

T3-201

Train the Trainer Level 2 Re-Certification

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Course Description

We've been doing Plan to Protect® training for a few years – how can we keep it engaging and interesting for our volunteers and staff? Let's Plan to Protect®!

This course is designed for individuals work with or serve the vulnerable sector and seek to become re-certified in order to train their own team in policies and procedures of Abuse Prevention. We will address how to overcome challenges, discuss ways to make trainings new and different, watch a demo of a Refresher training and refresh your lesson plans. Through readings, video instruction and course assignments, participants will learn how best to overcome challenges, teach Plan to Protect® content in an interesting and engaging way and revamp your lesson plan. 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 Level 2 Re-Certification course, participants will learn how to keep training new, interesting and engaging, learn strategies for overcoming training challenges and obstacles and creative methods and tips for trainers. As a result of this course you will be able to:

- Review the standard of protection and abuse prevention that Plan to Protect® recommends and insurance companies require.
- Identify current challenges in your program and learn methods for overcome them.
- Share tips and discuss strategies on overcoming challenges with fellow students in your co-hort.
- Recognize the value of keeping trainings new, interesting and exciting for your volunteers/staff.
- Examine ways to make trainings new and different through creative methods/activities. Create, develop and streamline your own Creative Method/Activity.
- Experience a demo Refresher training given by an expert trainer.
- Revamp and modify your teaching notes and course overview for your annual refresher trainings.

Prerequisites

Successful completion of T3-101 (Train the Trainer Certification) is required 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.

Case Study Assignment..... 10%

You will receive a case study on different challenges a trainer may face during their annual refresher training. In this assignment, you will use critical thinking skills and the information you have receive in the training to analyze the case study scenario and answer the questions provided and provide tips to the trainer in the case study.

Quiz on Refresher Training Demo.....10%

After listening to 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.

Creative Methods Assignment..... 20%

In this assignment you will decide on a topic and delivery method for a creative method you wish to create. You will develop a creative method using the *Creative Method Assignment Template* provided and submit that along with any supplementary materials. Get creative!

Final Assignment: Customized Refresher Lesson Plan..... 40%

Using what you have learned so far in the course, develop a Customized Refresher Training Lesson Plan using the template provided.

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 – Recruitment and Screening Process Map).

Deadlines

All assignments must be completed and submitted within 8 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 8 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 4 weeks for the final assignment** – which is customizing policies for your organization. While you have 4 weeks for the course and 4 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 & Conditions (Presenter – Victoria Bissell) □ Review: <ul style="list-style-type: none"> ○ Frequently Asked Questions □ Submit: <ul style="list-style-type: none"> ○ Sign and submit electronic Terms and Conditions ○ Quiz on Terms and Conditions
2	2	Overcoming Challenges	<ul style="list-style-type: none"> □ Introduction □ Participate <ul style="list-style-type: none"> ○ Discussion Board: “What is one of the major challenges you are facing when it comes to training? Then, respond to your own comment or some else’s challenges with tips and ideas for how they could overcome this challenge.”

			<ul style="list-style-type: none"> □ Download: <ul style="list-style-type: none"> ○ Overcoming Challenges PowerPoint notes □ Watch: <ul style="list-style-type: none"> ○ Overcoming Challenges Part One & Part Two (Presenter – Victoria Bissell) □ Review: <ul style="list-style-type: none"> ○ Frequently Asked Questions □ Download: <ul style="list-style-type: none"> ○ Overcoming Challenges Case Study Assignment □ Submit: <ul style="list-style-type: none"> ○ Overcoming Challenges Case Study Assignment
3	3	Making it New and Different	<ul style="list-style-type: none"> □ Introduction □ Participate: <ul style="list-style-type: none"> ○ Discussion Board: “How are you currently doing Refresher trainings? How do you keep it new and engaging for your volunteers and staff?” □ Download: <ul style="list-style-type: none"> ○ Creative Methods Handout ○ Making it New and Different PowerPoint notes □ Read: <ul style="list-style-type: none"> ○ Creative Methods Handout □ Watch: <ul style="list-style-type: none"> ○ Making it New and Different (Presenter – Victoria Bissell) □ Review: <ul style="list-style-type: none"> ○ Frequently Asked Questions □ Download: <ul style="list-style-type: none"> ○ Creative Methods Assignment □ Submit: <ul style="list-style-type: none"> ○ Creative Methods Assignment
4	4	Refresher Training Demo	<ul style="list-style-type: none"> □ Introduction

			<ul style="list-style-type: none"> □ Participate: <ul style="list-style-type: none"> ○ Discussion Board: “Think about one of the best teachers or trainers you have ever had. What qualities or characteristics made them so memorable? What can you do in your training sessions to emulate this amazing trainer/teacher?” □ Download: <ul style="list-style-type: none"> ○ Sample Lesson Plans □ Read: <ul style="list-style-type: none"> ○ Sample Lesson Plans □ Watch: <ul style="list-style-type: none"> ○ Refresher Training Demo (Presenter – Hayley Chan) □ Review: <ul style="list-style-type: none"> ○ Frequently Asked Questions □ Submit: <ul style="list-style-type: none"> ○ Quiz on Refresher Demo Training
5-8		Work on Final Assignment	<ul style="list-style-type: none"> □ Download: <ul style="list-style-type: none"> ○ Refresher Lesson Plan Assignment □ Submit: <ul style="list-style-type: none"> ○ Customized Refresher Lesson Plan Assignment ○ Course Evaluation