



Deadly Thinking Presenter Tasking Note

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, and accommodation. Our Deadly Thinking Program Manager is available to guide and advise you on all aspects of the tasking note and program delivery.

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

SPECIFIC DUTIES:

Facilitate Deadly Thinking TTP or Deadly Thinking YOUTH TTP for Deadly Thinking from the manual on behalf of RRMH for our clients.

- Set up presentation room/materials.
- Liaise with caterers
- Run distribution of online/paper-based surveys
- 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
- Follow-up and support individuals who become distressed

- Compile workshop report
- Completed photo releases and sign in sheets are to be sent to Peta Boorman

Facilitators should access the venue space at least 40 minutes earlier to liaise with venue staff, set-up the workshop materials, test PPT and videos on projector screen, and welcome participants entering the meeting space.

It is an expectation of RRMH that facilitators are competent in accessing and troubleshooting the Microsoft PowerPoint platform.

Instructions and tutorials are available via <https://support.office.com/en-us/powerpoint>



Deadly Thinking Presenter Tasking Note

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: FACILITATOR:

| | |
|--|---------------|
| Deadly Thinking (2-day) Train-the-Presenter Workshop | \$700 per day |
| Deadly Thinking YOUTH (2-day) Train-the-Presenter Workshop | \$700 per day |
| <hr/> | |
| TOTAL: \$1,400 + GST | |
| Deadly Thinking (1-day) Community Workshop | \$500 |
| Deadly Thinking YOUTH (1-day) Workshop | \$500 |

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**.

ACCOMMODATION AND TRAVEL COSTS:

In the instances of interstate travel and require flights and accommodation, both are paid for by RRMH.

We will try to accommodate all travel requests. RRMH policy is to book the lowest fares available within reason at the most suitable times and will make the ultimate decision on bookings to meet the requirements of the policy.

If travelling within a reasonable driving distance from your home and we agree that you can use your own vehicle, fill out the Mileage Claim Form supplied by RRMH and travel will be reimbursed by RRMH.

Please provide receipts for reimbursement where applicable as receipts for travel expenses incurred, i.e. parking, fuel, are required for reimbursement and should be included in your invoice to RRMH.

DATE:

SIGNATURE:

PETA BOORMAN
DEADLY THINKING PROGRAM MANAGER

DEADLY THINKING FACILITATOR



Deadly Thinking

Workshop Development Process

PROGRAM
MANAGER/
FACILITATOR
DEVELOP
WORKSHOP

1

8 – 6 WEEKS PRIOR

Set venue, date, time & other details (catering, etc)
Source Sponsorship logo & email to Deadly Thinking Program Manager
Organise RSVP person or organisation
Email all information to Deadly Thinking Program Manager
Place Workshop Materials Request with Deadly Thinking

FACILITATOR
PRE-WORKSHOP
PREPARATION

2

4 WEEKS PRIOR

Confirm details with Deadly Thinking Program Manager via email
Generate Deadly Thinking Workshop Flyer
Email Workshop Flyer to Host Organisation & Venue
DT Administration to **upload** Flyer and Event Eventbrite + Facebook
Share your workshop through your known networks, organisations, relatives or friends in the area

FACILITATOR
WORKSHOP
DELIVERY

3

DAY OF WORKSHOP

Ask all participants to complete the Sign-In Sheet
Complete workshop as per the Presenters Guide
Hand-out the Deadly Thinking Participant Evaluation to be completed
Remind Participants this Evaluation is voluntary
Photograph Participants - take photos regularly throughout the workshop

FACILITATOR
POST-
WORKSHOP

4

AFTER DELIVERING THE WORKSHOP

Complete Presenter Report – give detailed comments about specific things that worked well or didn't work well, what methods did you try?
Post (or email) all documents – PO Box 126 Goodwood, SA, 5034
Sign-In Sheet; Participant Evaluations; Presenter Report
Email ALL photos to Deadly Thinking Program Manager



Deadly Thinking Presenter Pre-Workshop Checklist

DATE: _____ LOCATION: _____ # REGISTERED: _____

- WORKSHOP ITINERARY PREPARED BY DEADLY THINKING ADMINISTRATION
- WORKSHOP SHARED TO YOUR KNOWN NETWORKS IN THE AREA
- POWERPOINT PRESENTATION IS THE **LATEST VERSION** AND IT IS **DOWNLOADED ONTO YOUR COMPUTER** – IT WILL NOT PLAY WELL FROM THE USB
- LAPTOP
- PRESENTER REMOTE (IF YOU USE ONE)
- PROJECTOR AT VENUE
- POWER BOARD
- EXTENSION CORD
- SPEAKER/S WITH SUFFICIENT VOLUME FOR ROOM AND NUMBER OF PARTICIPANTS
- SCREEN OR BLANK WALL FOR SCREENING THE POWERPOINT PRESENTATION
- DEADLY THINKING **SIGN IN/PHOTO CONSENT SHEET**
- NAME TAGS/STICKERS
- RURAL AND REMOTE MENTAL HEALTH PEN (ONE PER PARTICIPANT)
- PARTICIPANT DEADLY THINKING WORKBOOK (ONE PER PARTICIPANT)
- PASSPORT TO DEADLY THINKING (ONE PER PARTICIPANT)
- DEADLY THINKING EVALUATION** (ONE PER PARTICIPANT)
- DEADLY THINKING CERTIFICATE OF PARTICIPATION (ONE PER PARTICIPANT)
- DEADLY THINKING CAP (ONE PER PARTICIPANT)
- LOCAL SERVICE PROVIDERS LIST (ONE PER PARTICIPANT)
- SHARPIE FOR WRITING DETAILS ON THE CERTIFICATES
- PRESENTER'S REPORT** FOR MAKING NOTES