Module Title:
Subtitle (if any)
Trainer's Guide
version #
(Last updated XX/XX/XXXX)

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Suggested Citation

Lastname I and The National Training Institute for Child Care Health Consultants. Title: subtitle trainer's guide: version #. Chapel Hill (NC): The National Training Institute for Child Care Health Consultants, Department of Maternal and Child Health, The University of North Carolina at Chapel Hill; 2007.

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NOTE TO TRAINER

[Modify as needed:]
This Trainer's Guide is part of a Toolkit intended to accompany the *[Title]* Training Module. The Toolkit includes a Trainer's Guide to leading training sessions, a Slide Presentation, and materials for participants' packets.

For more information about using the NTI materials, please read "Guidelines for Using the NTI Curriculum Materials," available in the "Curriculum" section of the NTI Resources Website (accessed by entering your NTI username and password at http://blackboard.unc.edu).

TABLE OF CONTENTS [this should be automatically generated though the "Index and Tables tool]

PREPARATION CHECKLIST

Curriculum Materials:
Download the following from the "Curriculum" section of the NTI Resources Website:
☐ *[Title]* Training Module
☐ *[Title]* Trainer's Guide
☐ *[Title]* Slide Presentation
☐ *Training Checklists*

Preparation:
☐ Read the *[Title]* Training Module.
☐ Read the *[Title]* Trainer's Guide.
☐ Review the *[Title]* Slide Presentation:
    ☐ Customize slide #2 to include your name, agency, and the date of your training.
    ☐ Print the slides as overheads or load the slide presentation onto your laptop, USB drive, or a CD. Save or print a back-up copy of the presentation as well.
☐ Create a participant's packet (one per participant) per copyright guidelines:
    ☐ Copy activities, worksheets, and the evaluation form provided in this Trainer's Guide under "Materials for Participant's Packet".
    ☐ Copy the Slide Presentation as a handout.
☐ On a flip chart sheet, write out the Overview of Training Session to display in the training room (you may prefer to leave off the estimated time and training technique).
☐ On a flip chart sheet, write out the Training Objectives to display in the training room.
☐ See "Training Implementation and Logistics Checklist" (located in the document titled *Training Checklists*) for set-up tasks to do the day of the training.
☐ [add any additional preparatory tasks for activities included in this Trainer's Guide, including reminders to print copies of any applicable module appendixes or other resources]
☐ Other: _____

Equipment and Supplies:
☐ See "Equipment and Supplies Checklist" (located in the document titled *Training Checklists)* for general supplies
☐ Laptop, slide presentation, and LCD projector or overhead projector
☐ Flip chart sheet for posting Overview of Training Session
☐ Flip chart sheet for posting the Training Objectives
☐ [add any additional supplies needed for activities]
☐ Other: _____

OVERVIEW OF TRAINING SESSION

Below is an overview of the topics covered in this session.

Estimated Time	Topic	Training Technique
10-15 minutes prior to session[1]	**Registration**	-----
Optional[2]	**Introductions/Icebreaker**	[add technique, if using]
X minutes	**Overview of Training Session and Objectives**	slides/overheads
X minutes	**Opening:** [Title of activity]	[add technique, e.g. large group]
X minutes	**Presentation:** [Title of presentation]	slides/overheads
X minutes	**Activity:** [Title of activity]	[add technique]
X minutes	**Presentation:** [Title of presentation]	slides/overheads
X minutes	**Activity:** [Title of activity]	[add technique]
X minutes	**Closing:** [Title of closing activity, if applicable]	[add technique]
X minutes	**Learning Assessment**	[add technique]
X minutes	**Evaluation of Trainer**	individual

Estimated Total Time: Approx. 1 hour[3]

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[1] Not included in total time.

[2] Not included in total time. Develop activity based on participants' training needs.

[3] Add additional time if group guidelines and/or group facilitation methods need to be addressed at the beginning of the session, or if you decide to include any additional activities. For more information, see NTI's *Building Curriculum Development and Training Skills* Training Module.

TRAINER'S OUTLINE

Introductions/Icebreaker

Time	Optional
Training Technique	[add technique: e.g., large group, large group/small group, individual, etc.]
Supplies	[list any supplies needed for this activity, or delete this row if none are needed]
Instructions	• [list instructions for the trainer, such as which slides to show, or how to direct participant's to complete the activity] • If you create your own activity, remember to base it on the participants' training needs and relate it to the training session's topic.

Talking Points	• [Talking points section should include all speaking prompts and any slides to be shown. This can also include a reminder to trainers about animation slides or prompts to ask certain questions.]
	• [If there are no talking points, you may want to remove this row on the table, or prompt the presenter to add her own.]
	• [Bullet any list with more than one item; bullet should be set at .1" and text indented at .3"]
	  - [Sub-bullets or numbered lists under a bullet should be set at .3' and text indented at .5"]
	  - [No bullet is needed if there is only one item]

For More Information	See NTI's *Building Curriculum Development and Training Skills* Training Module for ideas about introductions and icebreaker activities. [Delete this row if there is no reference to additional information.]
Notes	[This section is for the trainer to write notes and should be left blank. The notes section should extend to the bottom of the page (length may vary from one section to the next).]

Overview of Training Session and Objectives

Time	X minutes
Training Technique	Slides/overheads
Supplies	- Flip chart sheet with Overview of Training Session written on it - Flip chart sheet with Training Objectives written on it
Instructions	- Direct participants' attention to the posted Overview of Training Session. - Show slides 1-3. (Slides 1-2, the title slide and customizable slide, are not printed below.)
Talking Points	**Training Objectives [Heading should be the same as the slide heading]** - Review Overview of Training Session. - Review Training Objectives. Training Objectives • Define cultural competence • Learn about strategies for building cultural competency in child care settings • Identify components of effective communication with diverse audiences © The National Training Institute for Child Care Health Consultants, UNC-CH, 2006 3
For More Information	See NTI's *Building Curriculum Development and Training Skills* Training Module to learn more about training objectives.
Notes	

Opening: [Add title]

Time	X minutes
Training Technique	
Supplies	
Instructions	
Talking Points	•
For More Information	
Notes	

Presentation: [Add title]

Time	X minutes
Training Technique	Slides/overheads
Supplies	
Instructions	
Talking Points	•
For More Information	
Notes	
Talking Points	•
For More Information	
Notes	

Talking Points	[If a reminder from the instructions is needed, add that here, in italics, e.g.: *(Trainer: remember that this is an animation slide. You may want to show only the question and then reveal the answer after you have received feedback from the group)*] •
For More Information	
Notes	
Talking Points	•
For More Information	
Notes	

Activity: [Add title]

Time	X minutes
Training Technique	
Supplies	
Instructions	
Talking Points	•
For More Information	
Notes	

Presentation: [Add title]

Time	X minutes
Training Technique	Slides/overheads
Supplies	
Instructions	
Talking Points	•
For More Information	
Notes	
Talking Points	•
For More Information	
Notes	

Activity: [Add title]

Time	X minutes
Training Technique	
Supplies	
Instructions	
Talking Points	•
For More Information	
Notes	

Closing: [Add title]

Time	X minutes
Training Technique	
Supplies	
Instructions	
Talking Points	•
For More Information	
Notes	

Learning Assessment

Time	X minutes
Training Technique	
Supplies	
Instructions	
Talking Points	•
For More Information	
Notes	

Evaluation

Time	X minutes
Training Technique	Individual
Supplies	
Instructions	• Show slide X.(Placeholder slide not printed here.) • Ask participants to complete the "Evaluation of Trainer Form" at this time. • Inform participants that the evaluations are anonymous. • Explain that the evaluation results provide you with information about the effectiveness of the training and that information collected from the evaluation will be used to improve the training. • Allow participants 5 minutes to complete the evaluation. • Collect forms.
Talking Points	
For More Information	
Notes	

MATERIALS FOR PARTICIPANT'S PACKET

Activities
[Add notes about activities included in the one hour training.] The remaining activities may be included in your training if you have additional time. Your audience analysis and training objectives will help you determine which of these activities are most appropriate for your group.

Any of the following may be printed and included in a participant's packet or as handouts to be distributed to the group. You may wish to white out the existing page numbers and write in your own, or you may print each activity on different colors of paper for easy reference by your participants.

Evaluation of Trainer
The "Evaluation of Trainer Form" at the end of this material should be printed and distributed to each participant for feedback on various aspects of your training.

Cover Page
The cover page may be printed and used as a cover page for the activities, slide handout, evaluation form and any additional materials you wish to provide as part of a participant's packet. If your participant's packet contains several activities and handouts, you may want to create a table of contents to guide participants through the materials.

ACTIVITY: [Add title]

Instructions:

Notes:

ACTIVITY: [Add title]

Instructions:

Notes:

ACTIVITY: [Add title]

Instructions:

Notes:

Trainer's Name: _____   **Date:** _____

National Training Institute for Child Care Health Consultants
Evaluation of Trainer Form

Using the rating scale below, please evaluate the Trainer's presentation skills.
1= unsatisfactory   2= below average   3=average   4=above average   5=outstanding   NA=non-applicable

Training Content						
Please rate the Trainer on the quality of the following:	**1**	**2**	**3**	**4**	**5**	**NA**
• Introduction and opening						
• Accuracy of information						
• Usefulness of information						
• Clear presentation of training objectives						
• Fulfillment of training objectives						
• Organization of training content						
• Closing						

Training Techniques: Methods, Media, & Materials						
Please rate the effectiveness of the Trainer's use of the following:	**1**	**2**	**3**	**4**	**5**	**NA**
• Flip chart						
• Handouts						
• Overhead transparencies						
• PowerPoint slides						
• Video						
• Other (specify):						
Training Techniques: Activities						
Please rate the Trainer's use of training activities on the following characteristics:	**1**	**2**	**3**	**4**	**5**	**NA**
• Clear instructions						
• Usefulness						
• Opportunities for interaction among participants						

Delivery of Content						
Please rate the Trainer on the following training dynamics:	**1**	**2**	**3**	**4**	**5**	**NA**
• Enthusiasm						
• Voice projection						
• Clarity and professionalism of voice						
• Word choice						
• Pace of presentation						
• Eye contact						

Facilitation Skills

Please rate the Trainer on the following skills:	1	2	3	4	5	NA
• Time management						
• Manner of answering questions						
• Manner of handling difficult behaviors of participants						
• Ability to engage all participants						

Please take a moment to answer the following questions:

What did you like most about this training?

What can the Trainer do to improve this training?

Was this the most effective way to present this material? Please explain.

Do you have any suggestions for other methods to present the material?

Thank you.

Title

Participant's Packet