooting the Zoom platform: <https://support.zoom.us/hc/en-us> and note: <https://support.zoom.us/hc/en-us/articles/201362633-How-Do-I-Start-A-Screen-Share-Meeting->

Both **FACILITATORS** should:

- refer to the Pre-Workshop Checklist
- advise participants of our duty of care process
- allocate break times suggest 5mins per hour plus 30mins break for lunch
- remain online until all participants have left the online meeting

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## **CANCELLATION:**

1-week cancellation notice required from facilitator.

Although every attempt will be made to fill workshops to capacity, RRMH reserve the right to cancel the workshop should the minimum 10 attendees not be registered. In the event of a cancellation the Facilitator fee will not be paid.

## **INVOICING PROCEDURE:**

Invoices are to be made out to RRMH at conclusion of the contract and must include the project name and your ABN.

## **FEES AND ALLOWANCES:**

Deadly Thinking (2 half-day) Train-the-Presenter Workshop	\$300 per day
Deadly Thinking YOUTH (2 half-day) Train-the-Presenter Workshop	\$300 per day
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	<b>TOTAL: \$600 + GST (if applicable)</b>
Deadly Thinking (1-day) Community Workshop	\$200
Deadly Thinking YOUTH (1-day) Workshop	\$200

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**DATE:**

**SIGNATURE:**    x

x

PETA BOORMAN  
DEADLY THINKING PROGRAM MANAGER

DEADLY THINKING FACILITATOR



# Deadly Thinking

## Workshop Development Process

### FACILITATOR DEVELOP WORKSHOP

1

#### **8 – 6 WEEKS PRIOR**

Email the workshop flyer to your known networks  
**Promote** the workshop to your networks  
**Alert** DT Program Manager to Elders/known networks in the area  
**Ensure** you have completed the Zoom training provided to you via email  
**Request** workshop materials from DT administration

### FACILITATOR PRE-WORKSHOP PREPARATION

2

#### **2 WEEKS PRIOR**

**Confirm** details with Deadly Thinking Program Manager  
**Email** participants the introduction email (instructions to access zoom meeting and email template on how to navigate zoom)  
**Ensure** your computer is updated and Zoom is working  
**Practice** your presentation over Zoom with your partner presenter  
**Raise** any concerns or IT issues with DT program manager

### FACILITATOR WORKSHOP DELIVERY

3

#### **DAY OF WORKSHOP**

**Set-up** a well-lit and distraction-free environment to host workshop  
**Arrive** in Zoom Meeting 40 minutes prior to workshop  
**Test** microphone and computer camera  
**Welcome** guests as they arrive  
**Outline** housekeeping and breaks  
**Remind** participants, if they leave the meeting or appear distressed a Presenter will contact them by phone.

### FACILITATOR POST- WORKSHOP

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#### **AFTER DELIVERING THE WORKSHOP**

**Remain** in the meeting until all participant have left  
**Contact** each participant by phone/email to discuss any aspect of the meeting  
**Complete** Presenter Report  
**Give** detailed comments: what worked well, what not so well  
**Email** all documents to Deadly Thinking Program Manager: Attendance Sheet + Presenter Report



# Deadly Thinking Presenter Pre-Online Workshop Checklist

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ # REGISTERED: \_\_\_\_\_

## LEADING UP TO THE WORKSHOP:

- UPDATED COMPUTER
- INSTALL AND ACCESS ZOOM
- PHONE CREDIT (CONTACT PROGRAM MANAGER)
- PARTICIPANT ATTENDANCE LIST AND CONTACT DETAILS
- COMPLETED THE ZOOM TRAINING ONLINE (SENT IN EMAIL TO YOU)
- COMPLETED THE ZOOM SHARE SCREEN TRAINING ONLINE (SENT IN EMAIL TO YOU)
- EMAIL PARTICIPANTS INSTRUCTIONS + ZOOM MEETING ACCESS

## ON THE DAY OF THE WORKSHOP:

- CHARGED PHONE, PHONE ON SILENT
- CHARGED LAPTOP
- SET-UP YOUR COMPUTER SPACE WITH ADEQUATE FRONT FACING LIGHTING
- MAKE SURE YOU ARE IN A NOISE + DISTRACTION FREE ENVIRONMENT
- WEARING DEADLY THINKING T-SHIRT
- TEST SCREENSHARE FOR VIDEO AND AUDIO
- FACILITATION MATERIALS – TRAINER MANUAL
- BOTTLED WATER (– SO YOU DON'T NEED TO LEAVE YOUR COMPUTER DURING THE WORKSHOP FOR A DRINK)