

TIP SHEET: Training the Trainers



1. Identify the people in your organization who will make the best trainers.

It can be tempting to choose professionals who are already highly skilled in the subject that you want them to teach, but you may want to consider doing this only when you have information that needs to be explained by an expert.

Often, it can be better to choose trainers who are able to teach, and who are able to relate to others effectively. If your information doesn't need to be explained by an expert, these "soft skills" can be far more important than technical knowledge.

Choose professionals who:

- *Have empathy*
- *Are respected by their peers.*
- *Have high emotional intelligence*
- *Are good communicators.*
- *Have strong public speaking skills and able to facilitate group activities.*



2. Clarify Goals and Metrics

When your future agency CANS/ANSA trainers have completed their own training, what skills, knowledge, and behaviors should they be able to demonstrate? How will you know whether they're proficient in these areas?

**Examples of tools and metrics for measuring proficiency: Bloom's Taxonomy of Educational Objectives, ABDC Objectives model; Fixsen implementation research*



3. Organize Active Learning Activities and Learning Tool Kits

- ✓ **Customize Tools : CANS/ANSA 101 presentation offered by provider collaborative for all CANS/ANSA Tools**
- ✓ **Offer Learning Tool Kits: Manuals, TIP Sheets for certification and application of tool (structured interviews, 9 key questions)**
- ✓ **Structure 3 hour CANS/ANSA 101 Trainings**
- ✓ **Coach trainers on how to facilitate the vignette discussions and other active training techniques (role plays, perceptual positions)**

4. Mentor the Trainers

Once you identify trainers, set up tools and structure of training, and when trainers have finished their John Lyons Train the Trainer Live Sessions, offer following mentoring activities:

- *Invite to shadow provider collaborative 101 trainings and co-train*
- *Offer shadowing by other expert trainers in-house for peer to peer coaching on training soft skills*

5. Evaluate the Results

Create feedback surveys for trainings and track certification results following trainings through the canstraining.com certification website.