**Pre & Post TCP Brief**

TCP Facilitators, in the roles of Facilitators and Helpers, are in a process of learning and operating this complex production. This procedure is going to give them the support they need to give the best service to our participants.   
For that the HQ will do with each Facilitator a Pre- TCP meeting and a Post-TCP meeting.

**Objectives of Pre-TCP meeting**

To prepare the Facilitator and Helpers with:

1. Logistics- Preparation and synchronization with the HQ and the location.
2. Participants- How to welcome them, special needs etc.
3. Professional Content- To go through processes, feedbacks during the training.
4. Responsibilities of each role – Who is doing what, including which processes each will deliver.
5. Special instructions- Regarding the locations, products for participants, requests and more.

* This meeting will include all TCPFs that lead the TCP, a month- 3 weeks before the training via skype/zoom.
* Personal meeting when necessary.

**Objectives of Post-TCP meeting**  
To do a good closure for the TCP:

1. Feedback for each role on stuff- for personal growth as facilitators:

We have **3 feedbacks** for the stuff:

1. Feedback for each role on TCP
2. Feedback on Helpers when facilitating a workshop/ process
3. Feedback for the Facilitator- a summary of his facilitation during the TCP.
4. Feedback for each participant - to know them better, their orientation in POY (professional/ business/ inspiration)and to make sure they all got an Emotional closure.

We have **1 feedback** form to fill on all participants (in our group).

1. Personal closure for each role.

* First meeting will occur the day after the TCP with all the stuff.
* Second meeting will be via skype/zoom with the HQ.
* \*All feedback form will be sent to the HQ.

**Facilitators & Helpers: Pre-TCP meeting**These will be the subjects to discuss with the facilitator & Helpers on the meeting prior to the TCP.   
Please bring the TCPF booklet for the meeting.

1. **Logistics-** Preparation and synchronization with the HQ and the location.
2. Contact person on the location and in the HQ for any logistics matter.
3. Helpers logistic responsibilities
4. Location- Room arrangements, meals, facilities etc.
5. Boxes- where he/she can find all the items for the entire training.
6. Additional items to buy/ prepare- which the HQ cannot ship for example: glue, scissors, flipchart papers, wine (2 white+2 red) etc.
7. **Participants**- How to welcome them, special needs etc.
8. Participant list and profiles
9. Suggestions for the roommate division (partners, siblings, friends).
10. Special requests or needs to take care of (pregnancies, disabilities, allergies)

\*the HQ will send an update once the list will be final as well.

1. **Professional Content**- To go throw processes, feedbacks.
2. Processes they would like to review or work on.
3. Processes their helpers do.
4. Feedbacks for the helpers on their facilitation. (They write their feedbacks in real-time, but give the feedback on the day after the training).
5. **Responsibilities of each role** – Who is doing what in the team, including which processes each will deliver.
6. Helpers for the 1st time   
   1. Oversees the shuttle. They will receive a box to their address with stickers and tags for the bus. They will take care of all participant on the shuttle or will be in contact with someone in charge from the group.

2. Facilitating 1 workshop (Zooming in/ Photo album/Ice breaker).

3. Facilitating 1 content (Our story/ values/ products).

4. Logistics.

1. Helpers for the 2nd time   
   1. Facilitating 1 workshop (Zooming in/ Photo album/Ice breaker).

2. Facilitating 1content (Our story/ values/ products).

3. Facilitating 1 Interaction (Why am I here/ my Facebook profile).

4. Logistics.

1. Helpers for the 3rd time   
   1. Facilitating 2 workshops (Zooming in/ Photo album/Ice breaker).

2. Facilitating 1content (Our story/ values/ products).

3. Facilitating 1 Interaction (Why am I here/ my Facebook profile).

4. Any other content they wish to facilitate.

5. Logistics.

* Helpers, along with the facilitator, will take care of the room setting (organizing, cleaning, refreshing the center piece, organize the cards before and after each process etc.)
* Helpers will take care of all the logistics with the hotel during the training (coordinate meals with the schedule every day, be in contact with the hotel's stuff for anything.
* At the end of the training: organize all items, count the remaining Items and send back to the HQ.

1. **Special instructions**- Regarding the locations, products for participants, requests and more.
2. The HQ will give special instruction before the training in case there are any.
3. Ongoing communication with the HQ, Efrat.
4. In cases of exceptional cases with the participant, something to give extra importance to.
5. If the facilitator needs something from the HQ or the location.
6. **Daily meeting**- every night or every early morning (depending on your preference) to prepare the schedule for the upcoming day, set expectation, think logistically and take care of what needed for that day.

**Facilitators & Helpers: Post-TCP meeting**

* **Feedback:**

**1) Feedback form number 1:**

Who fills it out: Facilitator & Helpers.

About: Professionalism of Facilitator & Helper

When: At the end of the TCP.

Deadline: a week post TCP

Every member of the staff will fill out this form about himself and his peers.

**2) Feedback form number 2:**

Who fills it out: Facilitator & Helpers

About: Helper's process/ workshop

When: We fill it out **during his/her facilitation** (printed), we give it in the final closure meeting

Deadline: A week post TCP to fill out these feedback google forms.

When a Helper is facilitating, all the other members will write their feedback.

**3) Feedback form number 3:**

Who fills it out: Facilitator and Helper

About: all participants

When: at the end of the TCP

Deadline: a week post TCP.

Each role will fill out this form for every participant in their group.

Why:

1. The HQ needs to know the new members that will become Certified Trainers.
2. To make sure each participant finished the TCP "closed" emotionally, and to keep track if there are some unfinished business with them.
3. to know their orientation in POY (professional/ business/ inspiration).

**4) Feedback form number 4:**

Who fills it out: Helpers

About: The facilitator

When: At the end of the TCP

Deadline: A week post the TCP

This feedback is a summary in General about the Facilitator's 5 days facilitation.

**5) Feedback form number 5:**

Who fill it out: Participants

About: the TCP, Facilitator & Helpers (in their group)

* **Personal closure for each role-**  a summary of each one of the TCPF about the experience.

**Post TCP meetings:**

**Closure meeting, 1 day after the TCP, 9:00-11:00:**

**1st part**:

The two groups seats separately to close their process together.

The facilitator give feedback to their Helpers ( by the book facilitation, logistics)  
Sandwich feedback to empower the helper.

Helper gives their feedback

**2nd part:**

Entire staff together

What worked for me

What challenges did I have? (logistics, participant, team work, facilitation).

What do I take

Personal input.

**Post meeting - ZOOM**

Time: Two weeks after

Participants: HQ, all staff, Yaarit

Logistics- Yaarit:

* shipping
* hotel
* flights
* accommodation
* meals and coffee breaks
* payments
* more

Clearing- Eftar &HQ:

what worked

what didn’t work and what I suggest

What do I take  
\*after we had time to process.