

## ACEs Training Workgroup

## October 21st, 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:**

* 12/31/19 – Hold one Train the Trainer training

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| Time |  |  |
| 10:00am-10:10am | 1. Introductions  * Name, organization   *Kavita, Marcia, Angie, Jill, Sandi, Veronica, Gayle, Dr. Gandhi, Lori, Katie, Erica, Cindi, Carol, Jill, 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 – 10:30am | 1. Updates    1. Trainer’s Agreement – Board – attorney   *Kavita provided an update on the Trainer’s Agreement (agreement between a certified trainer and the organization requesting training) – Board approved the need to have this reviewed by an attorney. Attorney from Vitalyst TAPAZ has been sought out for legal review and assistance.*   * 1. Modules – done      1. Quick note on adjusting slides   *Update from Sandi.* *Modules* *are done. Updating format. Trainers can customize modules through handouts but will not be able to edit the slide deck. They will be locked. Cannot add or takeout anything from the slides. There are currently 30-35 essential slides per module. Each Module is about 50-60 slides. Module 2 is the biggest one. Trainers must provide the 30-35 essential slides to be counted as an ACEs Training. Cindi and Kavita will update the trainer’s Agreement to ensure it aligns with Sandi’s update. Discussed the option of having a 20 minute version of the training. Decided to not count those as official ACE trainings for now. May look at tackling this as part of a version 2.0. Idea to have ACE Consortium presentations vs. training. November TOT is a test and learn. Importance of how to train trainers on how they talk about the training with those requesting it. We may need to have a standard description of each Module and the three in its entirety. Sandi/Kavita to add descriptions this into the Toolkit and include Learning Objectives, and what the trainer will provide.*   * 1. Trainer’s Toolkit – finishing up   *Kavita updated the group that the Trainer’s Toolkit is almost completed. There are pieces to wrap up but assignments are completed. We need to do a final read, and make sure everything is in alignment with what is mentioned verbally in the TOT training.*   * 1. Website support – AZ ACEs website, training area, protected sign-in area for trainers   [*www.azaces.org*](http://www.azaces.org) *has been set up with a password protected area. Angie is actively working with the website developer. We have a page that describes the training and allows the public to request training. Trainers have an area that they can access protected training materials, including the modules.*   * 1. TOT Trainer’s prep session – 10/24 (invite only) TOT Training date – 11/18 (invite only)      1. TOT session for workgroup members   *Kavita updated the group that the TOT Trainers are attending a prep session on 10/24 to prepare for the upcoming TOT session. TOT Trainers will offer an abbreviated session to workgroup members in January so that they do not have to attend 11/18, as that will be reserved for those on the invite list and workgroup members do not have to sit through the whole training.* | Kavita    Sandi |
| 10:30am – 11:00am | 1. Agreement between trainer and organization requesting training   *DeAnn and Carol developed an agreement between the Trainer and the organization requesting training. This works as a template that can be filled in. Workgroup reviewed the draft. There are items in red; branding (can a trainer’s logo be added to materials?), do we leave items around CEUs?  Issue of payment negotiation is not included.  Discussion around co-branding. Decision to allow trainers to add their name/logo to the slide deck. This needs to be added to the Trainer’s Agreement – Kavita to add.  Discussed how organizations will market the training. Decided that this is on the Trainer’s Checklist – trainers should discuss this with the requesting organization. Kavita will add this to the Trainer’s Checklist and also add this to Toolkit – what will this training provide? And what does it not provide? Kavita/Cindi to add ‘comprehensive professional training’ language to the Trainer’s Agreement.  Decided that this agreement is a template for trainers to utilize – it is not required for use.  Sandi clarified that all of the videos are embedded in the Modules (and do not dependent on wifi/internet access). Carol will edit the draft with feedback from the workgroup.*  *Group decided to call it a Community Training Agreement Template.*  *Workgroup had a discussion on whether trainers can charge. The six options include.*   1. *Must be free* 2. *Can charge to cover costs* 3. *Can charge to cover costs plus a trainer fee for their time – if you cannot meet the fit of the requesting organization, refer the organization back to Az ACEs Consortium to find the best fit of trainer (from specialist to cost)* 4. *ACEs Consortium set a flat fee for ranges of attendees* 5. *ACE Consortium receives the funds and the Consortium pays each trainer for the hard costs* 6. *Provide a limit to how much a trainer can charge per hour or per module*   *Workgroup discussed each option.   Workgroup decided that trainers can charge to cover costs plus charge a trainer fee for their time. If trainers cannot meet the fit of the requesting organization, the trainer must refer the organization back to Az ACEs Consortium to find the best fit of trainer (whether it’s due to needing a specialty training or due to cost). Trainers have the option to not charge at all.*  *Community needs to understand that training costs are variable. Need to communicate this on the website. Need trainer bios on the website (can a requestor request a specific trainer?) – Kavita to follow up with Angie on these pieces and build into the website.* | Carol & DeAnn |
| 11:00am – 11:30am | 1. TOT invite list    1. Review current list    2. Populate and/or plan to populate/invite    3. Plan to send out invites   *Kavita to add individuals nominated by Katie and Dr. Gandhi. List needs more names. Original intent is for Nov 18th first TOT to run as a Test and Learn and have current ACE trainers attend. Clarified that current ACEs trainers can continue to train without attending the Consortium TOT.  Feedback from the group that they would like to attend the Nov 18th TOT session. Discussion around the need to pivot to include current workgroup members and also include those embedded in the ACEs work (not necessarily training). Also perhaps discount the cost just to cover costs.  Workgroup decided to complete the ACEs TOT Invite List by this Friday – workgroup members to populate themselves and any others (participants do not need to be active ACE trainers). Decided that we would explore having the cost of the first TOT just be to cover the costs. Expand to include those from industries that might not be current ACE trainers. Kavita to outreach other portions of the state.* | Kavita |
| 11:30am – 11:45am | 1. What’s next?    1. Nov 18th meeting – **canceled**    2. Dec 16th meeting – debrief the TOT    3. Jan 20th meeting – start planning for the next calendar year – what do we want to accomplish this next year? |  |