



Supporting Foster Care Alum Trainers

Purpose: Training Delivery, Trainer Development division will be the point of contact when a foster care alum is interested in becoming a trainer, coach, or producer and will continue to provide support after approval.

Overarching Support:

- **One point of contact to provide support prior, during, and after approval process.**
- **Regular communication from OUCCAS point person**
 - Ask for preferred methods of communication – email, phone, video call, etc.
- **Promoting lived experience as area of expertise**
 - Provide strategies and resources for Strategic Sharing, both during the workshop itself and the question-and-answer portion. Including how to deflect questions that are too personal, and how to set boundaries when the workshop is over.
 - Assist candidate with applying their “lived experience” and professional expertise in the following areas:
 - Workshop Facilitation Expectations
 - Application
 - Interview
 - Virtual Instructor-Led Training (VILT) demo, if applicable
 - Virtual Trainer Questions (VTQs)
 - Curriculum Development in the future, after the candidate has experience in training standardized and/or previously developed content
- **Workshop Facilitation Expectations:**
 - Steps to take in scheduling a training
 - How early to arrive to in-person workshops
 - What equipment or handouts to bring vs. what the Regional Training Center (RTC) will provide
 - Duration of time for workshop, including breaks
 - How the evaluation process works when the workshop is over
- **Coaching:**
 - Resume building
 - Interview skill building
 - Preparation for Producer role
 - Preparation for Virtual Instructor role

Steps in the Recruitment and Approval Process with Foster Care Alum

Inquiry Stage - Introductory Meetings

- Training Development Team (TDT) Foster Care Alumpoint person will take the lead when a foster care alum inquiry is received and provide the TDT Recruiter with the name of the foster care alum, date of inquiry, date of introductory meeting(s), and scheduled interviews
- **Point person will complete the following steps, at minimum, when an inquiry is received:**
 - Inform TDT Recruiter to add to the tracking spreadsheet and create a folder in SharePoint
 - Schedule meeting with FC Alum
 - Introduction of OCWTP/OHSTS and approval process
 - Provide an overview of the roles within Training Delivery Team, OUCCAS, and Regional Training Centers (RTCs).
 - Provide the So You Want to Be a Trainer link
 - Document information gathered onto the introductory meeting template
- **Point person will complete the following, at minimum, if FC Alum wants to move forward in approval process:**
 - Provide support and resources in translating lived experience into area of expertise
 - Review and/or assist (as needed) in development of resume and application
 - Provide support in development of interviewing skills
 - Provide support in virtual training platform management (as needed).
 - Complete Introductory meeting template.
 - Share with TDT Recruiter introductory meeting minutes, resume and application
 - Collaborate with TDT recruiter to schedule interviews and/or demos.

Interviews – Approval Stages

- Follow the Recruitment & Approval Procedure with the TDT Recruiter as the lead interviewer
- Point person to debrief with Foster Care alum throughout each step

Post Approval Ongoing Support

- Create plan for ongoing support
- Outline development if Nonstandardized trainer
- Orientation to each RTC's
- Areas of needed development
- Linkage to mentor that is a trainer
- Debrief after 1st training
- Run evaluation reports for trainings, review, provide feedback
- Check in with RTCs about how training went
- Provide ongoing reach out, as needed