

Person-Centred Approaches 2-day training Trainer Agreement

February 2020

Welcome

This agreement acknowledges that you have attended a curriculum update session with H S A Canada. Once you have reviewed and signed this agreement, you will be given access to the 2020 updated version of the curriculum.

The 2020 version of the H S A Canada Person-Centred Approaches 2-day training was reviewed and approved by the International Learning Community for Person-Centred Practices. Permission is given for a three-year period. H S A has been given permission for small changes but any significant changes from the approved curriculum needs to be re-submitted to The Learning Community.

These expectations also apply to you as trainers. Any personalization of the curriculum needs to be reviewed and approved by an H S A mentor trainer. Please contact H S A Canada at least 2 weeks before delivering the personalized materials to arrange for review and approval.

Acknowledgements

PowerPoint presentations have been developed by H S A Canada Associates who are also Mentor-trainers with The Learning Community for Person-Centred Practices. One-Page Profiles and Person-Centred Reviews were developed by Helen Sanderson Associates based on the person-centred thinking tools developed by The Learning Community for Person-Centred Practices. **Appropriate copyrights and credit** must be included in your training materials including, but not limited to, slides and handouts.

www.learningcommunity.us

www.hsacanada.ca

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Roles and Responsibilities

Trainer

H S A Canada

Trainer			H S A Canada		
Core Responsibilities	Judgement and Creativity	Not your responsibility	Core Responsibilities	Judgement and Creativity	Not your responsibility
Offer training based on the approved curriculum	How you represent your agency in the curriculum	<ul style="list-style-type: none"> You are trained by H S A but you are not an H S A trainer/associate You cannot deliver your curriculum outside your agency unless you have obtained approval from H S A 	To provide opportunities for annual follow up	How, when and where this happens	If trainers lose credentials due to lack of participation
Follow copyright expectations	Where you place the copyrights on your slides	<ul style="list-style-type: none"> To remove copyrights. They must stay on the slides and the slides cannot be altered in their content. You cannot remove slides 	Be available for support	How, when and where this happens	If trainers do not request or use support available
Meet with mentor/trainer annually or attend an H S A Canada Gathering	How, when and where the meetings happen	If H S A doesn't offer a gathering	Respond to requests for review of changes to curriculum	What is approved or not approved	
Consult your mentor/trainer before making any desired changes to your curriculum	You can insert your own personal examples of the 'filled-in tools'		Provide direction on copyrights for all slides and materials offered	What slides are used and how permission is obtained for use	
Provide credit to H S A Canada and The Learning Community for Person-Centred Practices as appropriate	How you explain your experience being trained by H S A Canada Associates				
Maintain Status (see page 4) and follow/sign Standards of Practice (page 6)			Provide support to maintain status where requested	Providing supports and how they are provided	To provide supports for free. Extensive support to regain status may require charging a fee.
Obtain consent to share stories and honour confidentiality	How you obtain consent to share stories. If you ask H S A to review these		Review stories/examples upon request from trainers		
Share knowledge, experience, innovation and learning gained throughout the year	How you share this (see page 4/5 for suggestions)				
If not providing the full two-day training twice per year, keep a detailed log of tool, date and audience it was presented to	Where and how you organize your log				

Maintaining Person-Centred Approaches Trainer Certification

To maintain your Person-Centred Approaches Trainer status, you must:

- ❑ Write 2 One-Page Profiles per year that meet best practices.
 - Be prepared to provide these to your Mentor upon request.
 - Feel free to submit these yearly to info@hsacanada.ca when you send in your signed agreement in January. In the email, indicate the name of your mentor trainer.
- ❑ Deliver the full 2 days of training at least 2 times per year **and/or** use all curriculum components at least 2 times per year each to train in a context suitable to your own circumstances. There are many possible ways to facilitate training outside of the traditional boxes. You must keep a log of each curriculum component delivered including the date it was delivered and type of audience (job roles, number of participants).
- ❑ Stay current by completing **one or more** of the following each year. Keep track of these activities in a log and be prepared to submit to H S A or TLC upon request:
 - Attend an H S A Gathering that includes a Trainers' session **and/or**
 - Attend a session with an H S A Mentor Trainer to obtain updated training curriculum and information as well as have an opportunity to further develop skills/knowledge through activities/exercises. This could be done in person or remotely and includes an opportunity for questions, discussion and networking with the mentor and possibly other trainers and/or
 - Have individual discussions with Mentor Trainer on changes to curriculum/materials/supplies/etc.

***Please note that Mentors may need to charge a fee for this in order to cover their expenses and time.**

- ❑ Be a member in good standing by:
 - Meeting the requirements to stay current as described above.
 - Reading and signing the Standards of Practice declaration (page 6) in January of each year and sending it to info@hsacanada.ca.
 - Share with H S A Canada and other trainers; knowledge, experience, innovation and learning gained throughout the year. This can be done by making a contribution in the following ways:
- ❑ Share your information or ask questions via Slack Trainers' group. H S A Mentors will be part of the group and will provide support. (Slack is a group networking application that all credentialed trainers are invited to join via email from H S A Canada)
 - Upload your best practice resources
 - Join in discussions
- ❑ Get involved in an H S A Gathering by presenting or helping in the organization or planning of the Gathering
- ❑ Contribute to requests for comment on new exercises/trainings/learning methods developed
- ❑ Participate in local communities of practice where available. If there is not a local community of practice, consider starting one and/or connecting with local trainers 3 times per year. A community of practice is a group of trainers that come together to support each and to continue to learn together.

Regaining Status After It Has Elapsed

If a Trainer has not met the yearly training requirements to maintain their credentials, the Trainer needs to connect with an H S A Mentor to determine supports needed to regain status and obtain access to latest version of the training. Supports will be tailored based on the need and could be as simple as a Zoom call or as extensive as needing to be observed by a Mentor Trainer delivering the latest 2-day curriculum and demonstrate knowledge and skill in order to regain their credentials.

Training in A New-To-You Sector

If a 2-day Person Centred Thinking Trainer is in good standing and wishes to train in a sector that is new to them i.e. Aging, Mental Health, Homelessness, etc. they need to gain context knowledge and develop their experience by:

- ❑ Spending time with a Mentor Trainer who has experience in this sector and can share examples and stories that are more suited for the target audience as well as provide insight in terms of context for this sector
- ❑ Researching this new sector to gain understanding of current context, issues, practices, etc. This can be done by discussing the following with the organization that is asking for the training:
 - What are their learning objectives?
 - What is the general knowledge base of the group regarding Person-Centred Thinking and Planning?
 - Is there a sense of optimistic or cynical discontent about change in the organization?
- ❑ Collaborating with someone who has expertise in this sector to fully understand the needs of the target audience. This can be done with the organization requesting the training or another organization providing the same type of supports and can include:
 - Meeting people supported by the organization
 - Learning some of the language used in this service sector

Coursebooks

Training within your organization: an electronic copy of the course book is available to you for printing. We ask that you print it in colour. You can also purchase them at info@hsacanada.ca

Training outside your organization: course books need to be purchased. You can recuperate your cost by including the cost of the books in your registration fee. Please order at info@hsacanada.ca

Evaluations

Trainers agree to use the H S A evaluation form and send in (a scan or originals) to H S A Canada. This will help H S A with updating materials in the future and to evaluate patterns across trainers and make adjustments and/or provide support to trainers when needed.

Membership with The Learning Community

If you wish to deliver the Learning Community for Person-Centred Practices version of the curriculum, you need to follow their requirements to maintain status and be in good standing. Please refer to their document for this.

H S A Canada Trainer Standards of Practice

The preservation of the highest standards of integrity and ethical principles is vital to the responsible practice of Person-Centred Approaches. Certified Trainers commit to these standards to preserve the highest standards.

Be accountable to H S A Canada

- Maintain your certification
- Share your learning with other Trainers
- Hold fellow trainers accountable (address misinterpretations, misunderstandings, misuse of materials and/or stories; offer a different perspective).

Adhere to Person-Centred values

Maintain Confidentiality

- Only tell stories you have permission to tell
- Always change names and identifying details, even if the person says you don't need to (Some stories included in copyrighted curriculum are fellow trainers' stories. Don't reveal their connection to those stories in training.)

Connect & Participate

- Slack Trainers' group
- Local Communities of Practice (if there is one, if not – consider starting one)
- Trainers' sessions at H S A Gathering

Be credible

- Research and collaborate to acquire and develop subject matter knowledge and experience
- Model person-centred practices in your professional life and your personal life

Maintain integrity

- Published curriculum should be presented as published. Proposed changes need to be reviewed and approved by H S A Mentor
- Honor trademarks and copyrights
- Modifications made only by Mentor Trainers
- Any shortened teaser or overview training should be developed with a certified Mentor Trainer with subject matter expertise

Failure to adhere to the spirit and purpose of these Standards of Practice may be considered unethical.

I, _____, commit to adhering to the H S A Canada Standards of Practice. My dated signature below reflects my knowledge of and commitment to these standards. It also declares my completion of the annual certification requirements.

- I have written at least 2 One-Page Profiles per year that meet best practices.
- I have delivered the full 2 days of Person-Centred Approaches Training at least 2 times this year and/or use all curriculum components to train in a context suitable to own circumstances at least 2 times per year. I have maintained a dated log of each curriculum component delivered.
- I have stayed current by attending an annual H S A Canada Gathering including a Trainers' session and/or one of the other update options offered by H S A Canada.
- I share with H S A and trainers: knowledge, experience, innovation and learning gained throughout the year.
- I contribute to requests for comments on new exercises/trainings/learning methods developed

Trainer Signature

Date