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## **Implementing a Healthy Living Workshop Leaders Training**

For Training Coordinators, Sponsors, or Master Trainers

### **Preliminary:** *6-8 weeks prior to training start date*

**Determine Location:** Room large enough for 10-20 people, comfortable chairs, good parking, preferably with white board. It is best if materials do not need to be removed each night. For groups larger than 12, a second breakout room is required for practice teaching on days 2 and 4.

- Check with organization training leaders, often they will provide a room at no charge. Colleges and Libraries will often provide free space to non-profits.

**Dates and Times:** Training is 4 days long, usually from 9am – 4pm. Most training is offered over a two week period, two days one week and two days the following week. This makes it easier for agencies sending staff and volunteers.

**Identify Master Trainers:** Two certified Master Trainers are required for training leaders. If you are unsure of a Master Trainer's status, contact Stanford Patient Education Research Center at <http://patienteducation.stanford.edu/contact.html>

**Notify the Arizona Living Well Institute of your training:** The Institute provides support to agencies offering Healthy Living Workshops. The Institute will need the name of the licensed agency providing training and the names of the Master Trainers. The Institute may also assist with recruitment and referral of leader trainees and Master Trainers.

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**Training should not go forward without a minimum registration of 10 trainees. Contact interested organizations, partners, or individuals early. Be clear that trainees must attend all four days of training in order to become Healthy Living Workshop Leaders.**



**Marketing/recruitment:** *Between 8 weeks and 2 weeks prior to training date*

**Methods of recruitment:** Presentations, press release, news articles, flyers, newsletters, Craigslist, email notifications, internal memos, etc.

- The institute has developed a PowerPoint presentation about Healthy Living Workshops. This presentation can be used for presentations to groups interested in training Healthy Living Workshop Leaders.
- All leader trainees must be pre-screened and fully informed of the training requirements and leader responsibilities. The Institute provides a variety of tools for identifying and selecting workshop leaders. Please contact the Institute for more information.
- If an organization wishes to train workshop leaders it is best to send at least two, as all workshops are led by two trained leaders.

**\*Do not begin training with less than 10 registered.**

**Ordering Books and Materials:** *Begin ordering 6 weeks prior to training*

All trainees require a Leaders Manual (in a 1 ½ three ring binder), the book *Living a Healthy Life with Chronic Conditions* and the CD *A time for Healing, Group Leader's Version*.

- Stanford sends electronic versions of the Leaders' Manual to licensed organizations. The Manual should be printed and bound in a three ring binder. **Important:** A copy of the organization's license must be placed in the leaders' manual to verify the trainee's eligibility. Please note: different trainees may be working under different licenses.
- The book and CD can be purchased through Bull Publishing. Larger orders receive a discount. A copy of the Bull Publishing Order form can be found on the Institute's website.

**Additional Materials:**

- Complete set of charts (written on a large flip chart following the chart appendix at the back of the manual).
- Easel for flip Charts
- Re-usable nametags
- Flip chart and markers OR whiteboard with appropriate writing instruments.
- 3-4 extra flip charts and markers for trainees to use
- DVD Player for day two
- CD Player for day two
- Daily roster for trainees to sign each day
- 50 copies of the practice teaching forms
- A copy of each of the following for each trainee:
  - Agenda
  - Evaluation forms (found in Master Trainers' Manual)
  - Chart two, workshop overview

Additional materials continued on next page...

- The Institute may be able to provide electronic copies of additional forms useful for implementing workshops:
  - Workshop Survey forms
  - Certificates
  - Confidentiality agreements
  - Lay Leader Guidance Manuals
- Refreshments are optional; however it is always a good idea to provide water.
- Pens and paper for trainees (optional)

**Registration/Confirmation:** *Begin 2 weeks prior to workshop*

**Confirmation letters:** Confirmation letters and maps to the training location should be sent to all registered trainees. If trainees are traveling, hotel and restaurant information may also be helpful.

- **Prepare final roster**
- **Prepare supplies**

**Training day 1**

- Trainers should arrive at least 30 minutes early to set up
- An additional person may man the “registration table” where trainees sign roster and pick up name tags.

**During Training:** *Day 1 – 4*

All trainees must participate in 2 practice teaching sessions. Master trainers determine the suitability of trainees to lead workshops. If there is an issue with a particular leader, Master Trainers will speak to him/her privately. If a trainee is unsuitable to lead workshops, Master Trainer will note this on the training roster.

**Closing:** *Day 4*

- Master Trainers sign and distribute certificates
- Trainees fill out evaluation sheets
- A copy of the roster and leader contact information is sent to the Institute.