

## ACEs Training Workgroup

## July 9th, 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 training

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

*Luana, Carol, Lisa, Cindi, Teresa, Carlian, Kavita, Sandi, Sanghoon*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 – 10:20am | 1. Review of decisions made last meeting
	1. Sub workgroups – Modules (Sandi) and Toolkit (Kavita)
	2. We will not have a dry run of the TOT
	3. TOT Trainers will be Sandi, Marcia, Kavita, Jill, Betsy, Sanghoon, Veronica
	4. Attendees of the TOT will be charged for attendance and participation
	5. First TOT will be held late Oct/early Nov, with 25-30 attendees, invite-only and will be treated as a ‘test and learn’
	6. TOT attendees will be targeted towards those who have been training on ACEs and TIC, nominated by the workgroup
	7. Subsequent TOTs will allow for a larger number of attendees
 | Kavita & Sandi |
| 10:20am – 11:15am | 1. Logistics Brainstorm and decision making
	1. Charging for TOT Training

*Team reviewed the proposed budget. Lunch is ‘on your own’ for training participants. This has not been decided.* *Need a Supplies line item.**Snacks line item needs to be increased for a full day training to potentially a $100.**Add a cost per person row.Lingering questions:** + - * + *Is this a certification with a time constraint to have a recertification?*
				+ *What are our expectations of trainers?*

*Should this be a source of revenue stream for the ACE Consortium? Work group members felt that the TOT should be a source of revenue and that it is time to formalize our movement and take steps to step up from the grass roots movement that this has been historically. As a Consortium, we are in this transition.* *Sanghoon – we need to have a core team who will provide the certifications. Who will review the materials ongoing? Who will be doing the follow-up?**Luana – a need to look at providing scholarships. We need to take it to the next level. We need to be the authority in the community.* *Jill – somebody has to track the recertification.* *Lisa – to be self-sufficient, from the profit, allocate a certain % of that so that we have our own scholarships available.**All thumbs up – revenue stream.**Mix thumbs – certification process with recertifying.* *Need more discussion on whether to pay the trainers.* * 1. Expectations of Trainers

*Workgroup brainstormed our own expectations of trainers**Expected Qualifications of Trainers:** + - * + *Experienced and knowledgeable about what ACEs is*
				+ *Foundational knowledge on cultural competency and neuroscience*
				+ *Foundation in facilitation of training (do we need to eventually train on this?)*

*Once trained, ACE Consortium Expectations of Trainers:* * + - * + *Minimum reach whether it’s a number of people or organizations*
				+ *Maybe the initial training they provide is free – or the first three are free or charge*
				+ *Reach a diverse audience*
				+ *Know your areas of expertise in who you can train. Trainers understand their limits and know to tap into the network of trainers who can train special populations.*
				+ *Humble, honest, committed, passionate*
				+ *Self-care and self-regulation as a lifestyle – do what ACEs teaches*
				+ *Start from within*

*Other thoughts:** + - * + *Do we want to have an application process? Workgroup is leaning towards this.*
				+ *Do we list trainers on the website? List their areas of expertise.*
				+ *How do we want to track our trainers? And the trainings they do? How many people they train? Characteristics of agencies interested in trainings.*
				+ *What is our statewide reach for each year? What is our target? This helps us become intentional to move the needle on this work. This helps us determine who applies to our expectations of our trainers. We could do this for our first TOT. This gets rolled into a Memo of Understanding.*
				+ *We need to offer TOT in rural and tribal areas of the state. At that point, you may need to have a stipend for travel and lodging.*
				+ *Our first TOT – we may need to train folks on ACEs, TIC and Resilience – rather focus on facilitation skills. Subsequent training will need to include the knowledge base of ACEs.*
				+ *Idea - have participants complete modules ahead of time – this could be cultural competency.*

***Task:*** *Carlian and Cindi to start put together a first draft of expectations of trainers.*  | Kavita and all |
| 11:15am – 12:00pm | 1. Sub workgroup time

*Workgroup members divided into their respective sub workgroups: Module sub workgroup and Toolkit sub workgroup.***Modules Sub workgroup***Recommendations:**Include different “tracks” of scripting for subject literacy – lay; mid; expert**Each module has 50+ slides.  As modules were being developed, the general consensus was to include everything and pare down slides later.  Group recommended keeping all 50 slides and let trainers use the slides (in addition to the Essential Slides) they prefer.**Sandi shared that slides are very content heavy and there is a need to add activities/videos to break up content and lighten up presentations.  Luana recommended adding some slide animation to modules to help make them more visu**Lisa will share an activity with kinetic sand. Sandi to send activity description sheet.**Sandi to add and send link for Google Drive to Kelly, Shayla, Lisa and Cindy.**Goal for today’s meeting** *talk thru and update new members on module development*
* *identify who will work on which modules*
* *focus of work is to get a sense of slides & which ones to designate as  essential slides*

*Sandi to create a document for feedback & put on Google Drive for input as group provides feedback.  Identify slide #; identify change/addition; identify contributor**Next step after core essential slides, identify scripting at 3 levels – lay, middle, &  expert**Reviews and feedback input on document on Google Drive by August 15.  Sandi to incorporate changes before the August ACE Training Workgroup meeting.***Toolkit Sub workgroup***Need to review the current content to see what is missing and what needs to be beefed up.**Clarified that the first section is more of a facilitator 101**Brainstorm on our goal of the Trainer’s Toolkit:** + - * + *Include resources video clips, activities, book clips*
				+ *Include Modules*
				+ *Everything a trainer would need to know*
				+ *How to respond to requests for training*
				+ *Everything you need to* ***have*** *to do the training*
				+ *Includes a checklist*
				+ *How to reach out to other TOTs for assistance*

*Ideas/discussion:** + - * + *Create quick tip sheets with reference to more information in the addendum so that the toolkit is more functional and serve as a ‘grab and go’*
				+ *Creating a living document online so that trainers always have access to an updated version – online link or the use of a QR code*
				+ *Importance of creating tools that meet the varying needs of trainers*
				+ *Shared that a draft of a training certificate is available, as well as a sign-in sheet*
				+ *Also shared that the larger Training workgroup has already approved the Training Evaluation – just awaiting the learning objectives of each Module to slot into the training evaluation*
				+ *We need all hands on deck to execute and finalize the Trainer’s Toolkit*

*Next steps:** + - * + *Kavita will share the google drive links to the Trainer’s Toolkit, training certificate and sign-in sheet with the sub workgroup members*
				+ *Sub workgroup members will: review current content; make any edits; and assess for what is missing. Kavita will assign a due date that falls before August 19th. The due date will signal to sub workgroup members to pause editing and review everybody’s work and bring thoughts to the next subgroup meeting.*
 | Kavita and Sandi |

**NEXT MEETING: August 19th, 10am-12pm**

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)
				+ 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?