Thinking for a Change
Training for Facilitators

Overview of the Blended Training Model

Agency Readiness
- Organizational
- Tech and Training Support

T4C

Learning Events
- Virtual Instructor Led Trainings (VILT)
- Inter-Session Work
- Instructor Led Training (ILT)

Implementation
- Quality Assurance Measures
- NIC Support
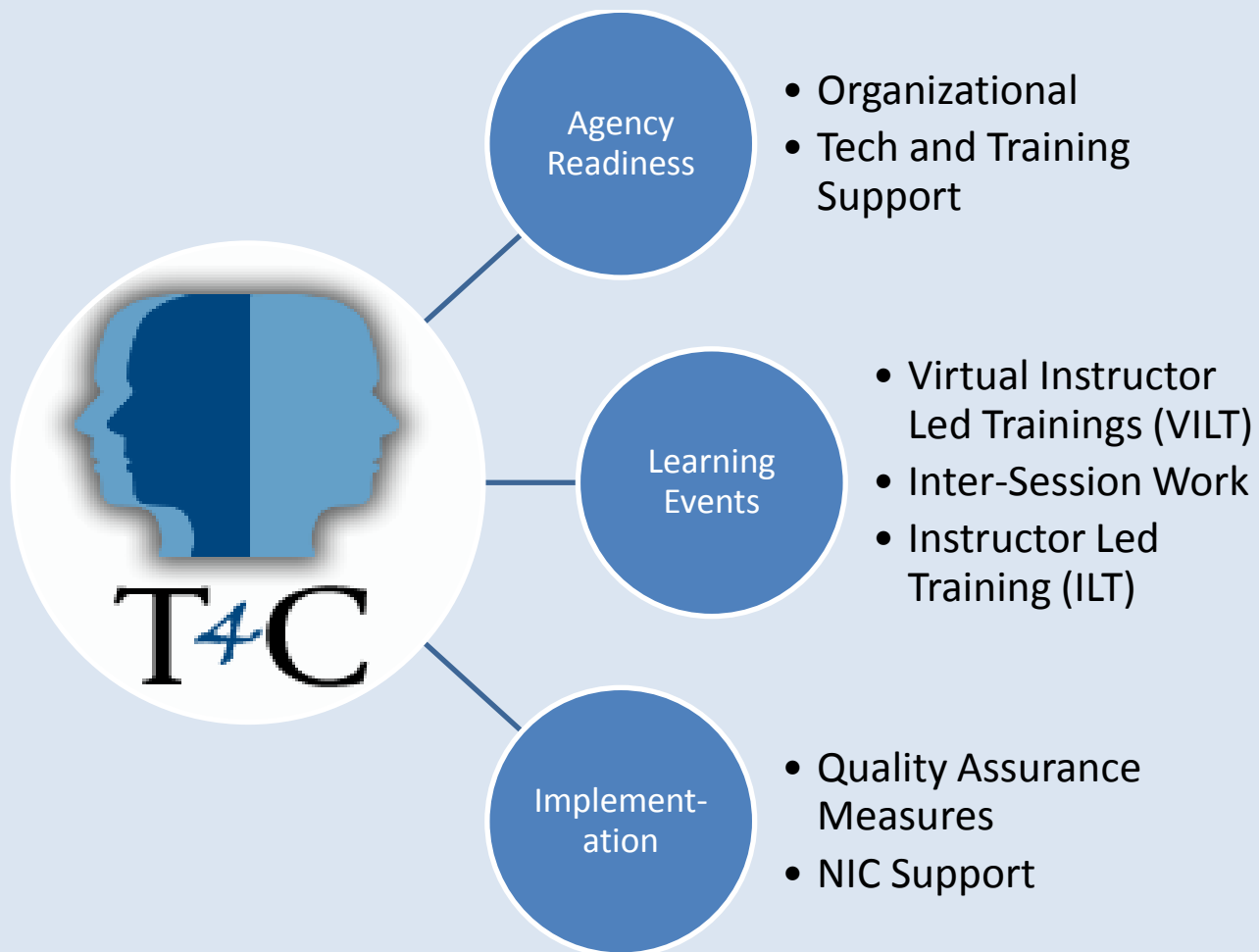
This packet serves as an introduction and resource to agencies preparing for Thinking for a Change (T4C) Facilitator Training using NIC's blended training model. It is by no means intended as a substitute for communication with NIC staff or assigned trainers, but rather is meant to provide a starting point for ensuring that T4C is implemented with as much integrity as possible. We look forward to working collaboratively with you on the implementation of Thinking for a Change in your organization!

Thinking for a Change Facilitator Training
COURSE OVERVIEW

This 40-hour training experience prepares participants to deliver the *Thinking for a Change* program with offender groups.

NIC has designed this course as a *blended* learning experience. The training includes three important elements. Just as with a traditional classroom-based training, 100% attendance at all sessions and completion of all assignments are required to receive a certificate of completion.

The elements of this course are:

▪ **6 VILT SESSIONS** – Attend/participate in six Virtual Instructor Led Training (VILT) sessions. VILT sessions are live online training events with instructors. Participants attend via computer/internet and interact with the trainers and other participants. The VILTs for this training are each two hours in duration. An additional .25 hours are allotted for these sessions to allow for early sign-in and for the rare occasions when a session may run a few minutes late.   **13.5 HOURS**

▪ **INTER-SESSION WORK** (independent study/practice) – Participants are required to complete all the pre-session and inter-session assignments as part of this training. These assignments will include: reading lessons, watching short videos, completing worksheets, and communicating with trainers and other participants via email and phone. Participants will prepare to deliver three lessons during the face-to-face portion of the training event. Participants *must* be provided time during normal duty hours to complete this work. Inter-session work averages about two hours per week.   1**0.5 HOURS**

▪ **1 ILT SESSION** – Attend/participate in an Instructor Led Training (ILT) experience. ILT sessions are traditional face-to-face classroom training events. The ILT for this training is two full days long.   **16 HOURS**

   TOTAL TIME COMMITMENT   **40 HOURS**

Typically, all events and activities are scheduled within a seven week timeframe. This allows participants to complete inter-session work between the VILTs and before the ILT.

Thinking for a Change Facilitator Training
HOST AGENCY CHECKLIST

Thank you for expressing an interest in training your staff as Thinking for a Change facilitators. This course is a multi-modality, blended learning experience. Participants will do much of the coursework at their own duty stations. Only 16 of the 40 hours of this program are conducted in the traditional "face-to-face" classroom setting.

In an effort to clarify expectations and requirements, NIC has put together this checklist to help your agency prepare for this learning experience. Please contact the Correctional Program Specialist that has been assigned to this event for clarification.

Each student must have a copy of the "Thinking for a Change: Integrated Cognitive Behavior Change Program, Version 3.1" facilitator manual:

- ✓ Available for download at http://nicic.gov/T4CWeb/
- ✓ Each manual should be printed double-sided, with three-hole punch, in a 3-inch binder
    - o This is a very large document and you will probably want to send the job to a print shop

For every Virtual Instructor Led Training (VILT) and the inter-session work, each participant must have:

- ✓ Uninterrupted access to a dedicated computer with internet
    - o The computer must be "WebEx compatible" (Directions for testing such are attached)
- ✓ Simultaneous use of a dedicated telephone while on the computer
- ✓ Students MUST be granted time during regular duty hours to complete the inter-session assignments. These typically take about 2 hours per week

For the face-to-face Instructor Led Training (ILT) the host agency must arrange for:

- ✓ Training facility with one room large enough to accommodate 30 students and three trainers, and two breakout rooms to accommodate ten students and one trainer each
- ✓ A computer and LCD projector in each room
- ✓ Access to a copy machine and scissors (for last-minute items)
- ✓ Capacity to show and listen to DVDs in the main room
- ✓ Four chart stands and lots of chart paper
- ✓ Tape, markers, pads of paper, sticky notes, pens, and all other standard training supplies
- ✓ Name tents
- ✓ Evaluation forms (Agency-generated)
- ✓ Directions to, and information about parking and dining options near the training site

Persons with disabilities may request reasonable accommodation to participate in this program. To do so, please send an e-mail, at least seven business days prior to the Orientation event, to the Correctional Program Specialist assigned to this program, including your name, contact information, and the nature of your request.

T4C Facilitator Training: Agenda

Host Agency
NIC Event # **14A65XX**

Topic	Day/Time	Format	Duration
Orientation	Monday, 08/12/13 08:30 – 10:30 EDT	Virtual Instructor-Led Training (VILT)	2.25 hours
Pre-Session Homework	Due prior to Implementation VILT	Complete Pre-session homework in Learning Plan	0.5 hours
Implementation	Monday, 08/19/13 08:30 – 10:30 EDT	VILT	2.25 hours
Inter-session One Homework	Due prior to Social Skills VILT	Meet w/ supervisor Re: Implementation Plan; Complete Inter-session One homework	2.0 hours
Social Skills	Monday, 08/26/13 08:30 – 10:30 EDT	VILT	2.25 hours
Inter-session Two Homework	Due prior to Cognitive Self-Change VILT	Social Skills tryout planning time with partner; Complete Inter-session Two homework	2.0 hours
Cognitive Self-Change	Monday, 09/04/13 08:30 – 10:30 EDT	VILT	2.25 hours
Inter-session Three Homework	Due prior to Problem Solving 1 VILT	Cognitive Self-Change tryout planning time with partner; Complete Inter-session Three homework	2.0 hours
Problem Solving 1	Monday, 09/09/13 08:30 – 10:30 EDT	VILT	2.25 hours
Inter-session Four Homework	Due prior to Problem Solving 2 VILT	Complete Inter-session Four homework	0.5 hours
Problem Solving 2	Monday, 09/16/13 08:30 – 10:30 EDT	VILT	2.25 hours
Inter-session Five Homework	Prior to ILT	Problem Solving tryout planning time with partner; Complete Inter-session Five homework; Final preparations for ILT	(up to) 3.5 hours
Advanced Practicum: Apply learned skills by trying out assigned lessons in front of trainers and peers	Monday – Tuesday, 09/23 – 09/24/13 08:00 – 17:00 EDT ILT Location (city)	Instructor-Led Training (ILT) (Face-to-face, classroom-based, learning)	16.0 hours

Total = 40 Hours

NOTES:
1. Participants must attend all sessions and complete all homework to receive credit for this course.
2. VILTs are scheduled for 2.25 hours to allow for early sign-in and occasions when session may run a few minutes late.
3. Inter-session Five allows for up to 3.5 hours of work, as participants must complete all preparations prior to ILT.
4. Participants must complete all homework on time, and must be ready to present on morning of day 1 of ILT.
5. Supervisors and managers should permit participants to schedule time each week to complete homework.
6. For each VILT, each participant must have a dedicated computer with internet and a telephone.

Thinking for a Change Facilitator Training

WebEx System Compatibility Test

Each participant in this learning event must have access to a dedicated computer with internet. To ensure that the computers are "WebEx compatible," follow these simple instructions. This test should take less than a minute.

1. Go to: http://www.webex.com/lp/jointest/.

2. Enter your name and email address. Click "Join."

3. This will bring you to a "Meeting in Progress" screen.
   - Be patient, this may take a few moments.
   - If you hit back, forward, refresh, cancel, or return to session, you will exit the session, and will have to begin again.

4. The message, "The host has not yet joined the meeting" indicates that your computer is compatible with WebEx.

5. Click "OK," close the screen, and exit the WebEx session.

6. THAT'S IT!

7. If you are unable to join the test meeting, please contact WebEx support for helpful information at:
   - 866-229-3239, option 4; or
   - http://support.webex.com

Make sure to contact your local IT department if you are still unable to make your computer WebEx compatible. You should also let your local host for this learning event know about your difficulties.