



Communities That Care (CTC) Training of Trainers Process Description

Who should attend? This training is for individuals who want to become certified *Communities That Care* trainers.

Number of participants: Varies. Plan for one CTC trainer for every 5-7 participants.

Length: Six training days. The TOT is delivered by Master CTC Trainers, and is divided into six steps including six days of formal training sessions. These six days can be divided into 2 or 3 different training sessions:

1. Optional orientation to CTC for selected TOT applicants, one month prior to the TOT. The orientation would include an overview of CTC, introduce the CTC mastery exam, the CTC case study, expectations and process for the TOT, and TOT assignments.
2. Written assessment completed by each participant at least one month prior to first training session. The CTC trainers and the host agency will jointly approve who to train, after reviewing assessments.
3. Assignments given to each participant to prepare prior to the formal training sessions for those modules they will present to the full group.
4. Three day session covering CTC tools for Phases 1-3, including strategic consultation using the Tools for Community Leaders workbook, the Key Leader Orientation, Community Board Orientation, and the Community Assessment Training.
5. Three day session which covers the Community Resource Assessment Training, the Community Planning Training and the Community Plan Implementation Trainings (1 and 2).
6. Practicum for each participant to conduct CTC trainings in a community in conjunction with a senior certified CTC trainer (plan for 12 months to 2 years to complete all CTC trainings in one community)

Description: These trainings serve as the cornerstone for building in-state or regional training capacity. They provide the background knowledge, skills, and practical experience individuals need to provide *Communities That Care* training to communities. Participants learn how to deliver the *Communities That Care* trainings to participants with diverse learning styles, and how to motivate community stakeholders to implement the *CTC* prevention system with fidelity.

Key outcomes:

- An understanding of effective teaching methods with adult audiences used in the *Communities That Care* materials.
- The delivery of practice presentations for assigned *CTC* training modules. And, to receive feedback from training staff and other participants on the delivery of these modules.



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Practicum

In addition to attending the Training of Trainers, all graduates are required to complete a practicum. The practicum process includes delivering modules of *CTC* trainings in a community with the support of a certified Master *Communities That Care* trainer.

- Apprentice trainers with no prior experience in implementing CTC at the community level will need a practicum with a Master CTC Trainer, including each of the 6 CTC trainings.
- Apprentice trainers with prior CTC community-level experience may be certified after delivering two or three CTC trainings with a Master CTC Trainer.

Certification

After successfully completing the Training of Trainers and practicum, candidates are certified to be *Communities That Care* trainers. This process helps ensure that the *Communities That Care* trainings are delivered with fidelity.