**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 for the 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 throw processes, feedbacks.
4. Responsibilities of each role – Who is doing what in the team, including which processes each will deliver.
5. Special instructions- Regarding the locations, products for participants, requests and more.

* This meeting will include all TCPF leading the TCP, a month before the training via skype/zoom.
* 3 weeks before the training there will be a short meeting with each role separately via skype/zoom.  **Objectives for the Post-TCP meeting**  
  To do a good closure for the TCP:

1. Feedback for each role on stuff- for personal growth as facilitators
2. Feedback for each participant - to know them better and their orientation in POY (professional/ business/ inspiration).
3. Personal closure for each role.
4. Emotional closure for each participant.

* 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 whie+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.

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**

1. **Feedback for each role on stuff**- for personal growth as facilitators
2. Feedbacks Forms for the entire TCP - each TCPF will fill out feedback on himself and on his peers, (Facilitator- for himself and for his 2 helpers, helper for himself, other helper and facilitator), (Appendix 1).
3. Feedback for processes- the facilitator and the helper will write their feedbacks during the processes the helpers are doing (same form as on TCPF). They shell give it to the helpers after the TCP (Appendix 2).
4. **Feedback for each participant** - to know them better and their orientation in POY (professional/ business/ inspiration).
5. The HQ needs to know the new members that will be Certified. We will need 1 short paragraph for each Participant with few details (see Appendix 3)
6. **Personal closure for each role-**  a summery by each one of the TCPF about his experience, things that worked for him/her, things to improve ect.
7. **Emotional closure for each participant-** To make sure each participant finished the TCP "closed" emotionally, and to keep track if there are some unfinished business with them.