

Overview for Trainers

Background Information:

Serving on Groups that Make Decisions: A Guide for Families (“the Guidebook”) is a tool to help build leadership skills in families and other individuals who are interested in or currently serving on decision-making groups. It was developed in Wisconsin as part of the Wisconsin Department of Public Instruction State Personnel Development Grant in partnership by Wisconsin Family Assistance Center for Education, Training, and Support, LLC and Wisconsin Statewide Parent-Educator Initiative.

The Guidebook was developed in response to a growing need expressed by families who were serving on decision-making groups. These families reported feeling somewhat unprepared to serve in this type of leadership role, and accordingly did not participate as actively as they would have liked. A dynamic group of stakeholders was convened to examine this issue in greater depth. What emerged from the stakeholder process was the identification of a number of key competencies which form the foundation of effective shared decision-making groups.

Serving on Groups was first published in 2011. In 2015, a 2nd edition was printed with an enhanced data section. This is the 2nd edition of the trainer’s manual. Besides the Guidebook and trainer manual, there is also a website (www.servingongroups.org) where anyone can go to register for upcoming webinars, view an introductory video of the Guidebook, take part in online modules, and download individual sections of the Guidebook in English or Spanish.

Intended Audience:

- Anyone interested, especially families, in becoming an effective member of a decision-making group.
- Anyone on a decision-making group who would like to increase participation or prepare for new roles within the group.
- Anyone facilitating a decision-making group to help increase group participation and effectiveness.

Purpose and Goal of the Training:

The purpose of the training curricula is to help individuals better understand and internalize the content contained within the Guidebook. The goal is that with this increased understanding and information, individuals will have an increased level of confidence to actively and effectively participate in decision making groups.

The guidebook is for anyone who wants to make a difference in their community and the lives of children and families by serving as a member of a decision-making group.

Training Objectives:

- Build an understanding about decision-making groups
- Learn about the principles that guide shared decision-making and the processes groups use
- Gain strategies to help you confidently and actively participate in a decision-making group
- Familiarize yourself with the Guidebook resource and the contents within it

Materials Needed for this Training:

Everything you need to conduct a training is contained within this manual except the actual Guidebook and some additional office supplies. It includes the PowerPoint presentation with procedural directions, speaker notes, participant activities and handouts, promotional materials, and presenter resources. Video clips are also included in the presentation. Trainers will need to have access to the internet and to speakers to incorporate the videos.

A list of culturally responsive protocols and comprehensive training activities are included in the introduction to the trainer's manual. We recommend trainers review and incorporate them into their presentation as they see fit.

Additionally, everything contained within this manual has been placed on a flash drive and on the Trainers page of the www.servingongroups.org website.

It is highly recommended, but not necessary, to have copies of the Guidebook for training participants. If there are no available copies of the Guidebook for everyone in your presentation, make sure to bring your copy of the Guidebook to the training or download it from the www.servingongroups.org website.

Training Options:

This training manual includes a variety of materials to assist you in presenting an engaging workshop for your attendees. The training was designed to be flexible and customizable based on time restrictions and the general knowledge level of the audience. The length of time it takes to present the training will also vary depending on the amount of time allowed for questions from the audience and the activities used.

This presentation was designed first and foremost for in-person trainings. Although it is preferred, it is not always possible to conduct in-person trainings due to time, cost, travel, etc. There are modifications to the activities on how it could possibly be used within an online format such as a webinar. It is recommended that trainers take the time to investigate the options for interactivity for participants on their online webinar platforms.

It is also suggested that real-life examples should be included as much as possible throughout the training. As a trainer, review the material to reflect on where you can incorporate your own examples. Depending on the sections, examples can include personal or professional stories, news articles, website links, and copies of agendas, meeting minutes, and written guidance.

Below are presentation options with estimated times.

- Sectional Presentation (number of slides varies): Approximately 45-90 minutes
 - ◊ All slides within a chosen section of the Guidebook
- Multi-Sectional Presentation (number of slides varies): Approximately 4-8 hrs
 - ◊ Personal Skills (Sections 1, 2, 6, 7, 8)
 - ◊ Group Skills (Sections 2, 3, 4, 5, 6)
- Complete Workshop Training (133 slides): Approximately 1.5-2 days
 - ◊ All slides, activities and handouts

Evaluations

Participant evaluations are an important component of any training. There is one evaluation form within this training guide. It is for all presentations.

Distribute and collect evaluation forms from all participants and send copies to WI FACETS by email to cstagge@wifacets.org, by fax at 414-374-4655, or by postal mail to WI FACETS, 600 W. Virginia St., Ste. 501, Milwaukee, WI 53204.

Questions?

If you have any questions regarding the training curricula, contact:

WI FACETS: 877-374-0511