



Feeling Safe, Being Safe Train-The-Trainers' Guide

How to be a Successful Trainer



Department of Developmental Services Consumer Advisory Committee



Think



Plan



Do

The California Department of Developmental Services (DDS) Consumer Advisory Committee (CAC) is made up of fifteen peer advocates representing all of California. They advise DDS on a range of issues impacting themselves and their peers. As self and peer advocates, the CAC provides leadership through example by creating and field testing instructional tools that demonstrate self-determination.

The CAC vision statement, “My Life, My Way” drives their advocacy work. The committee values include: People can achieve the life they want; a personal mission supports meaningful decisions; inspirational leadership is effective; effective leadership requires being a role model.



The CAC began a leadership project in 2006 to create materials that are shared throughout the state, called ***Leadership Through Personal Change***.

CAC members identified four areas they believe are important to enriching the lives of Californians with developmental disabilities: *Planning and Decision Making, Taking Care of Yourself, Making Goals Happen and Listening and Speaking*.

The CAC uses **Think - Plan - Do** to make decisions.

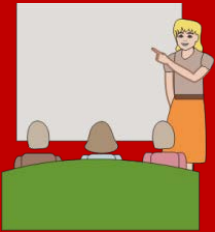
THINK ... about what is important and why,

PLAN ... steps necessary to accomplish goals, and

DO ... what the plan indicates with support as needed.



Feeling Safe, Being Safe Train the trainer

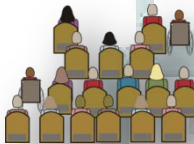


The Department of Developmental Services Consumer Advisory Committee created the Feeling Safe, Being Safe Train-the-Trainer project.

It is offered to peer advocate leaders who want to teach community members and service providers how to use the Feeling Safe, Being Safe tools to help them be prepared, in case of an emergency.

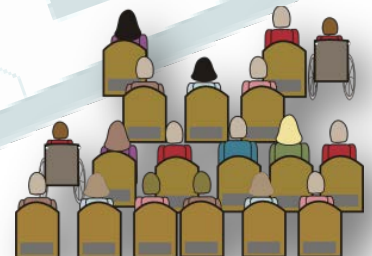


By completing this training and assignments, you can become a certified *Feeling Safe, Being Safe* Community Trainer.



As a Feeling Safe, Being Safe Community Trainer you will train community members or service providers.

These people will then complete their own worksheet, magnets and emergency kits. Also, they will be ready to help others use the tools so more people in California will be prepared.



Let's Learn, Create and Be Prepared.

Feeling Safe, Being Safe Trainer

BEING PREPARED IN AN EMERGENCY:

- Helps you be in control.
- Helps you stay calm.
- Helps you be safe.
- Helps emergency response people.

The Feeling Safe, Being Safe Train-the-Trainer project will show you how to use the tools so you are prepared.



AS TRAINERS YOU WILL LEARN TO:

- Use the Feeling Safe, Being Safe tools.
- Be an example.
- Be a successful trainer.
- Have a professional image.
- Plan and organize your training.
- Write your training script.

Training Areas and Tools

TRAINING AREAS

1. Learn to use the Feeling Safe, Being Safe tools.
2. Create your own emergency plan.
3. Plan and organize your trainings.
4. Create your training script.

FEELING SAFE, BEING SAFE TOOLS

- Worksheet
- Magnet
- DVD
- Training Agenda
- Instruction Sheet
- Training Evaluation form

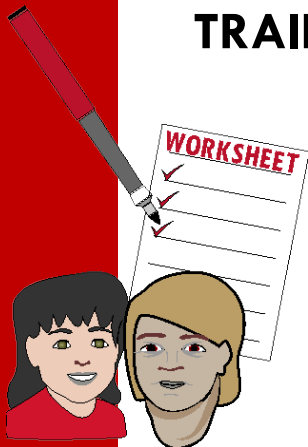
TRAIN-THE-TRAINER DVD TEACHES HOW TO:

Complete the Worksheet and Magnet.

Put an emergency kit together.

Plan a training session using the tools.

Ways to help the audience.



Being a Prepared Leader

CAC BELIEVES BEING A LEADER MEANS:

THINK about what you want to do, create the **PLAN** to get there, and **DO** – take action.

THINK

What will help you be in control during an emergency?
What is needed to be safe in an emergency?

PLAN

(1) The Worksheet:

Include all important information.
Fill out the worksheet completely.
Get support, if needed.



(2) The Magnet:

Use information from the completed worksheet.
Fill out the Magnet - *Use a permanent marker!*



(3) Home Emergency Kit:

Use information from the completed worksheet.
Put the completed worksheet in the emergency kit.
Get support, if needed.



DO

TAKE ACTION AT HOME:

Post the Magnet where people can see it.

Put the Worksheet in the home emergency kit.

Make sure items in the emergency kit are current.

Put the emergency kit in a place easy to find.



Feeling Safe, Being Safe Tools

The **RED FOLDER** contains the tools and information that will help people be prepared and - you be a successful trainer.



Worksheet
Magnet
DVD
Training Agenda
Training Evaluation



(1) WORKSHEET:

Write important medical information.
Check off list of what goes in the kit.
Write important phone numbers for responders.

(2) MAGNET: [*use permanent marker*]

Use information from the worksheet to complete.
Post in a place where responders can find it.

(3) DVD:

Shows why it is important to be prepared.
Shows how to complete the Worksheet.
Shows where to post the Magnet.
Where to put the home emergency kit.

(4) TRAINING AGENDA:

Community Training Agenda.
What your audience will hear and learn.

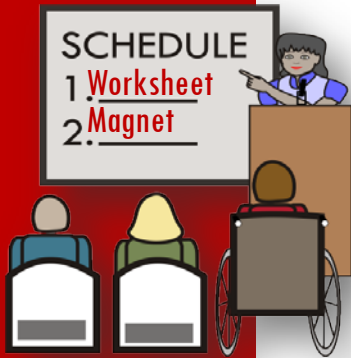
(5) EVALUATION:

What the audience thought of the training.
Ideas to make the training better.

Planning and Organizing

BE THE EXAMPLE

KNOW YOUR MATERIALS!



You have now used the Feeling Safe, Being Safe Worksheet, Magnet and made an emergency kit.



As a trainer, you must know your material and have experience with the training tools.

You will be a real-life example when training other people to be prepared.

Training Tips

Training Day

TRAINERS:

- Are relaxed and don't talk too fast.
- Ask questions to see if people understand.
- Listen to what people say.
- Are patient and positive
- Train by example.
- Help people 1:1 if they need support.

After the Training

MORE TIPS

FOLLOW UP

- Send an email or call the contact person to thank them for having you.
- Fulfill any promises you made at the training.
- Send completed training evaluations to DDS.





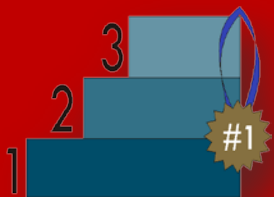
Department of Developmental Services
Office of Human Rights and Advocacy Services
1600 9th Street, Room 240 MS-15
Sacramento, CA 95814
Telephone: 916.654.1888

FEELING SAFE, BEING SAFE



Community Training AGENDA 2 Hours

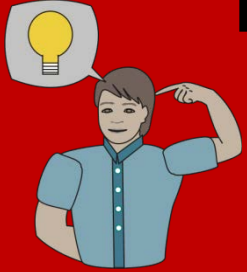
1. Welcome and Introductions
2. Feeling Safe, Being Safe Tools
3. Watch DVD  and Discussion
4. Make & Take: Worksheet & Magnet
-  **BREAK**
5. Group: Make a Sample Kit
6. Getting Support
7. Next Steps and Closing



Feel Safe – Be Safe!

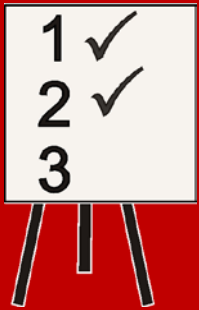
Training – Good Practices

THINK



What group will you train?
Where will the training be held?
How many people will attend?
What materials will you need?
What about your professional image?
What support and transportation will you need?

PLAN



Put the training date and location on your calendar.
Get the name, phone number of a contact person.
Confirm date and time before training day.
Make sure a DVD player is available.
Make sure your support person can help out.
Arrange transportation to arrive early.

DO

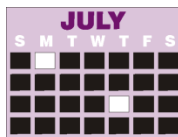


Arrange to have your tools sent 2 weeks before.
Complete and send DDS the “ORDER FORM”.
Have your script and training materials ready.
Arrive early for the training.

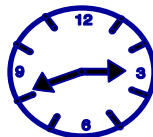


Training Planner

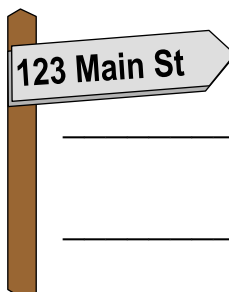
A. Date:



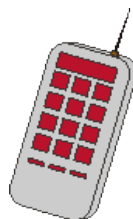
B. Time:



C. Address:



D. Phone:



E. Contact Person:

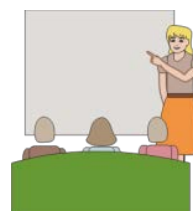


F. Equipment:

DVD player/TV ☐

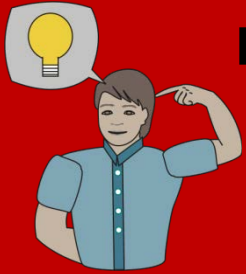


LCD Projector ☐



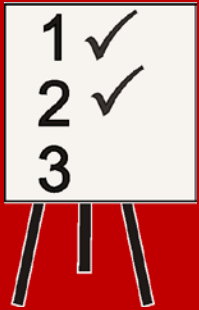
Your Image – Good Practices

THINK



Care about yourself and what you look like.
Have something important to say.
Be prepared and ready.

PLAN



Choose professional clothing.
Be well groomed.
Have your clothes ready to wear the night before a presentation.
Take accessories (watch, briefcase, business cards)
Use support, if needed.

DO



Have a professional image
Be organized and prepared
Arrive early at the training location to set up
Have FSBS tools ready to pass out
Have your DVD ready in the player.
Follow the agenda and your training speech.
Support your audience to learn.
Collect your training evaluations.



Professional Check List

1. MY TRAINING

- ☐ My speech is written so I can read it.
- ☐ I practiced.
- ☐ I have things to help me with my training.
(Pictures, PowerPoint, a helper)

2. Confirm Before The Training Day:

- ☐ Time and date.
- ☐ Location, room and directions.
- ☐ How many people will be there.
- ☐ The equipment will be set up and ready.
- ☐ The room is already set up.

3. MY PREPARATION:

- ☐ I ordered enough folders for the audience.
- ☐ I called to confirm my training time.
- ☐ My transportation is arranged so I can be early.
- ☐ My facilitator is coming.

4. TRAINING DAY - BRING WITH ME:

- ☐ My briefcase and Feeling Safe, Being Safe tools.
(Red folders, emergency kit supplies, agendas)
- ☐ My training notebook with my speech and notes.

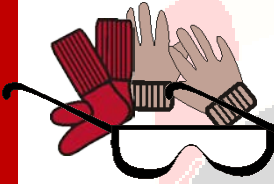




Feeling Safe, Being Safe Emergency Kit Supply List

1. FEELING SAFE, BEING SAFE WORKSHEET

2. PERSONAL ITEMS



Socks, underwear, pants, shirt, hat, gloves
Adaptive equipment

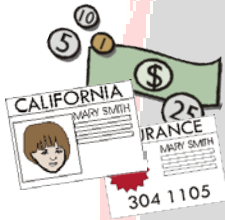
List of medications and/or (3) day supply

Toothbrush, paste and deodorant

COPY Medical Insurance cards

COPY of Identification cards

Money - dollars and coins



3. FOOD AND WATER



Water – 3 day supply

Granola or protein bar

Canned food with *self opener*

4. EMERGENCY SUPPLIES

Whistle



Flashlight and radio with extra batteries

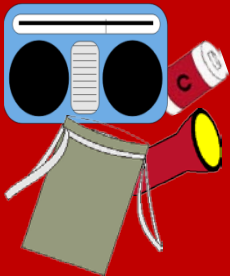
Garbage bags

Emergency raincoat and blanket

Roll of Duct Tape, All-Purpose Tool

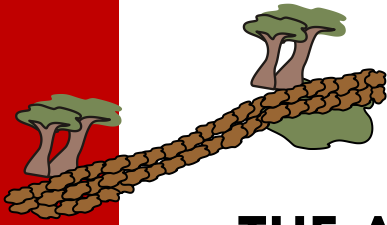
Hand sanitizer wipes

First Aide Kit with disposable gloves



5. PET/SERVICE ANIMAL SUPPLIES

Zip-lock bag of dog and/or cat food



TRAINING AGENDA

THE AGENDA IS YOUR PATH TO A SUCCESSFUL TRAINING.

1. The agenda includes all the information your audience needs to use the Feeling Safe, Being Safe tools.
2. The trainer follows the agenda.
3. The trainer creates a script for each section of the agenda.

THE FEELING SAFE, BEING SAFE TRAINING IS DIVIDED INTO 7 SECTIONS

- a. Welcome and Introduction
- b. Feeling Safe, Being Safe Tools
- c. Watch the DVD and Discussion
- d. Make and Take – Worksheet and Magnet
- e. Making a Sample Kit
- f. Getting Support
- g. Next Steps and Closing

The Training Script

TRAINING SCRIPT

A professional Trainer:

1. Has a script prepared for each training session.
2. Uses a 3-step guide to help write the script.
3. Practices the speech.
4. Is prepared on the training date.

#1

INTRODUCTION

Your name and why you are here today

The reason why this training is important.

What you are going to do today.

#2

MAIN BODY

Explain what is important to know.

Review the key facts.

If you plan an activity, explain and do it.

#3

ENDING

Go over what you told people.

Review the key points.

Writing the Script

WRITING YOUR SCRIPT HELPS YOU

- Stay on track.
- Complete the agenda.
- Learn the materials you teach others.
- Feel confident and be successful.



1
Welcome & Background

Training Agenda Script

#1 Introduction

#2 Main Body

#3 Ending

My Training Script

Name: _____

1

Welcome & Background

2

Feeling Safe Tools

3

Watch DVD

4

Make and Take

5

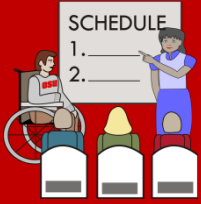
Sample Emergency Kit

6

Getting Support

7

Next Steps and Closing



1

Welcome & Background

Training Agenda Script

#1 Introduction

#2 Main Body

#3 Ending

2

FSBS Tools

Training Agenda Script

#1 Introduction

#2 Main Body

#3 Ending

Training Agenda Script

#1 Introduction

#2 Main Body

#3 Ending

4

Make & Take

Training Agenda Script

#1 Introduction

#2 Main Body

#3 Ending

5

Sample Emergency Kit

Training Agenda Script

#1 Introduction

#2 Main Body

#3 Ending

6

Getting Support

Training Agenda Script

#1 Introduction

#2 Main Body

#3 Ending

7

Next Steps & Closing

Training Agenda Script

#1 Introduction

#2 Main Body

#3 Ending

Making a Presentation

#1

INTRODUCTION

Tell people your name.

Where you are from.

The reason why this training is important.

What you are going to do today.

#2

MAIN BODY

Provide the information.

Explain what is important to know.

Tell why it is important.

If you plan an activity, explain and do it.

#3

ENDING

Go over what you told people.

Review the key points.

1

Welcome & Background



Training Agenda Script

#1 Introduction

My name is Sam.

I am a member of the Consumer Advisory Committee of the Department of Developmental Services.

We created the Feeling Safe, Being Safe tools so people across California would be prepared in an emergency.

Our training will teach you how to use these tools so you can Feel Safe and Be Safe and show others how to be prepared.

#2 Main Body

Every year, people are in situations that could be dangerous, especially if they have not planned what to do ahead of time.

Our Feeling Safe - Being Safe training shows you how to make your own plan and emergency kit, in case of an emergency.

QUESTION FOR AUDIENCE:

Why is it important to be prepared?
(Get answers from the audience)

#3 Ending

You will learn how to be prepared yourself and how to help other people use the Feeling Safe, Being Safe tools.

After completing today's training, it will be your job to teach others how to be prepared, too.

And it will be fun!

Training Agenda Script

#1 Introduction

To be successful trainers, we use a process from the Consumer Advisory Committee, called **Think, Plan, Do**.

Let's look at your **RED FOLDER** and the Feeling Safe, Being Safe materials we have for you.

They will guide our learning today.

#2 Main Body

There is a **Worksheet and Magnet**. These will help you:

1. **THINK** about what to do to be safe where you live.
2. Make your own **PLAN** to be prepared.
3. **DO** it, take action on your plan, and put together an emergency kit for your home.

There is also a DVD that shows how to do it.

#3 Ending

With these tools, and using **Think, Plan, Do**:

You can be prepared in an emergency.
AND train others how to Feel Safe and Be Safe.

Training Agenda Script

#1 Introduction

Now we will see the Feeling Safe, Being Safe DVD that shows how to use the worksheet, magnet and emergency kit. Then we will talk about it.

(Watch the DVD)

#2 Main Body

In the DVD, you saw Sam. Sam wants to be in control.

Think - First, **Sam thought about what?**

(Get answers from the audience)

Plan - Then **Sam made a plan.**

How did Sam do it?

(Get answers from the audience)

Do - Next, Sam put it into action.

What happened next?

(Get answers from the audience)

#3 Ending

Sam made sure the Worksheet was finished.

Important information was on the worksheet.

The Magnet was put on the refrigerator.

The Emergency Kit was in a place easy to find.

4

Make & Take

Sample

Training Agenda Script

#1 Introduction

As successful trainers, it is important to be real-life examples.

So first, you need to use the Worksheet and Magnet yourself to learn how to be prepared.

Then you will know how to teach other people.

Now

Take out your Worksheet and Magnet. Make your plan by filling out the Worksheet and Magnet. If you do not know all the information needed for your Worksheet – find out when you get home and finish it.

(Time for audience to fill out worksheets and magnets)

AFTER PEOPLE FINISH

Did you learn anything new?

(Get answers from the audience)

Do you need to complete your Worksheet at home?

(Get answers from the audience)

Where will you put your Magnet?

(Get answers from the audience)

5

Sample Emergency Kit

Sample

Training Agenda Script

#1 Introduction

Now you will get experience putting together an emergency kit that is also kept in your home.

This will give you practice so you can show others how to do it.

1. Think about what needs to go in the kit.
2. Use your Worksheet to guide your plan.
3. Work in teams of 4 people and take turns.

(Time for groups to make sample kits)

AFTER PEOPLE FINISH

Did you learn anything new?

(Get answers from the audience)

Where will you put your kit so it is easy to find?

(Get answers from the audience)

Important to remember:

Check your medications so they don't expire.

6

Getting Support

Sample

Training Agenda Script

#1 Introduction

As leaders, it is always important to get the support you need. It is also important to support others so they feel comfortable, and learn how to use the Feeling Safe, Being Safe tools.

#2 Main Body

Who can you ask to help you finish your Worksheet, Magnet and Emergency Kit?

(Get answers from the audience)

What are some good ways to help other people complete their Feeling Safe, Being Safe tools?

(Get answers from the audience)

Here are some ideas:

- Ask if they understand or need help.
- Listen to their concerns and answer questions.
- Give 1-to-1 help, if needed.
- Be positive about staying safe.
- Be patient.
- Thank them.

#3 Ending

Now, you have a worksheet, a magnet and know how to make your own emergency kit. You are ready to show others how to be prepared and be safe.

7

Next Steps & Closing

Sample

Training Agenda Script

#1 Introduction

By using the Feeling Safe, Being Safe tools yourself, you see how important they can be in an emergency.

#2 Main Body

Worksheet - has important information others need to know so they can support you to be prepared.

Magnet - tells emergency people and First Responders important information so they can help.

Emergency Kit - has important things you need to be safe at home or if you have to evacuate (leave to go to safe place).

Remember - Put your Worksheet in a ziplock bag in the kit.

#3 Ending

Now, YOU are prepared using the Feeling Safe, Being Safe tools. Now you can teach others how to be prepared, too.

Thank you for your time today. I hope you enjoyed my training.

(Reminder)

1. Make sure your name is on the sign-in sheet.
2. Fill out the training evaluation form.

GETTING SUPPORT



Arrange for someone to help you prepare for your training presentations.

Let your support person know what their role is and how they can help you.



SOME IDEAS CAN INCLUDE:

1. Listen to you practice your script.
2. Call and confirm training arrangements.
3. Order training materials from DDS.
4. Help on the training day.
3. Send evaluations and sign-in sheets to DDS.
4. Help arrange your transportation.
5. Assist you with your professional image.



For the Support Person Completing the Worksheet



FACILITATION

A facilitator can provide you support in completing the Feeling Safe, Being Safe tools.



QUICK TIPS FOR FACILITATORS:

1. Be patient and take things slowly.
2. Listen to the person.
3. Be positive.
4. Talk about why it is important to be prepared.
5. Help complete the Worksheet and Magnet.
6. Help put the kit together (do it as a team)
7. Acknowledge the person when completed.
8. Make copies of important papers for the kit.

Preparation and Training

Important to have for a successful training

BEFORE TRAINING DATE

1. Packet Request Form from DDS that includes:

- Training agenda
- Worksheet
- Magnet

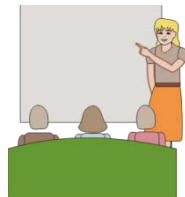
- **Sign-in**

- **Training evaluation**



***Return to DDS
after training***

2. Organization and planning list.
3. Professional check list.
4. Sample kit with contents and supply list.



TRAINING DATE

1. Trainer's script
2. Trainer's agenda
3. Sample Packet with filled in Worksheet & Magnet.
4. Sample Emergency Kit
5. Extra emergency kit supplies for group work.
6. Permanent markers for Magnets.

Feeling Safe, Being Safe Agreement - Certified Trainer

BEING A CERTIFIED TRAINER

1. *Train by example.* I completed my own emergency prepared materials:
 1. Worksheet complete and put in emergency kit.
 2. Magnet is filled in and posted at home.
 3. My Emergency Kit is complete and in an easy find place at home.
2. I agree to create my script before my first training and send to Nicole at DDS along with this form.
3. I will have the Feeling Safe, Being Safe materials prepared for each training.
 1. My script
 2. My sample kit
 3. Red Folders: agenda and evaluation forms
4. Training day:
 1. Be on time for each scheduled training.
 2. Help people complete their materials.
 3. Have a professional image.
 4. Send sign-in & evaluation forms to DDS after training.
5. Participate in scheduled teleconferences.

I understand that I cannot do any trainings until DDS has approved me as a certified Feeling Safe, Being Safe Trainer.

Your Name

Become certified as a Feeling Safe, Being Safe Trainer

#1

Steps to becoming certified:

1. Complete your own Worksheet and Magnet.
2. Put your Emergency Kit together using the worksheet.
3. Put your Worksheet in your Emergency Kit.
4. Post your Magnet at home.
5. Put together a SAMPLE Emergency Kit for training.
6. Write your own training script.

WHEN COMPLETE –

Send your completed agreement and script to Nicole Patterson at DDS.



Department of Developmental Services
Office of Human Rights and Advocacy Services
1600 9th Street, Room 240 MS-15
Sacramento, CA 95814

#3

DDS WILL SEND YOU:

A Feeling Safe, Being Safe Certificate stating you are a Trainer.