

Role and Responsibilities of Roots of Empathy Trainer

Brief Summary of Position

The Roots of Empathy Trainer is certified through the Roots of Empathy Organization to deliver a four day mandatory training according to his or her contract, which outlines the Trainer's responsibility for delivering the training curriculum and for following through on all aspects of communication with the Training Department at Roots of Empathy International Office.

Roots of Empathy has the exclusive right to approve the application of every instructor candidate. Roots of Empathy has the exclusive right to grant certification and recertification of trained Instructors. The Trainer's report is part of the information considered when granting the certification of a new Instructor.

Roots of Empathy has the exclusive right to approve all Roots of Empathy trainings. The Roots of Empathy Trainer may not deliver any trainings without the approval of the Director of Training.

Key Responsibilities of Position

Training

- Reports to the Director of Training at Roots of Empathy International Office.
- Liaises with Lead Agency (LA)/Provincial Manager (PM)/KPP after training dates have been established on planning and scheduling of the Initial Training:
 - Communicates pre-training preparations that have been completed by LA/PM/KPP (i.e. date, location, agenda, room set up/all audio visual needs, invites family with infant for demonstration, refreshments, etc.).
 - Confirms Instructor Acceptance Letter has been completed and sent to Instructors by LA/PM/KPP.
- Sets date for Mid-Year Training with LA/PM/KPP, following the Roots of Empathy schedule guidelines. Contacts Roots of Empathy International Office once date is confirmed. Works with LA/PM/KPP to fill out and distribute Mid-Year Training invitations to Instructors.
 - Communicates Mid-Year Training preparations that have been completed by LA/PM/KPP (i.e. date, location, agenda, room set up/all audio visual needs, invites family with older infant for demonstration, refreshments etc.).
- Delivers Roots of Empathy training, primarily within a particular country; this involves an Initial Training (before Roots of Empathy year begins) and a Mid-Year Training (in the middle of the Roots of Empathy year).
- Roots of Empathy reserves the right to approve the number of Roots of Empathy Instructors to be trained in any training according to Roots of Empathy guidelines.

Certification Process for Instructors

- Assists in administration of certification process for Instructors including:
 - Ensuring signed Roots of Empathy Instructor Agreement forms are submitted,
 - Distributing, collecting, marking, returning and reviewing written Certification Tests,
 - Completing and submitting Trainer's Report to Roots of Empathy International Office, and
 - Providing the Training Department at Roots of Empathy International Office with a list of Instructor(s) who didn't attend the Mid-Year Training day.

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Administration

- At the completion of the Initial Training the following forms are required to be submitted to the Training Department at Roots of Empathy International Office:
 - Instructor Sign In Sheet,
 - Signed Roots of Empathy Instructor Agreement,
 - Trainer's Report, and
 - Instructor/Trainer Feedback Forms.
- At the completion of the Mid-Year Training the following forms are required to be submitted to the Training Department at Roots of Empathy International Office:
 - Instructor Sign-In Sheet,
 - Completed Heartfelt Moments and Challenges and Solutions,
 - Outstanding Roots of Empathy Instructor Agreements, and
 - Instructor/Trainer Feedback Forms.

Reporting and Accountability

- Submits all required forms from Initial Training and Mid-Year Training to the Training Department at Roots of Empathy International Office.
- At the beginning of any Roots of Empathy training if an Instructor has not shown up, or a person has shown up who is not on the list contacts Director of Training at Roots of Empathy International Office immediately.
- Contacts LA/PM/KPP if any training materials have not arrived or are missing.
- During the training, immediately reports to and consult with Director of Training at Roots of Empathy International Office any issues or concerns that believed to be hindering the delivery of the training (i.e. Instructor resistance – disruptive behaviour, challenging the delivery process and content of training; time management). The Director of Training at Roots of Empathy International Office will problem solve with the Trainer and will then inform the LA/PM/KPP.
- Confers with Director of Training at Roots of Empathy International Office about any issues or concerns regarding Instructors, the delivery of training or regional relations.
- Submits Instructor/Trainer feedback forms from the Initial Training and Mid-Year Training to Training Department at Roots of Empathy International Office.
- Communicates with Senior Mentor/Mentor(s) following the trainings if necessary.
- Submits invoices and expenses in a timely fashion to Roots of Empathy International Office.

Recertification of Trainers

- Roots of Empathy Trainers undergo an annual recertification process whereby they participate in a professional development session and receive updated Training Curriculum materials and/or methodologies. Roots of Empathy Trainers cannot offer training sessions independent of the Organization. Roots of Empathy Training Curriculum content and materials cannot be used outside of an approved Roots of Empathy training. All Roots of Empathy Trainers must obtain clearance from the Director of Training at International Office prior to delivering a training session, and are required to write reports which accurately summarize the training session.