

NUAA's AOD Peer Work Foundations Training: SHARE & BUILD – Facilitator Operations Manual

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1. Introduction

- **Purpose of the Manual:** Guide facilitators through planning, delivering, and evaluating SHARE & BUILD training.
- **Target Audience:** Facilitators delivering SHARE & BUILD to people with lived and living experience (LLE) in the AOD sector.
- **Training Overview:** Two components—SHARE and BUILD—designed to build skills, confidence, and understanding of peer work.

2. Facilitator Responsibilities

- Prepare training materials and resources in advance.
- Ensure a safe and inclusive learning environment.
- Deliver content according to the program structure.

- Support participants in reflective exercises and story sharing.
- Maintain participant confidentiality and uphold boundaries.
- Monitor wellbeing and provide support or referrals as needed.

3. Pre-Training Preparation

3.1 Materials & Resources

- Participant workbooks
- Slides (if using digital/Canva versions)
- Evaluation forms (pre-training and post-training surveys)
- Technical setup for online delivery (Zoom/Teams, breakout rooms, recording if needed)

3.2 Venue / Online Setup

- Arrange seating for small group discussions
- Ensure accessibility needs are met
- Test online platforms, microphones, cameras, and screen sharing

3.3 Pre-Training Communication

- Send participants confirmation emails with:
 - Training schedule
 - Online links or venue details
 - Any pre-work (if applicable)
 - Participant workbook

4. Training Delivery

4.1 Structure & Schedule

- **SHARE** – Day 1 / Week 1 online
 - History and purpose of peer work
 - Storytelling basics
 - Boundaries and self-care
 - Understanding audiences
- **BUILD** – Day 2 / Weeks 2–4 online
 - Story mapping
 - Creating a boundary framework
 - Practice and peer feedback
 - Application to professional roles

4.2 Facilitation Tips

- Encourage reflection and sharing, but never force disclosure.
- Validate participants' experiences and maintain a supportive tone.
- Manage group dynamics and maintain safety in discussions.
- Monitor for signs of distress and provide support options.

4.3 Activities & Exercises

- Icebreakers and introductions
- Story mapping exercises
- Group discussions on boundaries and audience awareness
- Role plays and storytelling practice

5. Wellbeing & Safeguarding

- Guidelines for supporting participants' emotional safety
- Procedures for managing disclosures or distress

- Referral pathways for additional support

6. Reporting & Feedback

- Collect pre- and post-training surveys
- Document attendance and engagement
- Submit facilitator reflection notes and feedback forms

7. Troubleshooting

- Common technical issues for online sessions (connectivity, breakout rooms)
- Managing challenging participant behavior
- Adapting activities for different group sizes or settings

8. Additional Resources

- Example emails to participants
- Sample slides and activity guides
- Reference materials on peer work and storytelling
- Self-care guidelines for facilitators

9. Appendix

- Session plans for SHARE and BUILD
- Templates: story map, boundary framework
- Checklist for pre-training, during training, and post-training tasks