

## ACEs Training Workgroup

## June 17th, 10:00am-12:00pm

*The purpose of the ACEs Training Workgroup is to develop and implement a dynamic training portfolio that is flexible to meet the needs of a variety of audiences. Our goal is to expand the number of community members, professionals, organizations and government officials in Arizona who are knowledgeable and are ready to take action on the following areas:*

* *The ACEs study nationally and in Arizona;*
* *The short-term and long-term impact of trauma along the age continuum from children to adults;*
* *Strategies to build protective factors within individuals and communities as part of primary prevention efforts;*
* *Resiliency and trauma-informed care strategies, skills, and resources to support those who have experienced adversity/trauma.*

**Committed goals:**

* 5/31/19 – Modules, activities, surveys and notes completed
* 12/31/19 – Hold one Train the Trainer Workgroup

Attendees: Gayle K, Sandi C, Marcia S, Luana R, Betsy W, Katie O, Erica M, Carlian D, Sanghoon Y, Kavita B

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| Time |  |  |
| 10:00am-10:10am | 1. Introductions
* Name, organization

Group norms:* Start and end on time
* Members are committed to the purpose statement
* Seek to understand and remain solution oriented
* Stay in the conversation and avoid sidebars
* Be willing to take a risk and share an idea
* Support and participate in a judgment free zone
 | Kavita and all |
| 10:10am – 10:30am | 1. Small workgroup work
	1. Sub workgroup self-selection
	2. Sub workgroup leads
	3. Revised timelines

**Modules sub workgroup** charged with:* + 1. Shifting slides
		2. Creating slight overlaps between Modules
		3. Ensuring training notes
		4. Review for clarity and flow
		5. Identification of slides that **must** be included
		6. Review with SMEs

**Trainer’s Toolkit sub work group** charged with:1. Sections
2. Exercises/activities
3. Resources
4. Notes view
5. Presentation Planning worksheet & checklist
6. Community resource and referral list
7. Certificate of completion
8. Presentation Evaluation template
9. Presentation Sign-in sheet template

*Meeting Notes:*1. *Kavita shared that we need to have two sub workgroups – one to work on the Modules as indicated above, and one to work on the Trainer’s Toolkit. Members were asked to self-select into a sub workgroup and a lead identified.*
2. *Modules sub workgroup*
	1. *Sandi to be the lead*
	2. *Other sub workgroup members: Betsy, Teresa, Sanghoon*
	3. *Sandi to check in with Luana and Carlian to see if they would like to join the Modules sub workgroup*
3. *Toolkit sub work group*
	1. *Kavita to be the lead*
	2. *Other sub work group members: Jill, Marcia, Veronica, Mark, Kavita*
4. *Update from Sandi:*
	1. *First module – data portion has been a struggle*
	2. *2nd and 3rd module now seem light*
	3. *Module 3 is pulling it altogether*
	4. *Can Module 3 be a stand-alone to be utilized for a shorter presentation to include pieces from Module 1 and 2 to meet the requests for presentations where a trainer only has 20-30 minutes. Or 60 minutes, 90 minutes?*
5. *The concept is for the sub workgroups to work on tasks in between ACEs Training Workgroup Meetings and report back to the larger Work Group during the larger monthly meetings*
6. *It will be important for Sandi and Kavita to develop timelines for task completion and it will be important for work group members to keep to the timelines in order to meet the timeline for 12/31/19*
7. *Sanghoon and group spoke about the importance of developing quality trainers as well how to screen folks that want to be trainers*
8. *Next steps – Sandi and Kavita will outreach their respective sub workgroup members to discuss and assign tasks*
 | Kavita & Sandi |
| 10:30am – 12:00pm | 1. Logistics Brainstorm and decision making
	1. Dry Run of TOT

*Clarifications: script reading of modules will be done by the Module Sub-workgroup; the TOT presentation will be developed after the Modules are done****Group decision: No need for a dry run of the TOT****Who would train? Sandi, Marcia, Kavita, Jill, Betsy, Sanghoon**What would we train? More about how to train rather than the material review; more about the “stuff” of training ACEs, Trauma, Resilience; What is this work really about, how to be a trainer, Trainer Toolkit** 1. Charging for TOT Training
		1. *The group assessed the pros and cons for changing for participants to attend the TOT.*
		2. *Pros – perception that it adds value and more professional; offsets expenses for training; less likely for no shows; benefits community (depending on how/where money goes); more commitment and responsibility on part of trainers;*
		3. *Cons – affordability may be an issue; prohibits people who don’t have resources especially in underserved communities (scholarships might balance this out); process of managing money (refunds for cancellations)*
		4. ***Group decision: The consensus of group was Yes to charge for TOT***
		5. *How much to charge – factor in training expenses – food, materials, profit; what expenses to sustain TOT across state – travel, venue;*
		6. *Decided that we need to start pricing out the costs related to holding a TOT – Kavita to research costs*
	2. First TOT Training
		1. ***The group brainstormed and agreed (decided)on all brainstormed ideas including:***
			1. *First TOT will be held late Oct/early Nov*
			2. *Who will be targeted:*
				+ *By invite only*
				+ *Experts who have been doing ACEs training and/or have been trained by Marcia*
				+ *Practicing trainers nominated by members of workgroup - (Marcia: may not have enough people from current practitioners to fill 30 slots)*
				+ *Treat this as a test run/test and learn*
			3. *How many attendees – 25-30 (group unanimous) – group decided to start smaller but also discussed the concept of in the future having a graduated approach where we train more individuals to be trainers*
	3. Expectations of Trainers – *the group did not get to this agenda item*
1. NEXT MEETING – *Kavita will send a Doodle poll for rescheduling July meeting*
	1. *Think about what to charge for TOT-Kavita and Marcia to work on a ballpark budget for a TOT*
	2. *Is a certification worth something to the people we will be training?*
 | Kavita and all |

Parking lot:

* + - * + Trainer’s agreement
				+ Cultivating a community of trainers
				+ Logging trainings
				+ Use of ACEs Connections to log trainings
				+ Can trainers charge?
				+ Where to house training materials
				+ What to do with brand new trainers – pair with veteran trainer; support for new trainers
				+ ACE Trainers charging for training organizations – decision points: leave charging for trainings up to trainers; will there be a fee scale as a recommendation for trainers to charge;
				+ Trainer toolkit – places to go for free resources (space)
				+ Having materials on a flashdrive
				+ Within training – actions for how to bring ACE/Trauma/Resilience to community to take action steps
				+ Graduated approach in number of trainers to train with each TOT
				+ Does this become a certification-how long does certification last
				+ Can Angie help with some of the logistics?

Next meeting: July 15th, 10am – 12pm **however we need to reschedule**