

## **FireSmart® BC LFR Facilitator Training package**

This package should be completed by a BC FireSmart Committee (BCFSC) Facilitator Trainer before a Local FireSmart Representative (LFR) can be considered an LFR Facilitator in BC. This package outlines the BCFSC LFR Train the Trainer program.

Facilitator training progression:

1. Facilitator trainee completes the Local FireSmart Workshop and FireSmart 101 and is a certified LFR.
2. Facilitator trainee shares instruction of two LFR workshops with another member of the BCFSC LFR Facilitator team. Facilitator trainee instructs 3-4 modules.
3. Facilitator trainee leads the instruction of a third LFR workshop. Facilitator trainee instructs 5+ modules.
4. Facilitator trainee successfully completes the BCFSC LFR Train the Trainer program and will be nominated to FireSmart Canada as a qualified LFR Facilitator.

The duration of this Train the Trainer program depends on when courses are offered and the availability of the Facilitator Trainee and other BCFSC LFR Facilitator staff.

This package should include:

- Copy of the Facilitator Trainee's certification as an LFR.
- FireSmart BC LFR Facilitator Evaluations completed at EACH of the workshops where the trainee facilitated.
- Final recommendation from the BCFSC Facilitator Trainer.



## FireSmart™ BC LFR Facilitator Evaluation

This evaluation is to be completed at the end of each workshop where the Facilitator Trainee presented modules. The evaluation form should be completed by all fully qualified LFR Facilitators present during that workshop and provided to the BCFSC Facilitator Trainer for summary and follow-up.

Name of Facilitator Trainee: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Training progression (circle where the trainee currently is in their progression):

Assisting in Workshop 1	Assisting in Workshop 2	Leading Workshop 3
-------------------------	-------------------------	--------------------

### Part I: Facilitator Effectiveness (please circle one):

The facilitator was well-prepared for the workshop						
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Score	
4	3	2	1	0		
The facilitator was comfortable and confident with course material						
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Score	
4	3	2	1	0		
The facilitator presented the modules in a well-organized manner						
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Score	
4	3	2	1	0		
The facilitator presented modules in the time frame provided						
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Score	
4	3	2	1	0		
The facilitator communicated effectively in class						
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Score	
4	3	2	1	0		
The facilitator invited students to share their knowledge and experiences						
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Score	
4	3	2	1	0		
The facilitator was responsive to students' views and comments						
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Score	
4	3	2	1	0		
The facilitator demonstrated strong presentation skills						
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Score	
4	3	2	1	0		
					TOTAL SCORE	



**Part II: General Comments:**

1. Describe some strengths that you observed regarding the facilitator.
  
  
  
  
  
  
  
  
  
  
2. Describe any areas where the facilitator might improve.
  
  
  
  
  
  
  
  
  
  
3. Other Comments:

Location of LFR Workshop: \_\_\_\_\_

Names of other LFR Facilitators: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LFR Workshop hosted by: \_\_\_\_\_

Signature of LFR Facilitator conducting the evaluation:

Name	Signature	Date



## FireSmart™ BC LFR Facilitator Training recommendation

This form is the final step in the BC FireSmart LFR Train the Trainer program. Here the BCFSC Facilitator Trainer reviews all package contents and makes a recommendation regarding qualification.

The BCFSC Facilitator Trainer should circle below all that apply.

1. Did the Facilitator Trainee complete the LFR certification?  
YES      NO
2. Did the Facilitator Trainee assist in the delivery of two LFR workshops and lead a third?  
YES      NO
3. Did the Facilitator Trainee score 16 or higher in majority of their evaluations?  
YES      NO
4. Were there areas of concerns in the comments from evaluators that would prevent you from recommending that this Facilitator Trainee be qualified? If so, please describe.

Please provide a recommendation based on your answers above. Please note that a Facilitator Trainee is not eligible for qualification if ANY of the answers to above questions is NO or if the areas of concern expressed in question 4 are insurmountable.

As the BCFSC Facilitator Trainer,

I recommend that Facilitator Trainee (insert name) \_\_\_\_\_

- Be immediately qualified as an LFR Facilitator.
- Facilitate additional workshops as a Trainee in order to address the concerns expressed in this recommendation. After these workshops, the Trainee should be reconsidered for qualification.
- Withdraw from the LFR Train the Trainer program and consider other avenues to be active with FireSmart in BC.

Signature of BCFSC Facilitator Trainer making the recommendation:

Name	Signature	Date