

## **Trainer Checklist**

### **Before Training**

- Purchase Workbooks and Certificates from [nick.burnett@teamteach.com.au](mailto:nick.burnett@teamteach.com.au) at least 4 weeks before the course.
- Conduct training needs analysis based on behavioural audit. This informs the course content.
- Notify [nick.burnett@teamteach.com.au](mailto:nick.burnett@teamteach.com.au) 4 weeks before a new training event. Include program outline; names of lead and assist trainers, training venue, date(s) of training, numbers of participants. Attach as a separate document an outline of the proposed specific course program with allocated timings for risk, restriction and restraint reduction theory and practical activities.
- Plan the program to include all the core tabletop activities, team building warm up, social/ personal / intimate space, circles of danger, posturing body language, CALM stance, Calming scripts. (Sample Level 1 and 2 programs are available on the website) – see core course requirements below.
- Course program must include all core tabletop activities. Physical elements (including warm up, personal space etc, should not exceed 30% of program time.
- Download the latest documents, presentation slides, posters, summary evaluation forms etc. from [www.teamteach.com.au](http://www.teamteach.com.au)
- Visit and risk assess the training venue.
- Essential course information including health checklist to be given out two weeks before training.
- Provide Team Teach outline to Principals / commissioning managers.
- It is essential that these protocols are followed for Team Teach to fully support the certificates issued.

### **Checklist of Equipment**

- Sign-In Sheet.
- Posters (Available on website).
- Quiz (one for each participant).
- Course evaluation forms (one for each participant).
- Workbooks and Certificates (one for each participant). Please remember the participants certificate number updates at every subsequent course that they attend.
- Pens / Marker Pens.
- Butcher's paper / A4 writing paper.
- Magic tape / Blue tack.
- Labels for names.
- Clock.
- Projector - Laptop – Screen - Speakers.
- Cable covers (for cables going across floor).
- Mats.
- Bottles for Soft Drink challenge.

### **After Training**

- Complete Summary Evaluation form and email to [nick.burnett@teamteach.com.au](mailto:nick.burnett@teamteach.com.au)
- Send a copy of the Summary Evaluation form to the service (commissioning manager)
- Archive your copy of the summary evaluation form with the individual forms and quizzes.
- Fill in your Trainer's Logbook (recording the date and type of training)

## Course Content

### Core (C) All Team Teach Level 1 and Level 2 training courses cover:

- C1. Team Teach warm up and team building activities.
- C2. Values - keeping people safe and happy - what if that was your child, relative or friend?
- C3. Understanding Emotions & Behaviours that Challenge - how do we behave and what can we do better
- C4. Personal space, body language, circles of danger, safe stance and calm stance and scripts.
- C5. Help Scripts, The Conflict Spiral - Stages of Crisis - Post Incident Learning and Support, understanding the processes.
- C6. Issues following training, Risk and Restraint Reduction Planning - for organisations and individuals.
- C7. The Legal Framework - policies, guidance, recording, reporting and planning.
- C8. Elevated Risks, Knowledge Quiz, De-escalation Scenario or Positive Handling Plan Activity.

### The only 'physical' elements that must be covered on Level 1 and 2 courses are

- **C1. Team Teach warm up and team building activities.**
- **C4. Personal space, body language, circles of danger, safe stance and calm stance and scripts.**

**Two person interventions to seated positions should not be taught on a Level 1 course, or by one person on a Level 2 course.**

**Provision of Level 1 and Level 2 training is related to the level of risk highlighted in the initial need's analysis. Level 1 is where low risk has been identified and Level 2 a medium to high risk. If it has been identified that restraint is possibly required, then the Level 2 course should be provided.**

### Remember:

*Team Teach does not provide any physical intervention training unless it is part of a comprehensive risk, restraint and restriction reduction programme, within a holistic framework where the opinions and expertise of relevant professionals are prioritised and where the child and carers are actively engaged.*