

## Agenda for Online Training

<b>Day 1</b>			
<b>Module</b>	<b>Purpose &amp; concept</b>	<b>Duration</b>	<b>Timing</b>
Introduction	Welcome, establish common ground, communicate expected results and manage logistics.	30 min.	9:00 - 9:30
Manual Format	Review of Leader Manual layout	20 min.	9:30 – 9:50
Managing Nervousness	Explore natural nervous reactions to leading a class and what to do about them.	30 min.	9:50 – 10:20
Break		10 min.	10:20 – 10:30
Online Training Review	Review content completed in online training <ul style="list-style-type: none"> <li>• Pages IT.11 – IT.13</li> </ul>	10 min.	10:30 – 10:40
Facilitation Skills	Rehearse facilitation skills in front of a friendly group of class participants, help each other by using NAMI support criteria (provided), get more comfortable with the skills needed to lead a F2F class (tell approach, active listening and redirecting), learn about what to do when tough topics arise. <ul style="list-style-type: none"> <li>• Page TM.11</li> <li>• Page TM.14 finish with Skill 2</li> </ul>	1 hr. 20 min.	10:40 – 12:00
Lunch		45 min.	12:00 – 12:45
Facilitation Skills	Same as above. <ul style="list-style-type: none"> <li>• Page TM.14 start with Skill 3</li> <li>• Page TM.17 finish with tough topics</li> </ul>	55 min.	12:45 – 1:40
Handling Questions	Practice understanding and answering the types of questions that come up during a class.	45 min.	1:40 – 2:25
Break		5 min.	2:25 – 2:30
Course Content Part 1	Become familiar with key course content. <ul style="list-style-type: none"> <li>• Page TM.20</li> <li>• Page TM.23 finish with Team 2</li> </ul>	1 hr. 15 min.	2:30 – 3:45
Debrief/Q and A	Answer questions related to the practices as well as any parking lot questions from the chat. Remind everyone that day 2 of training will begin at 9am.	15 min.	3:45 – 4:00

Day 2			
Module	Purpose and concept	Duration	Timing
Check-in	Welcoming everyone back and begin!	5 min.	9:00 – 9:05
Course Content Part 1 (continued)	Continue with becoming familiar with key course content. <ul style="list-style-type: none"> <li>• Page TM.24 start with Class 3 overview</li> <li>• Page TM.26 finish with Transition</li> </ul>	1 hr. 20 min.	9:05 – 10:25
Break		5 min	10:25 – 10:30
Course Content Part 2	Reestablish common ground, review what's been learned and become familiar with key course content. <ul style="list-style-type: none"> <li>• Page TM.27</li> <li>• Page TM.29 finish with break</li> </ul>	1 hr. 30 min.	10:30 – 12:00
Lunch		45 min.	12:00 – 12:45
Course Content Part 2 (continued)	Continue same as above. <ul style="list-style-type: none"> <li>• Page TM.30 start with Team 8</li> <li>• Page TM.31</li> </ul>	1 hr. 30 min.	12:45 – 2:15
Break		10 min	2:15 – 2:25
Emergencies	Learn what to do in the case of an emergency.	25 min.	2:25 – 2:50
Teaching online	Introduce and review <b>Guide for Offering NAMI Programs Online</b>	10 min.	2:50 – 3:00
Close, Q and A	Explore what steps are needed to prepare for a course, complete evaluation, distribute certificates	30 min.	3:00 - 3:30