

T3-101

Train the Trainer Level 1 Certification

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Course Description

We need to protect the vulnerable sector – where do we start? How can we design and develop training on abuse prevention that is specific to our organization? What are some helpful principles, creative teaching methods and tips we can add to augment the training sessions? Let's Plan to Protect®!

This course is designed for individuals who work with or serve the vulnerable sector and seek to be equipped to train their own team in Abuse Prevention. We will lead the participants through a Demo Training; address topics such as Training Adults and Training Youth; Creative Methods of teaching; Classroom Management techniques; and share Tips for Trainers. Through readings, video instruction and course assignments, participants will learn how to lead, train, equip, and develop the Plan to Protect® Orientation and Refresher trainings for your organization. Participants will receive downloadable resources, PowerPoints, Teaching Notes, Student Notes, Creative Methods, feedback and support. Let's raise the bar on protection!

Course Objectives

In the Train the Trainer Certification, course participants will learn how to train their volunteers and staff on abuse prevention and vulnerable sector protection. As a result of this course you will:

- Learn about the standard of protection and abuse prevention which Plan to Protect® recommends and insurance companies require.
- Listen to a Demo Training given by an expert in Abuse Prevention and extrapolate how you will customize that for your organization.
- Identify the differences between training adults and training youth.
- Discover creative methods to teach effectively and learn how to foster a fun, informative and engaging learning environment.
- Examine classroom management principles and learn how to best implement them.
- Review helpful tips for trainers as you prepare to develop and teach Plan to Protect® Orientation and annual Refresher trainings at your organization.
- Demonstrate learning by developing Teaching Notes that will be used in training your organization.
- Deliver a Practicum geared towards the target audience at your organization.

Prerequisites

There are no prerequisites for this course.

Required Text

Plan to Protect® Manual, 2010 edition or newer.

Course Requirements

This course will be delivered entirely online through the learning management system www.plantoprotectschool.com. Participants must have internet access and basic computer skills including word processing, PowerPoint and email.

Technical Support

Karli McCrossan (Montesano)
onlinetraining@plantoprotect.com
1-877-455-3555, Ext. 17

Office hours:

Monday – 9 a.m.-5 p.m. ET
Tuesday – 9 a.m.-5 p.m. ET
Wednesday – 9 a.m.-5 p.m. ET
Thursday – 9 a.m.-5 p.m. ET
Friday – 9 a.m.-5 p.m. ET

Assignment Support

Amanda Kelly
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1-877-455-3555, Ext. 12

Office hours:

Monday – 9 a.m.-5 p.m. ET
Tuesday – 9 a.m.-5 p.m. ET
Wednesday – 9 a.m.-5 p.m. ET
Thursday – 9 a.m.-5 p.m. ET
Friday – 9 a.m.-5 p.m. ET

Course Requirements

Forum Participation 10%

This course will be participation intensive. For each module, you will participate in a group forum discussion board with other students. Participants will be marked on their contribution to the discussion, responses to other students and the value of their contribution. Forum discussion questions are included in the course calendar and posted throughout the course. Each topic will also include a reading assignment. For each reading assignment, you will demonstrate your understanding of the content through forum discussions, quizzes or the assignments listed below.

Mini Quiz on Terms and Conditions..... 10%

After reviewing the Train the Trainer Terms and Conditions you will complete a quiz to demonstrate your understanding. You must receive 100% to proceed to the next section of the course. Participants who do not receive the required grade to proceed will be able to retake the quiz.

Quiz on Training Demo 20%

After listening the demo training you will complete a quiz to demonstrate a thorough understanding of the content and recite accurate reporting guidelines. You must receive 80% or higher to proceed to the next section of the course. Participants who do not receive the required grade to proceed will be able to retake the quiz.

Teaching Notes 20%

Taking everything you have learnt so far in the course, develop and modify your Teaching Notes to suit your intended audience at your organization. Make full use of creative methods, classroom management skills and tips for trainers. You are to use these Teaching Notes for your upcoming Practicum.

Final Assignment: Practicum 40%

The final assignment will be to do a practicum training intended for the volunteers/staff at your organization. Your practicum will be evaluated by a Plan to Protect® Coach. Successful completion of the practicum is a mandatory requirement for completion of the course. Participants must receive a passing grade or they may be required to redo the practicum.

Total: 100%

*Please note: you and your supervisor will receive a letter at the end of your course indicating your final grade and status.

Submissions

All assignments should be submitted via the online school. When you submit, please label each assignment and email subject line with your first and last name, followed by a hyphen organization name, followed by another hyphen and the assignment (for example, Naomi Suggs – Sunrise Day Care – Teaching Notes).

Deadlines

All assignments must be completed and submitted within 12 weeks of beginning the course. If assignments are not completed, you will receive an incomplete and will not be considered a certified Trainer.

Late Work

Work must be submitted on or before the final due date. Late work will NOT be accepted unless an extension has been granted by Plan to Protect® prior to the due date, in writing. Extensions are ONLY granted for serious emergencies – call or email for permission. No work will be accepted after the final due date.

Letter Grade

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A+	97-100%
A	94-96%
A-	90-93%
B+	86-89%
B	82-85%
B-	78-81%
C+	74-77%
C	70-73%
C-	66-69%
D	61-65%
F	<60%

Participants must receive a C- or above to pass the course. Participants who receive a D, will receive a conditional pass and may be required to resubmit assignments (some conditions may apply and some assignments may be subject to a resubmission fee).

Netiquette Guidelines

Netiquette is a set of rules for acceptable behaviour online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences - no matter how different or controversial they may be perceived - must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips* will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use profane or offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggest shouting or use acronyms (ex. LOL, btw, etc.).
- Popular emoticons such as ☺ can be helpful to convey your tone but do not overdo it or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an 'open-mind' and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the 'send' button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable.
- Please do not criticize participants spelling, grammar, etc.

Please keep in mind the following items when participating in any and all Plan to Protect® discussion boards:

- Plan to Protect® provides the HIGHEST STANDARD of protection and abuse prevention. We will not recommend or endorse anything that contradicts this HIGHEST STANDARD of protection, conflicts with Human Rights or breaks legal requirements.
- Plan to Protect® clients represent a vast array of political and religious opinions – please be sensitive to this when leaving questions and comments.
- Plan to Protect® clients represent a vast array of organizations (churches, charities, schools, day cares, camps, sporting leagues, retirement homes, transportation companies, refugee sponsorship groups, etc.).
- Plan to Protect® clients work with a variety of vulnerable sectors (children, youth, vulnerable adults, refugees, etc).
- There is a high likelihood that participants in the course may be victim/survivors of abuse or know someone who is a victim/survivor. Please be sensitive and thoughtful when leaving comments, questions or feedback.
- Please note participants in the course may be from different countries as Plan to Protect® clients come from Canada, United State and globally.

*Adapted from:

- Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. Journal of Online Learning and Teaching, 6(1). Retrieved from http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm
- Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>

Communication Guidelines

Students will receive weekly support emails with reminders and announcements. You are expected to check your email regularly. Because documents will be distributed electronically and downloaded from the Learning Management Services, you must inform us immediately if there is a problem retrieving or downloading them. Inability or failure to download or open documents is not an acceptable excuse for incomplete assignments.

Course Calendar

Please carefully review the course calendar below. You can use the course calendar as a checklist to ensure all assignments are completed correctly and on time. You will notice that the course has been split into multiple modules. Each module includes some readings, a video presentation, a forum, and an assignment. We ask that you proceed through the course in chronological order because each module builds on what comes before.

You have 12 total weeks to complete the course and all assignments. Our recommendation is that you **try to accomplish at least one module per week**. This will give you **4 weeks for the course content and 8 weeks for the final assignment** – executing a Plan to Protect® practicum. While you have 4 weeks for the course and 8 weeks for the final assignment – you absolutely can work faster. We encourage you to work at a pace that is convenient for you but keep in mind you will need to save enough time for yourself to complete the final assignment which is a big task.

Week	Module	Topic	Tasks and Assignments
1	1	Introduction, Overview and Terms and Conditions	<ul style="list-style-type: none"> □ Introduction □ Download: <ul style="list-style-type: none"> ○ Course Syllabus ○ Terms and Conditions □ Read: <ul style="list-style-type: none"> ○ Course Syllabus □ Participate: <ul style="list-style-type: none"> ○ Discussion Board: “What would you like to learn in this course?” □ Watch: <ul style="list-style-type: none"> ○ Overview and Terms and Conditions (Presenter – Victoria Bissell) □ Review: <ul style="list-style-type: none"> ○ Frequently Asked Questions □ Submit: <ul style="list-style-type: none"> ○ Sign electronic Terms and Conditions ○ Quiz on Terms and Conditions
2	2	Demo Training	<ul style="list-style-type: none"> □ Introduction □ Read: <ul style="list-style-type: none"> ○ In the Plan to Protect® Manual, read the Training Outlines Section on: <ul style="list-style-type: none"> ▪ Training Modules ▪ On-line Training

			<ul style="list-style-type: none"> ○ Review the reporting guidelines for your province/state/territory □ Watch: <ul style="list-style-type: none"> ○ Orientation Training Demo Part One (Presenter – Melodie Bissell) ○ Orientation Training Demo Part Two (Presenter – Melodie Bissell) □ Participate <ul style="list-style-type: none"> ○ Discussion Board: “How did the trainer raise awareness of abuse? How did the trainer keep you engaged and interested in the training? How does the trainer point back to the big picture and purpose behind the policies and procedures?” □ Review: <ul style="list-style-type: none"> ○ Frequently Asked Question □ Submit: <ul style="list-style-type: none"> ○ Quiz on Orientation Training Demo
3	3	Training Adults and Training Youth	<ul style="list-style-type: none"> □ Introduction □ Download: <ul style="list-style-type: none"> ○ Training Adults and Training Youth PowerPoint notes □ Read <ul style="list-style-type: none"> ○ In the Plan to Protect® Manual, read the Training Outlines Section on: <ul style="list-style-type: none"> ▪ Board Presentation ▪ Training Outline: Adults Working with Children ▪ Training Outline: Youth Working with Children □ Watch: <ul style="list-style-type: none"> ○ Training Adults and Training Youth (Presenter – Victoria Bissell) □ Review: <ul style="list-style-type: none"> ○ Frequently Asked Questions □ Participate: <ul style="list-style-type: none"> ○ Discussion Board: “Who will you be training? How many people do you need to train? What do you think your largest training challenge will be?”

4	4	Creative Methods, Classroom Management, Tips for Trainers	<ul style="list-style-type: none"> □ Introduction □ Download: <ul style="list-style-type: none"> ○ Creative Methods, Classroom Management, Tips for Trainers - PowerPoint Notes ○ Creative Methods Handout □ Read: <ul style="list-style-type: none"> ○ In the Plan to Protect® Manual, read the Training Outlines Section: <ul style="list-style-type: none"> ▪ Handouts A-G □ Watch: <ul style="list-style-type: none"> ○ Creative Methods, Classroom Management, Tips for Trainers (Presenter – Victoria Bissell) □ Participate: <ul style="list-style-type: none"> ○ Discussion Board: “How are you planning on making your Plan to Protect® training engaging and interesting for your volunteers and staff?” □ Review <ul style="list-style-type: none"> ○ Frequently Asked Questions
7-12		Work on Final Assignment	<ul style="list-style-type: none"> □ Download: <ul style="list-style-type: none"> ○ Plan to Protect® Teaching Notes and Practicum Assignment and Evaluation □ Sign up for your Practicum □ Submit: <ul style="list-style-type: none"> ○ Customized Teaching Notes □ Complete: <ul style="list-style-type: none"> ○ Present your Practicum □ Submit: <ul style="list-style-type: none"> ○ Course Evaluation