



**ATGZS-DECEMBER 2025  
FACILITATORS CHARTER &  
ONBOARDING DECK**



# FACILITATORS' CHARTER

## Zamfara SSA/SA Capacity Building Programme

### Introduction

This Charter outlines the standards, responsibilities, information, and conditions required for all trainers supporting the ASL Consultants' Capacity Building Programme for Senior Special Assistants and Special Assistants to the Governor of Zamfara State. It ensures clarity, professionalism, and a shared understanding of expectations for content delivery, conduct, logistics, and programme outcomes.

### Programme Overview

The training is designed to strengthen governance alignment, administrative efficiency, technical competence, performance management, and public-facing communication of political appointees.

### The Modules cover

- Governance alignment
- Administrative discipline
- Appreciate inquiry
- Performance Management & Personal Productivity
- Speech Writing, Public Speaking & Report Writing
- Media Etiquette & Social Intelligence

### The Charter aims to

1. Define the professional expectations from facilitators
2. Provide programme information and delivery guidelines
3. Clarify logistics, conduct, timelines, and reporting lines
4. Outline the pecks and obligations associated with the engagement
5. Ensure uniformity and excellence across facilitation sessions

### About the Training

#### Target Participants

- Senior Special Assistants
- Special Assistants
- Approximate expected group size: **70 participants**
- **High table:** COS, SSG, HOS, HC Finance, HC Budget & Planning, HC Youth Development

#### Daily Themes

- Day 1: Governance & Administration
- Day 2: Performance & Productivity
- Day 3: External Relations & Public Engagement

#### Training Format

- **3-day residential training**
- Interactive delivery (lectures, group work, simulations, drills, case studies)
- Daily themes follow Governance, Performance/Productivity, and External Relations

#### Delivery Timeframes

- Sessions run between 9:30am-6:00pm daily
- Facilitators must arrive at least 45 minutes before their session
- Session Materials must be forwarded 7 days to the retreat

# Facilitator Responsibilities

## Content Delivery

<p><b>Facilitators are required to</b></p> <ul style="list-style-type: none"> <li>• Deliver sessions using clear, engaging, and practical methods</li> <li>• Align training content strictly with approved modules</li> <li>• Use real-life governance examples and simplified frameworks</li> <li>• Maintain neutrality, professionalism, and political sensitivity</li> <li>• Apply adult-learning methodologies (participation-heavy)</li> </ul>		
<b>1</b>	<b>Materials &amp; Tools</b>	<p><b>Facilitators must:</b></p> <ul style="list-style-type: none"> <li>• Prepare slides, worksheets, activity scripts, and reference materials</li> <li>• Submit all content not later than 1 week before training</li> <li>• Ensure materials reflect ASL visual and content standards</li> </ul>
<b>2</b>	<b>Conduct &amp; Professionalism</b>	<p><b>Facilitators shall:</b></p> <ul style="list-style-type: none"> <li>• Maintain decorum and respect at all times</li> <li>• Dress in corporate or traditional business attire</li> <li>• Avoid political commentary or statements that may be construed as partisan</li> <li>• Protect the privacy and dignity of all participants</li> </ul> <p><b>And Facilitators shall NOT</b></p> <ul style="list-style-type: none"> <li>• Engage in harassment (sexual, verbal, or psychological)</li> <li>• Request favours or solicit gifts from participants</li> <li>• Engage in political or religious debates</li> <li>• Abuse their influence or make inappropriate remarks</li> <li>• Use profanity or disrespectful language</li> </ul>
<b>3</b>	<b>Reporting &amp; Coordination</b>	<ul style="list-style-type: none"> <li>• Facilitator reports to: Training Programme Director, ASL Consultants</li> <li>• All facilitators follow the central programme schedule</li> <li>• Daily debrief meetings (15 minutes) are mandatory</li> <li>• Issues must be escalated immediately to ASL management</li> </ul>
<b>4</b>	<b>Quality Assurance</b>	<p><b>Facilitators agree to:</b></p> <ul style="list-style-type: none"> <li>• Adhere strictly to ASLC quality standards</li> <li>• Use templates provided by ASLC (scorecards, worksheets, evaluation forms where applicable/necessary)</li> <li>• Participate in post-training evaluation and reflection</li> </ul>
<b>5</b>	<b>Confidentiality &amp; Intellectual Property</b>	<ul style="list-style-type: none"> <li>• All training materials developed for this programme remain property of ASL Consultants</li> <li>• Facilitators must not duplicate or share materials outside the engagement</li> <li>• Participant information must be kept strictly confidential</li> </ul>

## Pecks of Engagement (Facilitator Benefits)

ASL Consultants provides the following pecks to engaged facilitators



### Professional Pecks

- Full recognition as an ASL Consultant Facilitator during this engagement
- Inclusion in ASLC's national roster for future programmes
- Certificate of Engagement (optional upon request)

### Financial Commitment

- Approved facilitation fees (per session)
- Timely payment as stipulated in the Engagement Agreement

### Hospitality Pecks

- Fully covered accommodation for all facilitators for the training duration
- Transportation and travel logistics for the ASL team
- Meals, tea breaks & full hospitality during the programme

### Logistical Pecks

- Technical and administrative support
- Training venue and technical infrastructure: LED screen, projector, sound system, handheld/lapel microphones

### Support Pecks

- On-ground ASL programme managers
- Technical support for presentations and media
- Seamless coordination for breakout sessions

## Facilitator Onboarding Deck

Structured guide for facilitators to begin and execute their role seamlessly.

### Pre-Training Requirements

- Submit training materials 72 hours before training
- Attend mandatory facilitators' briefing (virtual or physical)
- Review training agenda, modules, and time allocations
- Submit a short professional profile for inclusion in programme documents
- Understand ASL branding guidelines
- Sign the Engagement Agreement
- Sign the Code of Conduct

### Required Materials Facilitators Must Bring

- Laptop & presentation clicker
- Backup of slides on flash drive
- Printed facilitator notes
- Training-day attire
- Stopwatch or timer for managing sessions
- Any special tools required for chosen activities

## Session Delivery Guidelines

### 1. Facilitation Style

- Use practical examples and real-life scenarios
- Avoid lecturing for long - integrate discussions every 10 - 15 minutes
- Encourage group reflection
- Engage participants in simulations, drills, and case studies
- Keep content clear, simple, and actionable

### 2. Communication Guidelines

- Speak at a moderate pace
- Use microphone appropriately
- Avoid jargon unless immediately explained
- Maintain respectful, motivational tone

### 3. Interaction Rules

- No negative political commentary
- No shaming or embarrassing participants
- Handle confrontations calmly
- Encourage inclusive participation

## Administrative Protocols

### Facilitators must report immediately to the Programme Director if:

- A participant becomes disruptive
- Sensitive political situations arise
- A technical breakdown affects session delivery
- Health or safety issues occur
- Logistics provided are inadequate

### ASLC Internal Contact Team

- Programme Director: **J. Pam 08066190419**  
Responsibilities: Oversight, escalation handling, approvals
- Assistant Programme Director: **A. Tyabo 08078763618**  
Responsibilities: Oversight, escalation handling, approvals - Participants
- Training Coordinator: **B. Abdullateef 07061647569**  
Responsibilities: Daily scheduling, onsite support, facilitator coordination
- Technical Support Lead: **O. Dosu 07088362290**  
Responsibilities: Slides, sound, recording, digital tools
- Web Administration: **D. Ilori 08063503194**  
Responsibilities: Online and Offline Registration /Onboarding Matters

## Health, Safety & Wellbeing

### Facilitators must:

- Maintain a calm, non-hostile training environment
- Refrain from behaviours that endanger physical or emotional safety
- Respect breaks, rest periods, and training pace
- Immediately report any incident, conflict, or emergency to ASLC's Programme Director

## Social Media & Public Commentary Rules

### Facilitators may not:

- Post training content online without authorization
- Upload images of participants, materials, or internal discussions
- Comment publicly about the programme, the State Government, ASL Consultants, or participants
- Share political opinions referencing the event

## Breach of Code

### If a facilitator breaches this code, ASL may:

- Issue a warning
- Remove the facilitator from the programme
- Terminate the engagement agreement
- Withhold payment where necessary
- Decline future engagements

## Post-Training Responsibilities

### Facilitators must submit:

- Brief Session Report Within 24 hours:
  - Summary of participant performance during group exercises
  - Observations and recommendations
- Full Report Within 72 hours
- Payment processing begins after deliverables are submitted.

## Acknowledgement

I, \_\_\_\_\_, acknowledge that I have received, understood, and agree to comply with the Facilitator Charter and the terms of the Onboarding Deck

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Acceptance

I, \_\_\_\_\_, agree to abide by the Code of Conduct contained within this Charter, while serving as a Facilitator for ASL Consultants.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_