



Who are your delivering on behalf of?

Self / Organisation

Fresh Minds Education (FME)

Before Session

During Session

After Session

Before Session

During Session

After Session

Identify a co-trainer & allocate roles.

Order hard copy workbooks / certificates from FME. (optional)

Register participants following FMEs suitability guide & ensure participant agreement is completed.

Take attendance
Record non-attendance
No prior-registration?
Complete registration and participant agreement
Request cameras on

Request participants complete monitoring information required by your organisation. (optional)

Follow suicide intervention protocol if a participant leaves the screen / room without notifying trainer or you need to intervene to support someone.

Request participants complete evaluations as required by your organisation. (optional)

Provide participants with a copy of workbook & certificate. (either E-version or hard copy)

Complete facilitators report.

Remove any participant data from your devices.

Notify FME of any incidents that could result in: a complaint or reputational risk.

Export chat (ZOOM only) & keep for your records. (optional)

Identify a co-trainer & allocate roles.

Request hard copy workbooks / certificates. (optional)

Advertise session & ensure participant registration follows FME suitability guide & participant agreement is completed.

Set up ZOOM link (Life Life Online) & share with participants & co-trainer.

Take attendance
Record non-attendance
No prior-registration?
Complete registration and participant agreement
Request cameras on

Participants to complete monitoring information. (monitoring powerpoint)

Follow suicide intervention protocol if a participant leaves the screen / room without notifying trainer or you need to intervene to support someone.

Chat facilitator to screenshot ZOOM.

participants complete evaluation

Provide participants with a copy of workbook & certificate. (either E-version or hard copy)

Email to FME:
attendance register
exported chat (ZOOM only)
Screenshot of group Invoice
Critical Incident Report

Complete facilitators report.

Remove any participant data from your devices.

Export chat (ZOOM only) & keep for your records.