

Work@Health® Train-the-Trainer T3

Training Course Syllabus July 2023-December 2023

The Work@Health® Train-the-Trainers (T3) will receive training from Master Trainer in the Work@Health® curriculum. The schedule was developed to allow time for participants to immerse themselves in the curriculum, while leaving room for each T3 to deliver the training to 5 or more employees in a format that meets their specific needs and style.

Train and Support T3s - July 17-December 31st

- Deliver T3 training to at least five T3s.
- Master Trainers (MT) will provide on-going technical assistance and guidance to T3s to help them in their role of training five employers in the Work@Health® Core Employer Curriculum.

The Work@Health® T3 program includes a Training Phase and a Technical Assistance (TA) Phase. The schedule was developed to allow ample time for participants to fully immerse themselves and complete each activity at a pace that is comfortable and does not interfere with other daily responsibilities. The Training Phase of the program is largely completed through web-based training and online interactions with training and technical assistance staff. The Training Phase culminates in a virtual workshop (Virtual Training Lab-Module 6) for participants to apply the skills they have learned in reviewing the employer and T3 curricula.

The TA Phase prepares participants to meet a key requirement of the Work@Health® T3 certification: training five employers in the Work@Health® Employer Core Curricula. The TA Phase consists of three milestone stages to be completed over eight weeks: 1) *Planning and Preparation*, where participants will be provided support to identify and recruit their employer trainees; 2) *Delivery*, where participants will train employers using a blended training model consisting of online and in-person activities; and 3) *Debriefing and Lessons Learned*, where participants will self-evaluate and share their training experiences with other T3 participants to improve and refine their skills to apply to future trainings after

certification.

Along each step in the process, Work@Health® experts and the NACDD worksite team are available to mentor, provide support, troubleshoot, and facilitate the success of each T3 participant. The program ends with awarding training certificates to those participants who meet all the Work@Health® T3 requirements, enabling “certified trainers” to continue to reach out to and provide training to employers in their communities.

Certificates will also be provided to those participants who meet all the Work@Health® T3 requirements, enabling “certified trainers” to continue to reach out to and provide training to employees.

T3 Training Phase – 8-9 Weeks (approximately 5 hours/week)

Week of July 17- Pre-Work

- T3s complete all registration paperwork and baseline Knowledge/Skills survey
- T3s participate in Orientation to review Work@Health Training and the Work@Health T3 Training and Technical Assistance Portal Date TBD

Week of July 24

- T3s complete Work@Health® Employer Core Module Introduction and related activities
- T3s complete Employer Core Module 1: Making the Business Case and related activities
- T3s complete Employer Core Module 2: Assessing Your Worksite and related activities

Week of July 31

- T3s complete Employer Core Module 3: Building Leadership Support and related activities.
- T3s complete Employer Core Module 4: Developing Policy, Benefit, and Environmental Supports and related activities.
- MT holds Coaches Corner Session (virtual meeting with Master Trainer and fellow T3s) to discuss Modules 1-4

Week of Aug 7

- T3s complete Employer Core Module 5: Designing Effective Communications and related activities.
- T3s complete Employer Core Module 6: Evaluating Your Program and related activities.

Week of Aug 14

- MT holds Coaches Corner Session (virtual meeting with Master Trainer and fellow T3s) to discuss Modules 5-8
- T3s complete Employer Core Module 7: Planning and Designing Your Program and related activities
- T3s complete Employer Core Module 8: Implementing and Sustaining Your Program and related

activities

Week of Aug 21

- MT delivers webinar on T3 Getting Started and Module 1: Understanding the Landscape
- MT delivers webinar on T3 Module 2: Building the Roadmap
- T3s begin employer and champion recruitment.

Week of Aug 28

- MT delivers webinar on T3 Module 3: Preparing for Delivery
- MT delivers webinar on T3 Module 4: Evaluating for Results
- T3s continue employer and champion recruitment.

Week of Sept 4

- MT delivers T3 Module 5: Practicing Technical Assistance
- T3s continue employer and champion recruitment.

Week of Sept 11

- MT and T3s prepare for Virtual Training Lab
- T3s finalize list of employers

Week of Sept 18

- MT and T3's participate in Virtual Training Lab facilitated by the MT
- T3s complete Trainee Reaction Survey

T3 Technical Assistance Phase - 8-10 Weeks (approx. 5 hours per week) (These dates are determined by the readiness of each of your T3's, some will be ready to start the delivery of the Employer course before others. For T3's to be complete by the end of December they should start their employer training by the first week of November).

Milestone 1: Planning and Preparation (2 weeks) Sept 25 – October 6

- T3s complete recruitment of employers to attend training
- T3s to familiarize themselves with the Work@Health Employer Training and Technical Assistance Learning Community by visiting the Sandbox Version. T3s prepare for their T3 role by completing the Sandbox activity.
- T3s begin blended training model, for five employers, as soon as possible

Work@Health® Master Trainer Program: Training Course Syllabus

Milestone 2: Delivery (11 weeks) October 9 – December 22

- T3s work with employers to complete blended training and hold in-person training day for five employees.
- T3s record (video) of portion of in-person training day
- T3s administer Reaction Surveys
- T3s submit video and Reaction Surveys
- MT holds de-brief sessions with T3s to discuss in-person training, to review video, and to provide feedback and guidance to T3s
- T3s administer employer participant evaluation forms

Milestone 3: De-brief and Lesson Learned (four total weeks, overlaps with Delivery Milestone)

Jan 2024

- MT holds de-brief sessions with T3s
- T3s provide self-assessment of their training
- MT reminds T3s to watch colleagues’ videos and provide constructive feedback
- T3s work with employers to complete follow-up trainee technical assistance survey and Knowledge/Skills survey
- T3s receive certificate

Post Training

- MT and T3s maintain Work@Health® credentials
- MT and T3s are recognized as a certified trainer through the Work@Health® Program and as a resource to others



