

# THE TRAINING DAY

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## Sample Schedule for a 9:00 A.M. to 4:00 P.M. Workshop

8:00 A.M.	Arrive at training site
8:30 A.M.	Set up room & greet participants
9:00 A.M.	Begin workshop
10:30 A.M.	AM Break (15 minutes)
10:45 A.M.	Continue with workshop
12:00 P.M.	Lunch (one hour)
1:00 P. M	Continue with workshop
2:30 P.M.	PM Break (15 minutes)
2:45 P.M.	Continue with workshop
3:45 P.M.	TOL & Evaluations
4:00 P.M.	Conclusion of workshop

Ohio law requires that caseworkers and foster caregivers attend training each year. Further, most OCWTP staff workshops meet the criteria for licensure training credit through the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board. For these reasons, the OCWTP (and you, the trainer) must maintain standards in regards to workshop hours:

- The Standard OCWTP training day is six hours in length, typically beginning at 9 am and concluding at 4 pm.
- A maximum of one hour is allowed for lunch.
- No more than two 15-minute breaks can be given.
- Half-day workshops are 3 hours in length and one 15 minute break may be given.
- Ethics workshops must be 3 hours and 15 minutes in length to fulfill the social work licensure requirements. One 15-minute break can be given.
- Breaks/lunch cannot be extended nor can the workshop end early

For the typical training day, participants will earn 6 hours of credit towards their state required annual mandated continuing education requirements and 5.5 hours towards their continuing professional education for licensure.

## THE 15 MINUTE RULE

The OCWTP does not allow participants to miss more than 15 minutes of training content. The 15-minute rule applies per workshop, not per training day. If the RTC representative does not mention the 15-minute rule at the start of the workshop, you should remind participants about the rule as you are doing your “housekeeping” announcements. Please indicate on the sign-in sheet any trainee who misses more than 15 minutes of a workshop and alert the RTC to this situation immediately so a training certificate is not issued.

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You are required to arrive at the training site *at least* 30 minutes prior to the beginning of the workshop. This is in your contractual agreement with OCWTP and it gives you time to set up before trainees arrive. Allow additional time if you need to become familiar with the RTC's equipment or if it is your first time at the location. Many trainers choose to arrive an hour early.

At the training site, RTCs will provide you with the equipment you requested along with copies of handouts for each participant, Idea Catchers and Action Plans, sign-in sheets, evaluation forms, certificates, and basic training supplies such as markers, flipchart paper, and masking tape. It is always a good idea to carry some "back up" supplies of your own.

Often, an RTC liaison will be on-site to ensure that the room is set up and prepared according to your instructions, that your needs are met, and to provide assistance with technology as requested. The liaison will also introduce you to the participants, explain the location of restrooms, parking, area restaurants, etc. In addition, some liaisons will observe the first 15 minutes of the workshop and then remove the sign in sheets. However, due to the number of workshops presented through the Regional Training Centers, it is a good idea to ask each time you train if an RTC liaison will be available and to clarify expectations.

## PROFESSIONAL DRESS

You should dress professionally, but not so "proper" as to alienate yourself from your trainees. In general, dress slightly more formal than trainees, taking into consideration any culturally relevant information the RTC shares with you about them.

Choose clothes that communicate professionalism and approachability. Avoid clothes that are uncomfortable or might make you self-conscious, and avoid distracting accessories that might make noise or swing too freely. Turn your cell phone off and put it, and your earpiece, away.

Typically, the liaison will return to the workshop approximately 30 minutes prior to its end. If evaluations are to be completed during the workshop, you should end approximately 15 minutes early to give participants ample time to write comments. The liaison will collect the evaluations and distribute certificates.

You are expected to stay up to 30 minutes after the workshop concludes to respond to any questions the participants or RTCs may have. Some RTCs may request you return the training room to its pre-training state.

Please complete the Trainer Feedback Form after each workshop. This tool provides you with an opportunity to give the OCWTP feedback about the workshop from your perspective, including the role you played in making the workshop successful, and any other feedback you might have regarding the location, equipment, handouts, etc.