Hosting a *Connect* Train-the-Trainer program

General Requirements:

- Choose professional discipline (see list below)
- Recruit participants
- Arrange for facilities and equipment
- Send us your logos and information on local suicide prevention resources
- Plan for on-going post-training support to trainers

Protocols: You will choose the profession(s) in which your group will receive protocol training.

- For prevention, you will receive gatekeeper protocols, plus one profession of your choice.
- IF you want protocols for additional disciplines, you can chose to add on an optional fourth day for three more disciplines.
- Trainers will be trained only in the profession in which they work (e.g. law enforcement trained in law enforcement). They will, however, participate in the protocols for the other profession(s) in the rehearsal part of the training.

Prevention/Intervention	Postvention
Education	Education
Faith Leaders	Coroners/Medical Examiners
Hospital Emergency Department	Faith Leaders
Law Enforcement/EMS	Funeral Directors
Mental Health Providers	Law Enforcement/EMS
Primary Care Providers	Mental Health/Substance Abuse
Social Service Providers	Social Service Providers
Substance Abuse Providers	

Certification: There are three levels of certification:

- **Level 1** Certified to lead a training with a co-trainer
- **Level 2** Certified to co-train (with Level 1), but not lead a training
- **Level 3** Not yet certified; needs to observe additional trainings and obtain more training practice

Trainers are required to co-facilitate two trainings in two years to maintain their certification, which lasts for two years. Trainers cannot charge for training and can only train in the geographic area designated in your contract and approved by you as the host agency.

Connect provides on-going support to certified trainers via a Google group and periodic conference calls and webinars.

Recruitment of Participants:

Consider recruiting participants from a broad range of key stakeholder groups in your community. Suggested participants include:
- School officials
- Social services (e.g. domestic violence, foster care, youth recreation)
- Law enforcement and juvenile justice
- Elected officials and policy makers
- Health care providers, including staff in emergency rooms
- First responders
- Mental health and substance abuse providers
- Faith leaders and spiritual healers
- Suicide Prevention Coalitions and Crisis Response Teams
- Elected officials

On Day One, the entire curriculum is presented. Up to 30 participants can attend, including the people who are continuing on to become trainers. Day One is an opportunity to share the *Connect* curriculum with a broad base of community or organizational stakeholders. It is helpful to invite managers on the first day to ensure the trainers will have support in their home organization for conducting trainings and implementing the protocols provided.

When recruiting trainers, please keep in mind these trainer requirements:

- Experience and competence as a trainer or willingness to gain such experience
- Ability to communicate in an effective and culturally sensitive manner
- Willingness to learn the *Connect* curriculum and interactive training process
- A leadership role in their organization or community that will enhance their ability to train others
- Commitment to three full days of training and training others in the future
- Participation in periodic conference calls with *Connect* staff and other trainers for support, consultation and update of curriculum

Facility Requirements:

- Day One: Room big enough for 30 with tables to work on
- Day Two: Two rooms big enough for half of the group with tables
- Day Three: One room for all trainers with tables. Private space in the morning for individual meetings. This can be hallways, outdoors, anywhere that is private for the *Connect* staff to meet one to one with trainees.
- An LCD projector for all 3 days; on the 2nd day we need a 2nd LCD projector (one for each room). We can bring our laptops or a flash drive if you have laptops.
- Flipchart, easel, and markers.

Other Requirements:

- Please send us logos from your organization and any funding or collaborating partners to be included in printed materials at least 4 weeks prior to training. Please use image format (jpeg, tif, eps or illustrator file at 300 dpi). Let us know if we need to credit funding agencies.
- Provide any information on your culture, community, history and/or organization that will help us conduct the training in a culturally sensitive manner. This may occur through a conference call and/or other information exchanged via websites, readings, etc.
- Email us the names and contact information for local suicide prevention and postvention resources (e.g. local/regional hotline numbers, suicide prevention coalitions, survivor of suicide loss supports) at least 4 weeks prior to the training.

Your On-Going Role:

- Provide information from *Connect* to trainers
- Coordinate trainings and training materials
- Conduct pre-and post-training evaluations during future trainings and forward results to *Connect.* This helps to maintain the trainer's certification and ensure quality of instruction.
- Maintain oversight with certified *Connect* trainers regarding best practices and quality standards in suicide prevention, intervention and postvention