

# Face-to-Face Programme Delivery

## Overview of key steps, forms & processes



Completing the essential HENRY forms online and managing the evaluation process for programmes is easy once you're familiar with it. Our hidden webpages for Facilitators reflect the online forms and processes that we use, whether you are delivering online or face-to-face.

### Key points

- Each programme's Facilitator webpage is your go-to place for everything you need
- You can find these at [www.henry.org.uk/practitionerpages](http://www.henry.org.uk/practitionerpages)
- Facilitator pages include **all forms needed for delivery** – these can all be completed online
- Each form takes Facilitators through how to complete it
- The pages also include links to **order resources**, plus **promotional materials**

### 1. Before the programme – The Coordinator or Facilitators will need to:

- Set dates – agree a start date, regular day and time for the programme
- Arrange crèche or childcare for Parent Time
- Recruit participants – from referrals and/or promotion via posters, leaflets and social media etc
- Order participant resources – you will give all or some of these to parents during Session 1
- Register the programme at the Facilitator webpage. This includes creating a unique and important 'Programme Code' – how to do this is explained in the 'Register a Programme' form

### 2. A couple of weeks before the programme – Facilitators will need to:

- Call parents to introduce yourself, letting parents know the start date and time
- Consider an introductory drop-in 'meet & greet' session to get to know each other, help parents understand more about the programme and complete the baseline questionnaire

### 3. During the programme – Facilitators will need to:

- Session 1 / Intro Session – share with parents the link to the baseline questionnaire with your local Area Code and the unique Programme Code for the programme. Support parents to complete the questionnaire online if needed, ensuring that the responses are their own. They can do this either on their own devices or on ones you provide
- Keep an attendance register – you'll need to include this info when you submit the programme
- Final Session – share the link to the completion questionnaire to complete during the session as per the Facilitator Manual. Support parents as needed to complete the questionnaires online
- At the end of each session, share reflections with your Co-Facilitator

### 4. At the end of the programme – Facilitators will need to:

- 'Submit' a completed programme online, including your own final review – this is a vital step in enabling us to report on outcomes. If you have a Co-Facilitator, decide who is Facilitator 1 and Facilitator 2 – you both need to complete the form but only Facilitator 1 reports attendance
- Check that all participants have filled in the completion questionnaire and follow up as needed with anyone who hasn't completed it, for example if they missed the last session.

### We really appreciate your support on this! It will help us to...

- Report on outcomes, retention, and approval – enabling us all to understand effectiveness
- Improve the programme over time, and improve our support to you