



Selection Criteria for MHFA Canada Basic Instructors

All applicants who wish to be instructors are screened to ensure they meet the MHFA Canada selection criteria. The Application package is the first step in the screening process to become an MHFA Canada Basic Instructor. Applicants, who successfully pass the screening, will be admitted into the 5-day course.

What are the Selection Criteria?

The 12-hour MHFA Canada *Basic* course is taught by qualified MHFA Canada instructors, who participate in a rigorous selection process to ensure the highest standard is maintained. Applicants who wish to become instructors will be selected on how well they meet the criteria for being a MHFA Canada instructor.

The following are the essential criteria for being selected to participate in the instructors training program:

- Experience in the field of mental health and mental illness
- Good knowledge of mental health disorders and their treatment
- Experience in delivering training/teaching effectively to adult learners
- Experience in networking with community partners
- Knowledge of the range of mental health services
- Good interpersonal and communication skills
- Positive attitudes towards people with mental health problems
- Enthusiasm to reduce stigma/discrimination associated with mental illness

What other Instructor Skills are Needed?

MHFA Canada instructor skills are different from those needed to manage meetings or support groups. MHFA Canada expects applicants will have good knowledge of mental health, mental illness, their treatments, and good instructor skills, as these cannot be taught in a 5-day course.

Although MHFA Canada provides an instructor manual that outlines the 12-hour curriculum, the course is not 100% scripted. Consequently, each MHFA Instructor must be able to conduct class discussions and answer most questions posed by the general public, within the scope of mental health first aid, raised during the course.

As well, each MHFA Instructor must have the instructional skills necessary to teach a 12 hour course including (but not limited to):

- A variety of instructional styles to reach an adult population
- The ability to maintain control of a diverse group, being flexible when needed
- The competency to create and maintain a positive learning environment

Expectations of MHFA Canada Instructors

Instructors have obligations to:

- Deliver 3 courses per year
- Understand their provincial legislation to protect personal information and privacy when gathering information on registration forms, evaluations or in any other way.
- Maintain their certification through course delivery, reading the MHFA Canada Instructor Information Updates, and by participating in refresher activities (e.g. video conference, networking meetings, self study modules, webinars).
- Forward attendance sheets, evaluations, orders and payments for materials in a timely manner.

As part of becoming an instructor, participants are asked to sign an MHFA Canada Instructor Agreement at the completion of the 5-day training. This should be reviewed *but not signed* before attending the training. This agreement can be found at <http://www.mentalhealthfirstaid.ca/instruct/basic/Pages/default.aspx>

Expectations During Training

Attendance and participation – full attendance at the 5-day training course; participation during class discussions and activities.

Presentation – presenting a section of the MHFA Canada course to the class

Verbal Feedback –meeting with a Master Facilitator for an individual session following the presentation. Master Facilitators are looking for evidence of specific levels of competence in a number of areas identified as essential for a MHFA Canada Instructor to successfully deliver the course. This is an opportunity to discuss Instructor's learning needs and to give feedback on their progress. It is an opportunity to raise any concerns, on either side, about being an Instructor.

Failure to Pass Training

The overwhelming majority of participants who go through the five day training will become instructors. However, on rare occasions during the training, it may become evident a participant does not meet the criteria and will not receive a certificate. The Master Facilitator will make every effort to inform participants of any concerns during the week; however, concerns may not be evident until the presentations are completed. If a participant does not successfully complete the five day training, \$1500 will be refunded. The remainder of the fee is used to cover costs incurred to that point. If you are not accepted as an instructor, you will be required to return the Instructor's kit.