

Collaboration in Practice

Training Group Terms of Reference

Draft December 1, 2013

A. Training Group Role

The Training group will be responsible for supporting the training to all signatory agencies of the Collaboration Agreement for the first round of training. The focus of the first phase of training is:

1. The overall agreement
 - o The three sections
 - o The Relationships between organizations and the sectors
2. Engaging Men
 - o Core
 - o Using Interview experience to build relationships
 - o Addressing violent behaviour

B. Training Group Membership

The Training group will be made up of a minimum of one representative from each of the five communities. A balance of representation is needed between the two sectors.

Members will be selected by their organization and will hold the responsibility for a minimum of one year.

Resources to the committee will include:

- Representation from the Ministry of Community and Social Services.
- A training consultant.

The initial Training Group as of December, 2013 includes

	CAS	VAW
Dufferin		Lynn Allen, FTP
Halton	Amy Bramwell, Halton CAS.	Tricia Porter, Halton Women's Place
Peel	Greta Liupakka, Peel CAS Laky Pabla, Peel CAS	Daniela Alfaro-Lili, Victim Services Peel Toni Francis, Peel Committee Against Woman Abuse Aída Carlos, Family Services of Peel Yvette Brown, Family Life Resource Centre Rep from OASIS centre des femmes
Waterloo	Parastoo Derakhshandeh, Family & Children's Services of Waterloo Region	Erin Schreiter, Women's Crisis Services of Waterloo Region
Wellington		Suzanne Muscat, Family Services Guelph

Resources:

- Ilda Gizas, Program Supervisor, Ministry of Community and Social Services, Central West Region
- Joan Riggs, Catalyst Research and Communications

C. Training Group Responsibilities

Elements	Details
Timeline	Identify a realistic timeline for the development and delivery of the training of Phase 1 of the training.
Training Delivery Approach	Decide on the appropriate delivery approach for the different parts of the training: <ul style="list-style-type: none">• Regional or community or organizational• In person, web based, hard copies.
Training Learning Outcomes	What are the specific learning outcomes for each part of the training?
Training Content	What will be the specific content including knowledge to be transferred, skills to be developed and behaviour to be shifted? What will be the specific exercises and content?
Organizational Readiness	Identify what needs to be in place to support each organization: <ul style="list-style-type: none">• What does each organization need to get ready for the training?• What supports need to be in place for each training?• Are there protocols or policies that need to be developed to support the organization?
Training Evaluation	Input to the Evaluation Group on training
Training Follow-up	What will be the follow-up to people who participate in training? Will there be a community of practice maintained after the training?

D. Logistics

1. Meetings will be held as needed with a minimum of once a month between December 2013 and May 2014.
2. An meeting schedule will be planned at the first meeting.
3. The meetings will be held at the most central location for the attendees or will be conducted as a conference call.
4. Minutes will be done at all meetings and circulated to all of the signatory organizations.
5. The minutes will be sent to the Reference Group for transparency and identification of issues that need broader discussion.
6. Quorum is 50% of the committee members.

E. Co-Chairs

There will be two co-chairs: one representing a Violence Against Women organization and one representing the CAS.