

## **Major Functions of a Master Trainer**

1. Conduct leader trainings.
2. Follow-up with new Lay Leaders to offer technical assistance and support.
3. Conduct fidelity checks
4. Collaborate with other Master Trainers and coordinators and the Institute when providing workshops in the community. This includes:
  - Notifying partners and the Institute of upcoming workshops
  - Coordinating workshop and training dates with local partners
  - Participate in regional call (as available)
  - Work together with partners to ensure that all Master Trainers and Lay Leaders are able to stay active
5. Report any concerns or issues regarding Healthy Living to the Lead Mentor.
6. May facilitate workshops as needed.

## **Major Functions of a Program Coordinator**

\*Some of these activities may be delegated to other staff members within the agency

1. Works within a licensed agency to promote and support Healthy Living Workshops
2. Scheduling workshops within own agency.
3. Marketing and recruitment
4. Registering participants
5. Submitting paperwork to the Institute. Includes Workshop Information Form at the beginning, and all the post paperwork.
6. Ordering supplies
7. Collaborate with other coordinators and Master Trainers and the Institute when providing workshops in the community. This includes:
  - Notifying partners and the Institute of upcoming workshops
  - Coordinating workshop and training dates with local partners
  - Participate in regional call (as available)
  - Work together with partners to ensure that all Master Trainers and Lay Leaders are able to stay active
8. Monitor licensing status of agency. Includes submitting yearly reports to Stanford (if Agency holds its own license).

**Note:** Some individuals may function as both a Master Trainer and a Program Coordinator. However a Program Coordinator is not required to be a Master Trainer. A Program Coordinator does need to have some working knowledge of Healthy Living.

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