



Oklahoma Family CareNet

Facilitator
Training



Who We Are

- A Local Chapter of the National Federation of Families for Children's Mental Health
- A Local Chapter of Oklahoma Federation of Families for Youth and Children's Mental Health (OFF)

What Is the National Federation of Families for Children's Mental Health

- The National family-run organization dedicated exclusively to helping children with mental health needs and their families achieve a better quality of life.

What is Oklahoma Federation of Families for Youth and Children's Mental Health

- *Our Mission is*
- *To provide support to Oklahoma families and other caregivers of youth with emotional, behavioral or mental disorders through education, advocacy and promotion of Systems of Care values throughout the state.*

What is the Purpose of Oklahoma Family CareNet

Education

- Teaching various skills
- Peer mentoring
- Roadmap through the Systems

Support

- Linking caregivers to other peers
- Sharing of community resources
- Empowerment

Advocacy

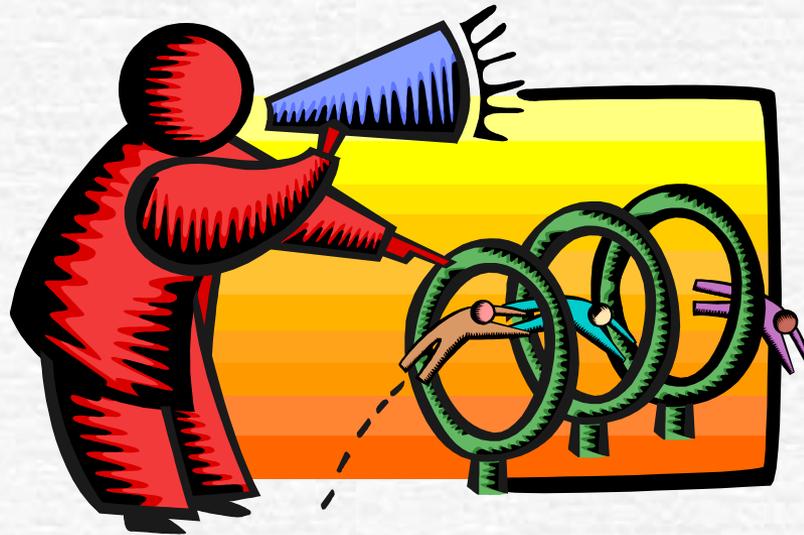
- Learning to tell your story effectively
- Learning to speak to your audience
 - Verbal
 - Written
- Communicating your family's strengths and needs
- Promoting systems change through family voice

Preparing for Meeting Facilitation

- ☞ Determine meeting
 - Location/Date/Time
 - Topic/Speaker
 - Assign Greeter
- ☞ Flyers
- ☞ Agenda & Guidelines*
- ☞ Sign in sheet
- ☞ Bio for speaker
- ☞ Handouts
- ☞ Materials

Facilitate the Meeting

- ✔ Using the agenda, proceed with meeting
- ✔ Keep things strength based
- ✔ Refer to guidelines when needed



Conclude the Meeting

- ☛ Thank everyone for coming
- ☛ Adjourn meeting
- ☛ If the location allows, invite group members to continue their discussions informally

Timeline

Three to Four Weeks Out

- ✔ Set Date, Time and Location
- ✔ Obtain Speaker or Choose subject and start preparation
- ✔ Make Flyers and hand out to staff in mailboxes

One Week Before

- ✔ Complete Check Request and give to supervisor
- ✔ Develop and Print Agenda (Bio for speaker)
- ✔ Call and confirm meeting location

Timeline Cont.

☞ One or Two days Before Meeting

- ☞ Pick up check
- ☞ Print out sign in sheet
- ☞ Confirm with any guest speakers
- ☞ Send emails out to staff to remind families
- ☞ Gather any materials needed for meeting

☞ After Meeting

- ☞ Pay for food and get a receipt with the name of the establishment, date and initials of cashier.
- ☞ Make copies of receipt (one for your records and one to turn in with original).
- ☞ Submit receipts.

The End



REACH THE FOR STARS