

2024 Trainer Orientation Webinar

TRAINING OF TRAINERS INSTITUTE (ToT)

January 25th-27th | Oakland, CA



ROLL CALL

Please share:

- Name/Pronouns
- City/County
- Organization/Role
- Favorite Joke



WEBINAR OBJECTIVES

By the end of this webinar, participants will:

1. Gain a better understanding of CaISAC and our role in developing Trainers in the out-of-school time field;
2. Be introduced to the function of our Trainer Competencies;
3. Review the pre-work items for the Training of Trainers Institute (ToT) on January 25th-27th
4. Learn what to expect during the 3-day ToT.

AGENDA

1. Trainer Network Overview
2. CaISAC Trainer Competencies
3. Pre-Work Items
4. 3-Day Training of Trainers Institute (ToT)
5. Reminders

POLL

Did you attend an informational webinar about the Trainer Network prior to applying?

- Yes
- No

TRAINER NETWORK OVERVIEW

CaISAC is building a future where every child in California — regardless of income, race, or zip code — has access to high quality, affordable out-of-school time programs.



Training



Leadership



Advocacy

TRAINER NETWORK OVERVIEW

The CalSAC Trainer Network:

- Professional development and training project serving out-of-school time staff across California
- Largest network of out-of-school time professionals in the nation
- Builds the training and facilitation skills of leaders in the field
- Provides free and low-cost training to out-of-school time staff in a variety of youth-serving programs across the state.

TRAINER NETWORK OVERVIEW

Through participation in the Trainer Network, trainers:

- Deepen their skills in training and facilitation;
- Gain access to over 75 training modules to implement within their organization and other community programs;
- Connect with other professionals in the largest out-of-school time network in the nation;
- Gain access to ongoing professional development and leadership opportunities exclusive to CaISAC Certified Trainers.

TRAINER NETWORK OVERVIEW

Any questions about CaISAC or the Trainer Network in general?

TRAINER COMPETENCIES

25 Trainer Competencies in 5 main areas:

1. Adult and Experiential Learning
2. Training Delivery and Facilitation
3. Professionalism and Ethics
4. Equity and Diversity
5. Co-Training

TRAINER COMPETENCIES

Example of a competency within Adult and Experiential Learning:

- **“Trainer understands and caters to different adult learning styles”**
 - Auditory
 - Kinesthetic
 - Visual
- This may look like: writing instructions on flip-chart paper, having participants do a gallery walk, pair share, or writing down answers to a reflection question.

TRAINER COMPETENCIES

Trainers will learn and practice the Trainer Competencies throughout the certification process:

- Completing the Self-assessment
- Attending the ToT
- Completing 16 hours of training in the field
- Support of CaISAC Mentor and Cohort Meetings
- Mentor observation

TRAINER COMPETENCIES

Trainer Self-Assessment:

- First introduction to Trainer Competencies
- To be completed prior to the ToT
- Results will be shared with Mentor
- An opportunity for reflection on past training facilitation, training strengths, and areas of growth

TRAINER COMPETENCIES

Any questions about the CaISAC Trainer Competencies or Self-Assessment?

PRE-WORK ITEMS

Additional action items prior to the ToT:

1. Finalize travel plans for 3-day ToT (Oct 17-19)
2. Brief introductory call with CaISAC Mentor (between January 15th-23rd)
 - Your mentor will call you.
3. *Prepare “5 Minutes of Fame” activity*

PRE-WORK ITEMS

5 Minutes of Fame:

- Should only be 5 minutes
- Any “how to” activity – should be fun! Examples:
 - How to eat an Oreo
 - How to do a quick/simple magic trick
- Opportunity to incorporate Trainer Competencies
 - (Adult Learning and Training Delivery, #1-15)
- If materials are needed, bring enough for **6 participants**

PRE-WORK ITEMS

**Any questions about the Mentor Call or 5
*Minutes of Fame?***

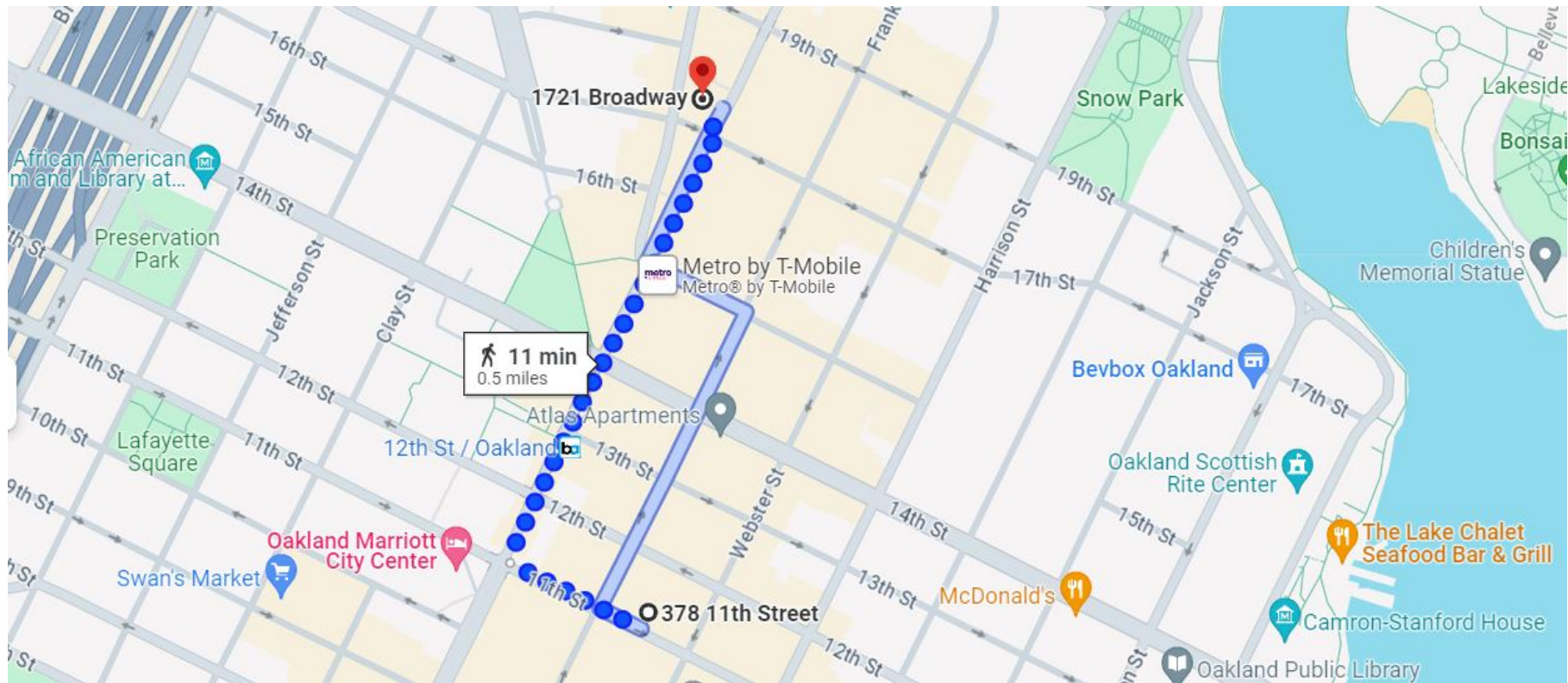
CALSAC TOT



Training of Trainers Institute (ToT)

- 3-day training (January 25th-27th)
 - Thursday
 - 9:30 a.m. – 6:00 p.m.
 - Group Dinner: 6:00 p.m. – 7:30 p.m.
 - Friday
 - 8:30 a.m. – 5:30 p.m.
 - Mentor Dinner: 6:00 p.m. – 8:30 p.m.
 - Saturday
 - 8:30 a.m. – 5:30 p.m.
- Training Venue: OakStop17
 - 1721 Broadway, Oakland CA 94612
- Hotel: **Hampton Inn Oakland Downtown-City Center**
 - 378 11th Street, Oakland, CA 94607
 - Buffet Breakfast: 6:00 a.m. – 10:00 a.m.

LOCATION



SCHEDULE

Must attend full three days of training:

- **Thursday:** 9:30 a.m. – 7:30 p.m.
 - 9:30 a.m. Check-in/Registration
 - 10:00 a.m. Official Start Time
 - 6:00 p.m. Closing + Transition to Group Dinner
 - 6-7:30 p.m. Dinner
- **Friday:** 8:30 a.m. – 8:30 p.m.
 - 7:30 a.m. Breakfast (Hotel)
 - 8:30 a.m. Official Start Time
 - 5:30 p.m. Closing + Transition to Mentor Dinner
 - 6-8:30 p.m. Mentor Dinner + “5 Minutes of Fame”
- **Saturday:** 8:30 a.m. – 5:30 p.m.
 - 7:30 a.m. Breakfast + Hotel Check-out
 - 8:30 a.m. Official Start Time
 - 5:30 p.m. Closing

CALSAC TOT

Logistics:













- **Shared** hotel room for those traveling from outside the Bay Area
 - Hotel Parking (\$50.00/night) will be covered by CaISAC
 - Valet/Enclosed Lot
- Travel must be arranged individually
- What to bring:
 - Yourself! With excitement and an open mind.
 - Materials for “*5 Minutes of Fame*” activity
 - Anything you need to more comfortably share your hotel room space (ear plugs, eye mask, etc.)
- Weather-appropriate attire
 - (possible rain!)

CALSAC TOT



Dress Code:

- Thursday: Comfortable/Business Casual
- Friday: Team colors
- Saturday: Program/Community Spirit
- Dress in layers
 - Weather expected to be in the high 50s/low 60s (**possible rain!**)

Tue 23	61°/48°	 Showers	 58%	 SSW 8 mph	
Wed 24	61°/48°	 Showers	 48%	 SW 9 mph	
Thu 25	61°/47°	 Showers	 35%	 SW 9 mph	

CALSAC TOT

Structure of ToT sessions:

- Meet the Modules
 - Learn Trainer Competencies
 - Meet CalSAC curriculum
 - “Hats on, hats off”
- Community Building
 - Have fun and make connections
 - With your mentor, cohort and the full trainer community



CALSAC TOT

After the ToT...

- Creating your Trainer Profile on the CaISAC Portal
- How to track and/or accept trainings on the Portal
- How to flag revisions, changes or typos on modules
- Science Action Club curriculum
 - (in partnership with the California Academy of Sciences)

After the Certification Process (July/August)

- Travel/Reimbursement Policies
- Payroll Deadlines
- How to Submit Timesheets

CALSAC TOT

What are you most looking forward to about the 3-day ToT?

CALSAC TOT

The 3-day ToT is part of the 6-8 month Apprentice Trainer certification process:

- Pre-ToT self-assessment survey and 1-hour orientation webinar
- **3-day Training of Trainers Institute** (January 25th-27th)
- Deliver **16 hours of training** to field (for own organization and/or external agencies in the community) from the list of 20 Apprentice Trainer module topics
- Virtual Cohort Meetings
- In-person **Observation** by a CaISAC Mentor
- **Deadline:** July, 2024*

CALSAC TOT

Any questions about the 3-day ToT or trainer certification process?

REMINDERS

- Book travel and contact CaISAC with any lodging or schedule questions
- Agreement form and payment are being collected/initiated this week.
- Call with Mentor by January 23rd
- Prepare **5 Minutes of Fame** activity and bring any needed materials to Day 2 of the ToT

CONTACT INFO

Silvestre Vallejo

svallejo@calsac.org

(310) 710-9445



THANK YOU