

Recovery Coach Training Preparation

“To-Do” Checklist

Trainers

Initial Steps: Regional Trainers and DHW Central Office Staff collaboration

- Decide on the number of trainers needed to facilitate the training. Ensure the trainers can commit to the training dates. They may have to check with their supervisors first.
- Decide on a date and training location. DHW CRDSs and the Recovery Coach trainers can assist in finding a training location.
- Decide on a schedule (4 days; 5 days; consecutive weekends)
- Decide about how many people you would like to train, and set an absolute maximum. Be conscious of the capacity of the training room.

Two – Three Weeks Prior to the Training:

- Meet with all the trainers to assign individual training modules.
- Determine what kind of break-out group activities and energizers you will have. Work with Central Office to acquire items that may be needed for these activities. (Note: do not assume that all requests will be approved; approvals will be based on need, cost and budget).
- Determine if you’re going to have coffee, snacks, and/or meals. Fidget toys are also invaluable for our target population. Work with Central Office to acquire or pay for the needed items. Tax exempt forms should be used if you’re going to be reimbursed by state for any cost. Tax exempt forms are available by e-mailing a request to RecoveryCoaching@dhw.idaho.gov.

Two – Three Days Prior to the Training

- Make copies of resource books and other necessary papers as needed.
- Test materials on the computer you are going to use in the actual training room, ensuring working video and audio.
- Purchase coffee, snacks, fidget toys and ensure other necessary supplies are available: coffee makers, spoons, napkins, creamers, paper and pencils, etc.

Day of the Training

- Ensure the room is laid out the way you want, including tables and chairs, coffee and snacks, and fidget toys. Have hand sanitizer and Kleenex available.
- Put out signs directing trainees to the training room.

- Post a daily sign-in sheet for trainees, including their names, phone numbers, email addresses and cities of residence. Sign in sheets are available under Trainer Resources at RecoveryCoaching.dhw.idaho.gov. There may be no-shows and people with scheduling issues throughout the week. The sign-in sheets will assist in keeping track of the trainees' attendance.

After the Training:

- When the training is concluded, complete a spreadsheet with the names, phone numbers and email addresses of all the people who completed the training and send it to RecoveryCoaching@dhw.idaho.gov. Blank spreadsheets have been provided in the CD provided by CCAR. Central Office staff will send a link to participants for evaluations.

Other items to consider:

- Depending on your training location, you may need to make on-site arrangements with maintenance, janitorial and other staff.
- Have and communicate a strict policy regarding individuals who miss training days or training modules. Trainees must receive training in all the modules to receive a certificate of completion. Trainers may choose to make accommodations (staying after training, coming in early, etc.) for those who miss modules, but that decision will be at the trainers' discretion.
- Encourage those who complete the training and don't have an e-mail address to create one.
- A sense of humor goes a long way.

Best practices

- Before training concludes, show trainees the materials and resources available to them through the RecoveryCoaching.dhw.idaho.gov website.

Central Office Staff:

- Create flyer and update the online registration form with the new training dates. All informational materials should include the training date and location, maximum number of participants, and a cutoff date for registration forms to be received.
- Post training and flyer to the Recovery Coaching website.
- Distribute flyer and the link to online registration, to DHW CRDSs, Recovery Coach trainers, people on the Recovery Coach Training waiting list, regional program managers and other stakeholders.
- Order training manuals from CCAR if needed and send to the regional training location.
- Coordinate with trainers to acquire or pay for snacks, coffee and/or fidget toys.
- Monitor Recovery Coaching e-mail and daily faxes for registrations, adding them to a spreadsheet on the Shared Drive and saving a copy of each registration form.
- Periodically update trainers on the number of people signed up. Once the training is full, send the trainers a copy of the spreadsheet with the names of all the people registered.

- Once the training is full, add any additional interested individuals to the waiting list on the Shared Drive so they can be informed of the next available training.
- When the spreadsheet of those who completed the training is received from the trainers, add their names to the Recovery Coach Master List on the Shared Drive.
- After receiving evaluation sheets from trainers, send them on to CCAR with the spreadsheet list of individuals who completed the training.