

Butterfly Bereavement Project: WORKSHOPS FACILITATOR MANUAL



Thank you for participating in the 2023 Butterfly Bereavement Project. We are thrilled to have the support of community partners like you. Everything your organization will need to run a Butterfly Workshop, is available via the Hills of Headwaters Collaborative Ontario Health Team (HOHC OHT) website, with a few minor exceptions outlined below. Please use this Facilitator Toolkit to guide the planning and execution of your activities.

If you require additional consultation or support, reach out to the contacts listed below. We are committed to ensuring that your participation in this region-wide initiative is positive, enjoyable and successful.

Butterfly Workshops

A.) Planning a Workshop:

- Determine date, time and location
- Decide if you wish to have a drop-in program, or have participants register ahead of time
- Arrange for staff and/or volunteers to support the workshop
- Notify Natalie Talma or Maureen Riedler (see below) of the confirmed workshop details, so they can be added to the HOHC OHT website and so that the workshop can be promoted on supporting social media channels

B.) Preparing for a Workshop:

- Access & print copies of the following materials from the website:
 - Registration List Template
 - Grief & Bereavement Resources:
 - Book & Website Resource List
 - Grief Work Article
 - Grief Handouts (3)
 - Instructions for participants
 - Colouring Page(s)

**These can be used during the workshop. Print enough copies to support the number

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of participants you have registered (or are expecting, if drop in).

- Gather (or purchase) markers
 - Any type of marker is acceptable and will work on the velum butterflies (ie. permanent markers, washable markers)
 - Try to have a variety of colours, and enough markers for participants to comfortably share
 - Consider borrowing/sharing markers with other agencies participating in the project
- Contact Natalie Talma or Maureen Riedler (see below) to request a delivery or pick up, of the following:
 - Velum Butterflies
 - Art Installation Invite Postcards

**You should plan to have at least one of each, for each participant.

C.) Promoting Your Workshop:

- Access and use the **Social Media Images** and **Fillable Posters** from the website. These can be used to promote the workshop within your agency and via social media.

D.) Executing Your Workshop:

SAMPLE AGENDA

- Set up tables and chairs in whatever arrangement makes sense for the space you will be using
- Set up the materials needed for participants to create their own butterfly (velum butterflies, instructions, colouring pages, markers)
- Set up a small table to display the Grief & Bereavement Resources
- Optional materials:
 - You can set up battery operated candles for ambiance.
 - You may consider offering light snacks/refreshments.
 - You could display a poem about grief and loss to set the tone and encourage reflection.
 - You may also consider playing soft music in the background, to fill the space, and create a warm and welcoming environment.
- The tone of the workshop will differ depending on the participants, the space, the agency and the facilitators. Some workshops may feel meditative, calm and reflective. Other workshops may feel upbeat, energized and exciting. As long as participants are embracing and finding value in the experience, any tone is appropriate.
- Please be mindful of tracking participation. Whether registered or drop in, it is helpful for us to know how many participants you had attend the workshop.

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- Sample Workshop Agenda:
 - Welcome & Introductions
 - Brief welcome to participants
 - Housekeeping Reminders (location of bathrooms, etc.)
 - Facilitator introduction and brief sharing of why your agency has chosen to participate in the Butterfly Bereavement Project
 - Ice Breaker
 - Ask each participant to share their first name and one thing that makes them smile (model by sharing one thing that makes you smile)
 - Or, an ice breaker activity or your choice
 - Background of the Project/Key Messaging
 - The HOHC OHT Bereavement Working Group launched this initiative, which aims to educate the Dufferin/Caledon community on bereavement support available, directly support bereaved individuals, and increase awareness of National Grief and Bereavement Week.
 - This year, National Grief & Bereavement Day and National Children's Grief Awareness Day are observed in November. This special month provides an opportunity to honour and remember the people we have loved and lost, and serves as a reminder to acknowledge and care for those who are mourning.
 - To commemorate these national days, HOHC OHT is launching a Butterfly Bereavement Project. Butterflies represent hope and symbolize transformation, and they are used around the world to raise awareness about grief and bereavement. Various agencies including [Bethell Hospice](#), [Hospice Dufferin](#) (and your agency) will be hosting workshops, like this, in which the community will be invited to create personalized velum butterflies in honour and memory of loved ones. A kaleidoscope of these butterflies will descend upon the community in a beautiful art exhibit, for public viewing, to raise awareness of National Grief & Bereavement Day and National Children's Grief Awareness Day in November 2023.
 - Instructions & Review of Materials
 - Read the instructions provided
 - Review the materials available to participants
 - Creative Time
 - Free time for participants to reflect, create, and mingle
 - Wrap Up
 - Thank participants for attending and participating in this project.
 - Acknowledge it was a privilege spending time with the group as they reflected on their loved ones and honoured them with the creation of a remembrance butterfly.
 - Check in and inquire how participants are feeling. Remind participants of the Grief & Bereavement Resources available as handouts.

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- Remind participants they can view the art installation in November, to commemorate National Grief & Bereavement Day, and National Children's Grief Awareness Day (Nov 16, 2023).
- Give an **Art Installation Invite** (postcard) to each participant before they leave

**Workshops do not need to be formal or follow a specific format. The above agenda is simply meant to be a sample guide for those who prefer more structured events. You can achieve all of the same goals having a drop in, informal workshop, where you and your team provide more individual direction to participants as they arrive and leave.

Facilitator Tips

- What to Expect from Participants:
 - It is important to remember that every participant is grieving in some way, but that they will likely be at different stages in the grieving process. For some, the loss may have recently occurred, and they are acutely grieving. Others may be further into their grief journey and will have gained some coping strategies already. Regardless of the stage of grief they are in, bereaved individuals need to be treated with additional care and compassion.
 - It is not uncommon for participants to cry during the workshop, as they reflect and remember loved ones lost. You may also have participants who are eager to share their grief story. There will be a spectrum of response from extremely shy, reserved and quiet, to animated, talkative and social.
 - It may be helpful to normalize the variance in grief responses and set some "rules" or guidelines for participants:
 - "We are thrilled that you have chosen to join us for this Butterfly Workshop and want to ensure each of you get something meaningful out of the experience. It is important to acknowledge that each of you may be at a different place in your grief journey, and that everyone copes differently with loss. Legacy activities such as this may be triggering for some, and it is common to experience a wide range of emotions while participants. Keeping this in mind, we ask that all participants show respect and kindness to one another. This is a safe and non-judgmental space to explore to reflect and remember those who have been loved and lost."
 - It is also common for participants to finish the activity at different times. Some people may stay the whole time, spending ample time on the detailed creation of their butterfly or even using it a social time. Others may wish to leave as soon as they complete a butterfly. Either is fine, might be helpful to state this at the beginning also.

How to Engage Participants:

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- During the workshop, it is important to mingle with participants. Be respectfully curious about their decision to participate and their butterfly, asking questions such as:
 - “What brought you to this workshop?”, “Why did you choose to come out to this workshop today?”
 - “Can you tell me more about you butterfly?”
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- Facilitate and support peer-based conversations among participants, to encourage a sense of community within the group.
- Look for participants who seem lost, disengaged or upset (ie. looking around a lot, blank look on their face, arms crossed, head down the whole time). Check in with these participants, and offer direction and support.
 - “It looks like you might be having a hard time getting started. Can I help in some way?”
- How to Support Participants:
 - If a participant is triggered by the experience, or seems to be having a difficult time coping with their grief, try to speak to them individually. Follow these steps:
 - Inquire if they are okay – “I just wanted to check in and see how you’re doing?”
 - Acknowledge and normalize their feelings – “It is very common for legacy activities like this to be triggering, and your tears are reasonable and expected. Grieving can be really hard!”
 - Offer support – “I am so glad you decided to come today. Knowing you aren’t alone in your grief is important. Showing up and doing this shows strength and courage.”
 - Provide resources – “Some people who are grieving find it helpful to read about the grief process and explore ideas that may help their healing. There are a number of grief and bereavement resources available. I encourage you to take a look at the handouts offered and take home any you feel may help. And if you feel you need more support than that, Bethell Hospice and Hospice Dufferin offer free supportive grief counselling.”
- How to Support Children & Youth:
 - The biggest suggestion is to use age appropriate language, and make them feel welcome and included.
 - If you notice a child may be reluctant to “give up” their personalized butterfly for the art installation, you could try saying something like:
 - “I am so glad you came to this workshop. I look forward to seeing how you decorate your butterfly. I will be collecting

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these special butterflies when everyone is done and putting them all together to make special art at the local hospital. In November, you can come to see it. It will be fun to try and find your butterfly amongst all the others.

- “I know you might not want to leave it with me once you decorate it, so, why don’t you spend time making two butterflies. This one you will decorate and leave with me, for other children and families to see. And this one you can decorate and take home with you. Or, if you want to take some of these colouring pages home with you, that would be great too.”
- If you notice a youth may be reluctant to “give up” their personalized butterfly for the art installation, you could try saying something like the following to reinforce the living legacy element of the activity:
 - “I hope you are very proud of the remembrance butterfly you created. Can you tell me about who you made it for?”
 - “Oh wow, it is in memory of your grandfather. I can see you drew a fishing pole and wrote his name. When we put this butterfly up on the walls at the hospital in Orangeville with all the other ways people are making in memory of their loved ones, everyone who comes to see it, will see your grandfathers name and how special he is to you. Thank you for helping me learn about him.”

E.) After Your Workshop:

- Upon completion of your workshop, please contact Natalie Talma or Maureen Riedler (see below), to arrange for pick up or drop off, of the completed personalized velum butterflies, to be contributed to the Art Installation (Nov 2023 at Headwaters Health Care Center). Please also share the number of participants who attended the workshop (no identifying information is required, just the number).
- Deadline to submit personalized Velum Butterflies to the project and be included in the installation is Oct 31, 2023.

For additional information, please contact:

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