

What is Training for Trainers (T4T) and who is it for?

Individuals who have the capacity and role/remit to deliver the one-day training would benefit from this course.

T4T is a two day practice orientated course that trains participants to deliver the one day respectme 'It's never acceptable' toolkit.

The 'It's Never Acceptable' toolkit has specifically been designed to target a generic and wide audience throughout Scotland. Within this, we have designed the training to allow

What are trainers and organisations committing to?

It is a requirement of the Training for Trainers that you will deliver the training to your organisation and/or local community and return the completed evaluations to respectme. The Training for Trainers is an extremely important part of respectme's work. It will allow us to deliver our training programmes to a wider audience, with your help, and will be beneficial to those organisations or individuals who perhaps can't spare a whole day to come to the training.

What does it cover?

- About respectme
- What is bullying?
- Bullying and Children's Rights
- Why do people bully?
- Signs
- Impacts and Outcomes
- Recovery
- What can we do?

Day one will provide an overview of respectme and our key themes and messages. On day two, it's over to you! You will be given the opportunity to demonstrate what you've learned as you present part of the toolkit to the group.

Continual Development

To maintain consistency of delivery, expertise and quality control, trainers will have access to follow-up training to enhance their knowledge and keep their skills up to date. This will be delivered through a variety of mediums, including face-to-face training, e-learning, workbooks and attendance at conferences.

Access to Materials

Every trainer will be given one 'It's never acceptable' generic training toolkit. Within this, there is a CD ROM which provides all of the handouts required. Additional materials will be provided through the 'myrespectme' section on the respectme website. Regular updates and information on respectme and the work that we're doing will also be provided.

Support

Support will be provided by the *respectme* team as required. Any questions or queries can be communicated directly to the team, and in time, through the use of the 'my*respectme*' forum.

Contact and Evaluation Forms

It is vital that *respectme* are kept informed about all of our training that you are delivering. If you arrange training or receive a request for training then you need to inform the *respectme* office before the training is delivered. This allows us to keep you informed of any changes to the training, any recent issues raised and to keep our own statistics up to date. You need to let us know the venue, numbers, dates and timings of any training you are delivering.

The Evaluation Forms are very important to us. They allow us to keep track of the quantity and quality of our training and also to collate information from participants on how they feel the training is meeting their needs. Completed Evaluation Forms should be returned to *respectme* within 10 working days of the completion of the training. Contact details for all attendees should be collected and sent in to *respectme* along with the Evaluation Forms. On receipt of these details, *respectme* shall issue attendance certificates.

Certification

On completion of the *respectme* 'Training for Trainers' course you will have received a *respectme* accreditation certificate. This certificate expires after 12 months and you can apply for renewal by completing an online form which will ask you for information on the training that you have delivered and any further training needs that you are identifying for yourself. *respectme* may ask you to complete a further course or a refresher course before reaccrediting you as a *respectme* trainer. If your accreditation lapses then you will no longer be allowed to deliver the *respectme* training.

Frequently Asked Questions

'How many participants should be at each event?'

Ideal number of participants. – 20 max. It is possible to deliver training to a greater number than this but the inclusion and participation of those receiving the training is affected. If you receive a request to deliver training to a very large number of people then contact *respectme* for advice. To ensure maximum learning and interaction throughout the training, it is beneficial that organisations have two trainers to deliver the materials.

'How should I set the room up?'

The room can be set up in a horse-shoe, conference style or in small groups around a desk. Remember that participants will want to take notes so desks or tables are necessary. Equipment needed includes a flipchart and pens, a laptop and projector for the powerpoint presentation.

'Will I receive copies of the handouts for participants?'

respectme will provide trainers with electronic copies of all required handouts. Handouts must be printed by your organisation and presented to a high quality.

‘How flexible can I be in the delivery of the training?’

The training has been designed in order to be flexible. The training in total generally takes five hours (not including breaks). This can be delivered in two x two and a half hour sessions or over three x 80 mins sessions (approx).

The Core Messages **MUST** be adhered to and delivered but there may be potential for the information in the toolkit to be adapted to make it more localised and specific to your audience. Please seek advice from *respectme* if you would like further information or advice on this.

‘What on-going support can I expect from *respectme*?’

respectme staff will always be available by email or telephone if you have any questions or concerns about the training. There is also an interactive section of the web site called *myrespectme* which is currently being developed. This will enable you to discuss any training issues with other trainers, share ideas and potentially identify training partners in your area. *respectme* will continue to update training sections and develop further materials. In order for us to share this with all trainers it is **vital** that you keep our records of your contact details up to date. This can be done via email or telephone.

What are the costs?

respectme is funded by the Scottish Government therefore all training, advice and guidance is free of charge. The only cost to organizations would be the investment and time of their staff.

Trainers and the Organisation agree to:

- Represent the values and ethos of *respectme*, SAMH, LGBT Youth and the Scottish Government
- Allow time, resources and where applicable venues for training
- Utilise *respectme* online resources and other materials to gain further knowledge and understanding of anti-bullying policy and practice
- Deliver *respectme* training using the approved materials and training packages provided by *respectme*
- Use *respectme* tools to evaluate training and return all completed forms to *respectme* within 10 days
- Inform *respectme* staff of any change in circumstances that may prevent individuals training



Signed on behalf of *respectme*:

Title: **Brian Donnelly, Service Director**

Signed: (Organisational representative)

Title:

Date:

Signed:(Trainer)

Title:

Date: