

Trainer's Responsibilities in Relation to Roots of Empathy Partners

Key Point Person (KPP)

- Follow up with KPP after training dates have been established – Initial Training
 - Discuss pre-training preparations (i.e. date, location, agenda, room set up/all audio visual needs, invite family with infant (2-4 months) for demonstration, refreshments etc.).
- Set date for Mid-Year Training with KPP, following the Roots of Empathy schedule guidelines. Contact Roots of Empathy International Office once date is set. Work with KPP to fill out and distribute Mid-Year Training invitations to Instructors.
 - Discuss Mid-Year Training preparations (i.e. date, location, agenda, room set up/all audio visual needs, invite family with older infant (8-10 months or crawling) for demonstration, refreshments etc.).

Provincial/Program Manager (PM)/Senior Mentor (SM)

- Ask SM to find out if Mentor(s) will be showing up during the training and when.
- Contact PM immediately if, at the beginning of your training, any participant has not shown up or someone has shown up who is not on your list. If you cannot reach the PM inform Roots of Empathy International Office.
- Submit a Trainer Report to the Training Department at Roots of Empathy International Office. Based on Trainer feedback, the SM will make a decision about what Mentor follow up is required for individual Instructors.

Roots of Empathy International Office

1. Conduct Roots of Empathy training. This involves an Initial Training before the Roots of Empathy year begins and Mid-Year Training in the middle of the Roots of Empathy year – with a minimum of two training sessions per year.
2. During the training, immediately report to and consult with the Director of Training at Roots of Empathy International Office any issues or concerns that you believe may hinder the delivery of your training (i.e. participant resistance, disruptive behavior, challenging the delivery process or content of training, time management).
3. At the end of the Initial Training include the submission of all required forms
 - Sign-in Sheet
 - Signed Roots of Empathy Instructor Agreement Forms
 - Police Checks (if applicable)
 - Instructor/Trainer Feedback Forms
4. Submit Trainer's Report electronically to the Training Department at Roots of Empathy International Office
5. At the end of the Mid-Year Training include the submission of all required forms
 - Sign-In Sheet
 - Heartfelt Moments, and Challenge and Solutions,
 - Outstanding Instructor Classroom Information Forms/Instructor Agreements
 - Instructor and Trainer Feedback Forms
6. Confer with Roots of Empathy International Office about any issues or concerns regarding Instructors, the delivery of training or regional relations for both the Initial and the Mid-Year Training
7. Submit invoices and expenses in a timely fashion

Mentor

- Introduce the Mentor at the Initial Training/Mid-Year Trainings if they are able to make it.
- Respond to calls from the Senior Mentor concerning your Trainer's report.