



Healthy Living: Self-Management of Chronic Conditions Workshops

Staffing Roles and Resource Needs

Function	Duties	Resources required per 6-wk workshop
Facilitators <ul style="list-style-type: none"> • Lay Leader • Master Trainer 	Two facilitators moderate each HL workshop. The facilitator's role is to lead and encourage the discussion and to act as a role model. They do not teach content. They see that participants attend weekly and call them if they are absent. They follow a protocol Facilitator's Manual that provides detailed guidelines for the conduct of the program. Typically, the facilitator has a chronic condition.	Facilitation is expected to take about 25 hours per facilitator per 6 week workshop depending on the experience level.
Workshop Administration <ul style="list-style-type: none"> • Master Trainer • Program Coordinator 	Workshop Administrators are responsible for managing the workshops. <ul style="list-style-type: none"> • Facilitate one Lay Leaders' Training per year • Facilitate one workshop per year after certification • Support and monitor Lay Leaders • Perform fidelity checks on new Lay Leaders • Schedule and coordinate workshops in his/her area. (marketing and recruitment, scheduling workshop locations, and forwarding data materials to the Institute) • Assign facilitators and invite individuals to participate. • Coordinate workshops and training dates with Institute 	Workshop Administration is expected to take about 7 hours per 6 week workshop, depending upon the responsiveness of potential participants.
Program Coordinator <ul style="list-style-type: none"> • Local Lead Mentors 	Mentors are responsible for the day-to-day support and oversight of the facilitators. They ensure that facilitators prepare for workshops by completing model action plans and problem postings. They review activities within the workshop for appropriateness and safety, providing feedback to the facilitators as necessary during fidelity checks. They support the facilitators in resolving situations in which they are unfamiliar or uncomfortable.	Mentoring is expected to take about 25 hours per 6 week workshop, depending upon the level of experience of the mentor, as well as the facilitators they are supporting.