

## **Instructor Overview**

### **1-Day Onsite Training**

Welcome to the final component of *Building Resiliency in Child Abuse Organizations*, the 1-day onsite training. At the onsite training, instructors and participants will have the opportunity to meet each other, and take part in face-to-face training.

### **Onsite Training Approach**

The training design is based on the principles of adult learning and active training. Adults learn best when:

- Training focuses on building skills rather than just transferring information.
- Participants are involved in meaningful activities to practice new skills.
- Participants can draw on and apply their own knowledge and experience to the training.
- Participants see the relevance of what they are learning to their jobs and their lives.

The training also incorporates a variety of methods and activities to appeal to visual learners, or those who learn best by seeing; auditory learners, or those who learn best by hearing; and kinesthetic learners, those who learn best by moving and doing. Small group work is designed for participants to apply skills, and learn from their colleagues.

This curriculum is a dynamic product that benefits from each presentation and interaction with participants. Learning expands when the training atmosphere is one of mutual learning between the instructors and the participants, each seeking growth in applying the core elements of resilience to an organizational model, and adding to and expanding the range of strategies to implement through policy, supervision, and training.

### **Using the Instructor Manual**

This Instructor Manual is a template to help instructors prepare for instruction and to guide the delivery of the training. It details the information to be discussed and how to introduce, conduct, and process group activities. It also contains a copy of all participant materials.

Each instructor should draw on her or his own knowledge and expertise to enrich the training and provide relevant examples and illustrations, while maintaining the integrity of the training design. To successfully conduct this training, you should become very familiar with all concepts and processing notes in this manual, as well as those in the Participant Manual. The Instructor Manual includes this overview and the following modules:

## **Introduction**

**Module 1:** The Organizational Resiliency Model

**Module 2:** The Process for Building Resiliency

**Module 3:** Navigating the Path to Success

**Module 4:** Action Planning

The outline at the beginning of each module includes an estimated time to present the module, specific learning objectives, a list of worksheets that participants will use during the module, a list of required equipment and materials, preparation for instructors, and resources available for participants in the Participant Manual.

All information and activities within the modules are presented in a timed sequence and have been chosen to help participants achieve the learning objectives for each module.

## **Icons**

There are several icons that appear frequently throughout the Instructor Manual:



This icon, followed by the directive “Show Visual,” signals the instructor to show a specific PowerPoint slide. In each module, the visuals are numbered sequentially by module (e.g., Visual 2-3 is the third slide in Module 2; Visual 4-7 is the seventh slide in Module 4).



This icon indicates that an activity is to be conducted.

Activities in each module provide participants with opportunities to apply or process information that has been presented, to enhance skill-building, and to underline the transfer of knowledge and skills to the participant’s job following the training. Each activity includes steps to follow and time estimates to conduct the activity.

**VIDEO** This icon indicates that you are to show a video that is embedded in the PowerPoint presentation by clicking the box in the corresponding PowerPoint slide.

It is important that instructors preview all videos prior to presenting the corresponding module.

## **Using the Visuals**

The visuals for this training provide the instructor with an outline they can use to guide the activities in each module. The visuals include “talking points” for use during lectures as well as cues for the instructor to conduct an activity, ask for questions from the participants, or transition to the next module.

As mentioned above, the directive “**Show Visual**” followed by a number appears throughout the Instructor Manual. Within each module, the visuals are numbered sequentially starting with 1-1 and 1-2 (indicating the first two slides for the first module). For clarity, the visual number appears at the bottom of the slide. This allows the instructor to determine, at a glance, both the module number and the number of the particular visual within that module.

## **Equipment and Materials**

Instructors will use and refer to the following equipment and materials throughout the training:

- Instructor Manual (provided by OVC).
- Participant Manual (provided by OVC).
- PowerPoint presentation (and electronic templates) on flash drives (provided by OVC).
- Laptop PC with Microsoft® Windows 7 and PowerPoint 2007 or later, LCD projector, and screen or blank wall space for projection.
- Tear sheet pad and easel.
- Multicolored, thick markers for use with tear sheets. Dark colors should be used so participants can see the writing on the tear sheets.
- Name tags (for each participant and instructor).
- Name tents.
- Pens (one per participant).
- Highlighters (one per participant).
- Sticky notes.

When a module requires specific equipment and materials, they are listed in the outline that precedes each module and also are included in the summary table in this Overview.

## **Worksheets**

Most modules include worksheets that were used by participants in the Independent Study portions of the training. The additional worksheets are found after the final module, behind the tab marked Participant Worksheets. They are labeled sequentially by module.

## **Participant Manual**

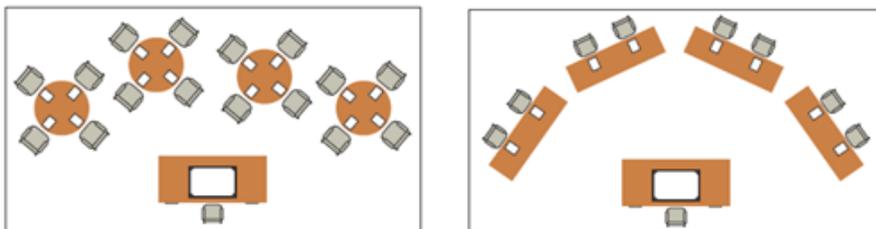
Participants will receive a comprehensive training manual that includes the agenda, copies of the PowerPoint slides with room to take notes, and copies of worksheets participants will use during onsite activities. Other materials included in the Participant Manual are References, Resources, the Resiliency Handbook, and Activities.

## Room Layout

If at all possible, try to avoid a traditional classroom-style layout in the training room. This type of layout makes it more difficult for participants to see and hear the instructor and the audiovisual equipment, and to interact with each other. Instead, try to organize the room so participants are seated in a series of small groups. This arrangement encourages discussion and participation, particularly for work sessions where group members work with each other.

Instructors should be mindful of how group members are interacting, and shift seating assignments periodically to encourage variety in work groups and break up clusters.

Remember that you will need a small table at the front of the room for your training supplies, as well as a larger table for supplementary materials for participants.



## Advance Preparation for Training Delivery

In addition to studying and preparing for each module, instructors should be sure to visit the training room before the session begins. Picture the layout of the training room, including the location of furniture and audiovisual equipment, and determine if you need any additional tables or chairs. Make sure all electrical outlets are functioning and check to see if there are shades on the windows to control any glare that could interfere with audiovisual presentations. Test all the equipment to be sure it is functioning properly.

## Independent Study Assignments

Participants were asked to bring copies of their Independent Study 2 assignment to the onsite 1-day training.

### Worksheets/Handouts, Equipment/Materials, and Preparation

Module	Worksheet/ Handouts	Equipment / Materials	Preparation	Videos
<b>Introduction</b>	<ul style="list-style-type: none"> <li>▪ Introduction Handout, Independent Study 2 Organizational Challenges blank worksheet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agenda for the training</li> <li>▪ List of participants and instructors for the training</li> </ul>	<p><b>Instructor:</b></p> <ul style="list-style-type: none"> <li>▪ Prepare tear sheet with the following ground rules:               <ul style="list-style-type: none"> <li>♦ Be respectful of other participants and the instructors.</li> <li>♦ Share your experience and expertise with others.</li> <li>♦ Honor confidentiality.</li> <li>♦ Participate fully in each activity.</li> <li>♦ Ask questions. Make suggestions that expand the collaborative learning experience.</li> <li>♦ Turn cell phone off or on vibrate.</li> </ul> </li> <li>▪ Prepare tear sheet titled "Parking Lot."</li> <li>▪ Identify individuals who will provide opening remarks, if any.</li> </ul> <p><b>OVC TTAC:</b></p> <ul style="list-style-type: none"> <li>▪ Place a Participant Manual, highlighter, sticky notes, pen, and a name tent at each participant position.</li> <li>▪ Prepare copies of the handout, Independent Study 2 Organizational Challenges blank worksheets, one for each participant.</li> </ul>	

INSTRUCTOR MANUAL  
**Building Resiliency in Child Abuse Organizations**

Module	Worksheet/ Handouts	Equipment / Materials	Preparation	Video
1	<ul style="list-style-type: none"> <li>▪ Module 1 Handout, T-Shirt Template</li> <li>▪ Worksheet 1.1, A Day in the Life</li> <li>▪ Worksheet 1.2, What Would You Do?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supplies for the "Design a T-shirt" activity:               <ul style="list-style-type: none"> <li>◆ Variety of colored markers</li> <li>◆ A variety of adhesive decorations (stars, letters, etc.)</li> <li>◆ Clothespins (two per participant)</li> <li>◆ String (30-40 feet long)</li> </ul> </li> </ul>	<p><b>Instructor:</b></p> <ul style="list-style-type: none"> <li>▪ Preview the video.</li> </ul> <p><b>OVC TTAC:</b></p> <ul style="list-style-type: none"> <li>▪ Prepare copies of the Module 1 Handout, T-Shirt Template, one copy for each participant.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Slide 1-17</b>, show the video.</li> </ul>
2	<ul style="list-style-type: none"> <li>▪ Completed Worksheet 2.2, A Sense of Hope Work Plan Strategies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Note cards, one per participant, for the "Resiliency Challenges and Strategies" activity</li> </ul>	<p><b>Instructor:</b></p> <ul style="list-style-type: none"> <li>▪ Preview the video and select one or more role plays to show to participants (in addition to the introduction).</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Slide 2-3</b>, show the video.</li> </ul>
3	<ul style="list-style-type: none"> <li>▪ Worksheet 3.1, Implementing Change in My Organization</li> </ul>	None	<p><b>Instructor:</b></p> <ul style="list-style-type: none"> <li>▪ Preview the video.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Slide 3-7</b>, show the video.</li> </ul>
4	<ul style="list-style-type: none"> <li>▪ Worksheet 4.1, Action Plan</li> </ul>	None	<p><b>Instructor:</b></p> <ul style="list-style-type: none"> <li>▪ Preview the video.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Slide 4-4</b>, show the video.</li> </ul>