

# STANFORD PATIENT EDUCATION RESEARCH CENTER

## Before attending a Stanford self-management program training...

This introduction to Stanford Master trainings is intended for those who are considering attending a **Master Trainer training** for any of the Stanford programs listed below or for those who are either registered or are in the process of registering for training. Organizations contracting with Stanford Patient Education Research Center to offer off-site trainings are encouraged to distribute copies of this document to prospective trainees.

### STANFORD PROGRAMS

- Chronic Disease Self-Management Program (CDSMP)
- Tomando Control de su Salud (Tomando)
- Chronic Pain Self-Management Program (CPSMP)
- Cancer: Thriving and Surviving (CTS)
- Diabetes Self-Management Program (DSMP)
- Programa de Manejo Personal de la Diabetes (Manejo)
- Arthritis Self-Management Program (ASMP)
- Positive Self-Management (PSMP)

### TRAINING SITES

Stanford in-person full master trainings may take place at the **Stanford University** campus in Palo Alto, California, or in locations **across the United States of America and abroad**. In person **cross-trainings** take place in locations other than the Stanford campus.

### TYPES OF TRAINING AND WHO QUALIFIES TO ATTEND THEM

Type of Training	Description	Best option for:
<u>Full Trainings</u> 4.5 days.	Covers all community workshop activities plus training activities	Those who have never attended Stanford trainings or for Leaders who want to become trainers
<u>Off-Site stand-alone Cross-Trainings</u> 1 and 1.5 days Example: Someone certified in CDSMP interested in being certified in the Diabetes program	Built upon a core program (for example, Chronic Disease Self-Management or Tomando). Covers only the activities that the two programs do not have in common.	Those who have completed training in CDSMP or Tomando and who are already certified or who are in the process of being certified as Master Trainers and wish to obtain Master Trainer certification in another program.
<u>Off-Site Full Trainings + Cross-Training</u> 4.5 + 1.5 days Example: CDSMP+Diabetes	A cross-training for a second program is added to a full training of a core program for a total of 6 days.	Those who have never attended Stanford trainings interested in becoming a Master Trainer for two programs. For Leaders who want to become trainers in two programs
<u>Web-based Cross-Trainings</u> 1 or 2 webinars (3 hours each), plus assignments over 2 weeks Example: Chronic Pain, Positive Self-Management)	Built upon a core program (Chronic Disease Self-Management or Tomando). Covers only the activities that the two programs do not have in common.	Those who have completed training in CDSMP or Tomando and who are certified as Master Trainers and wish to obtain Master Trainer certification in another program.

## OUR TRAIN THE TRAINER SYSTEM

- Leaders Facilitate community workshops for people with chronic diseases
- Master Trainers In addition to what Leaders do, Master Trainers train Leaders
- T-Trainers In addition to what Master Trainers do, T-Trainers train Master Trainers

### TRAINING FORMAT

All of Stanford program trainings are conducted by two certified T-Trainers, or one certified T-Trainer and one T-Trainer apprentice. Trainings include Workshop Activities (to learn the program) and Training Activities (to learn how to train others):

- Workshop activities are identical to the activities taught to people with chronic diseases when programs are offered to the community. Trainees are asked to act as people with chronic diseases in a class and to experience the activities just as regular people would when they attend workshops in their communities. They are encouraged to ask questions as participants with chronic conditions would.
- Training activities are designed to review and discuss the workshop activities. During training activities, trainees can be themselves (trainees) and ask questions about training Leaders, deciding about who they will recommend as Leaders, and implementation / administration of the program.

Assuming this double role may be confusing for some trainees. It may take a day or two until it becomes a normal occurrence. When needed, trainers will remind or clarify this for the group.

Stanford trainings are not of the “Sit and Listen” type. Trainings are interactive, dynamic and time consuming. Trainees are expected to participate actively during training. Trainees should not plan to do any other work during the days of training and should make alternate arrangements for personal appointments. Some trainees may feel overwhelmed by the amount of information given to them, the expectation of active participation, preparation the evenings prior to practice teaching, and for having to demonstrate expected skills in front of peers and T-Trainers.

### THEORY AND PHILOSOPHY – The foundation of all our programs

All Stanford programs rest conceptually on Albert Bandura’s Social Learning Theory, most particularly in the self-efficacy construct. In addition, Stanford programs are aligned with principles of self-management, community-based health education, community health workers and an empowerment philosophy.

### I WANT TO BECOME A MASTER TRAINER – What do I need to know BEFORE the training? What is expected of me?

- In addition to reading this document, it is highly recommended that you also review the Implementation Manual (downloadable from <http://patienteducation.stanford.edu/index.html>)
- Ask your local sponsor or coordinator about their plans in regard to this program and expectations of you as a Leader/Master Trainer
- Make your own decision to attend training. If someone has asked you to attend, make sure YOU know about the type of training you will be part of and that you understand and accept what is expected of you before you attend.
- It is highly recommended that before you attend training that you have workshops already scheduled so that within 6 months of completion of your training you facilitate 2 series of community workshops.

## **I WANT TO BECOME A MASTER TRAINER – What do I need to know about what happens DURING the training? What is expected of me DURING the training?**

- Stanford trainings follow a tight agenda. Punctuality is expected. Trainees ought to arrive on time in the morning, after breaks and lunches.
- Trainees ought to attend all 4.5 training days and full days. Exceptions are made only under extraordinary circumstances and at the discretion of both trainers conducting the training and in coordination with Stanford’s Training Director. Trainees ought to ensure that travel arrangements do not interfere with their availability for attending the entire training (including the last day).
- All trainees are required to demonstrate their understanding of the program and their facilitation skills by participating in two Practice Teaching group sessions. Quality of performance during those sessions is the basis for recommendation for Master Trainer certification. In addition, trainees are expected to participate actively throughout the training as well as to act cooperatively and courteously toward other trainees and their T-Trainers. In the event someone is not recommended for certification, T-Trainers will offer specific feedback and recommendations. Those that do not demonstrate the skills or who do not conduct themselves as expected during key program activities and training processes will not be recommended for certification. Trainers may also, on rare occasions, recommend that you facilitate more than the basic number of workshops in order to complete your certification. Trainer may also recommend trainees to be a Leader but not a Master Trainer. If not recommended, in the future you may decide to take the Master Training again.

## **I WANT TO BECOME A MASTER TRAINER – What do I need to know about what is expected of me AFTER the training if I am recommended to become a Master Trainer?**

- Completion of training is only part of what is required to obtain a Master Training certification.
- After the training, you will be required to facilitate: 1) at least two full 6-week sessions of workshops (3 if being trained in two programs), 2) send the Master Trainer Authorization Form to Stanford, and 3) wait to receive notice of your Master Training certification. It is not until you receive notice of your certification when you are authorized to conduct Leader trainings.
- In order to maintain your certification, you will be required to conduct your first 4-day Leader training within 18 months of your master training. Every 12 months from certification date, conduct either a 4-day Leader training, a 6-week series of community workshops, a Leader cross-training or a Leader Update training.. This applies to each program for which MT is certified. Every 2 years MT must conduct one full Leader training in one (any) program for which MT is certified

## **HOW DO I KNOW IF THIS TRAINING IS FOR ME?**

- I believe that people have the right to make their own decisions with the information and resources they have (even if they are not perfect decisions), particularly on health issues.*
- I see myself as a facilitator of a process (rather than a teacher or lecturer) for people who want to self-manage their chronic conditions*
- I am comfortable with public speaking*
- I am comfortable with being evaluated in front of a group*
- I welcome constructive feedback*
- I am aware that the training week will be intense and it will require physical and mental energy*
- I like interactive trainings over “sit and listen” types of trainings*
- I appreciate diversity and I am flexible to accommodate the needs of a diverse group*

If you checked all of the above questions as being true for you, the chances that you would like, enjoy and do well in Stanford trainings are very high.