

**Consolidation Day Restructure Format**  
**Instructions for Instructors**

1. **During the second day of the workshop** (just before a break close to the end of the workshop)
  - remind participants of the date and time of the consolidation day
  - review the objective and format of the consolidation day and what participants are responsible for doing and bringing to the Consolidation day (see instructions for participants)
2. **Three week before the consolidation day**
  - email to ask participants to confirm that they will bring a video to the workshop
  - ask participants to specify, the client diagnosis, age, and key feature displayed in the video.
  - remind participants that they need to undertake a self-reflection and identify the elements they have find challenging.
3. **During the consolidation day:**

Approximate timeline example	Activity
Before workshop begins	<ul style="list-style-type: none"> <li>• Put up a poster (foldable laminated cardboard) with the 7 key features (including features/subsections)</li> </ul>
8h30-9h00	<ul style="list-style-type: none"> <li>• Welcome participants and short overview of CO-OP (slides) and objective of consolidation day</li> </ul>
9h00-9h15	<ul style="list-style-type: none"> <li>• Provide participants with 2 green post-its, 1 yellow post-it, 1 pink post-it</li> <li>• Give participants 5 minutes to think <u>individually</u> about and identify on the poster (by placing post-it notes):               <ul style="list-style-type: none"> <li>• 2 features they feel they are effective in doing (are able to do or find easy to do)-GREEN</li> <li>• 1 feature they feel that they are not as effective in doing (are able, but may not be as comfortable doing)-YELLOW</li> <li>• 1 feature they feel that they are not effective in doing (have difficulty with, are not comfortable in doing)-PINK</li> </ul> <p style="text-align: center;"><i>For potential research purposes: a picture should be taken of the key features poster with the post-its</i></p> </li> </ul>
9h15-9h45	<ul style="list-style-type: none"> <li>• Discussion in a large group objectives for the consolidation day <i>(N.B. you will usually be able to cover 3-4 key elements)</i></li> </ul>
9h45-10h15	<ul style="list-style-type: none"> <li>• Identify and categorize videos participants brought (overview)-goal: is to determine groups around the videos and key feature (e.g., we have 5 goal setting videos, so can have 5 small groups)               <ul style="list-style-type: none"> <li>○ Who is in the video (e.g., population, age)</li> <li>○ What will be viewed (e.g., goal, key feature-goal setting, DPA, GD, etc.)</li> <li>○ Why did participants choose to bring this particular video</li> </ul> </li> </ul>

10h15-10h30	BREAK
10h30-11h30	<ul style="list-style-type: none"> <li>• elect a key feature and identify videos that will be viewed and discussed in small groups <ul style="list-style-type: none"> <li>○ As videos are discussed in small groups, workshop leaders move around the small groups to provide input on small group discussion and determine which videos would be appropriate for viewing and discussion as a large group</li> <li>○ <i>While you are going around to the groups, take advantage of opportunities for role playing as this provides actual practice experience ('doing it', rather than just talking)</i></li> </ul> </li> </ul>
11h30-12h00	<ul style="list-style-type: none"> <li>• Discuss 2-3 videos as a large group <i>There may also be opportunities for role playing in a large group</i></li> </ul>
12h00-13h00	LUNCH
13H00-14H30	<ul style="list-style-type: none"> <li>• Continue small group-large group discussion routine with next key feature</li> </ul>
14h30-14h45	BREAK
15h00 -16h00	<ul style="list-style-type: none"> <li>• Continue small group-large group discussion routine with next key feature</li> </ul>
16h00-16h30	<ul style="list-style-type: none"> <li>• End the day in a large groups discussion around group objectives set at the beginning of the day</li> <li>• Have participants open their phones (or other electronic device like tablet or laptop) and write an e-mail to themselves with CO-OP workshop email in cc (<a href="mailto:coop.workshop@coopacademy.ca">coop.workshop@coopacademy.ca</a> and <u>Workshop country city and date</u> in Subject line (e.g., <b>NL Heerlen Oct 2017</b> or <b>FRParis2017December</b>)-with a goal and a plan about how they want to work with the CO-OP approach with their clients.</li> </ul>

#### 4. Soon after the Consolidation Day

- Access [coop.workshop@coopacademy.ca](mailto:coop.workshop@coopacademy.ca) mailbox and move the emails from your workshop to your instructor email folder in this mailbox

#### 5. Four months after the Consolidation Day

- Access your folder in [coop.workshop@coopacademy.ca](mailto:coop.workshop@coopacademy.ca) mailbox
- Send participants their email with their plan and link to the SurveyMonkey survey