

SKILLS TO ENABLE PEOPLE & COMMUNITIES

SKILLS PROGRAM LEADER TRAINING PROGRAM

Title: Skills To Enable People and Communities (STEPS) Leader Training Program

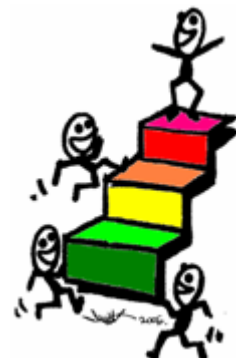
Goals:

1. Outline STEPS leader training program and manual use
2. To familiarise STEPS leaders with the STEPS Skills Program framework
3. To explain STEPS content to leaders
4. To inform leaders of the mandatory standards required for STEPS Skills Program delivery
5. To help leaders consider the organisational processes required to start and run a STEPS Skills Program
6. To orientate leaders to some skills in STEPS Skills Program facilitation
7. To inform leaders about the support and supervision they can expect from STEPS staff (and local 'supporter' if applicable) during the STEPS Skills Program and afterwards
8. To help leaders establishing new groups think about how to recruit local participants, in collaboration with local 'supporter' and STEPS staff
9. To give leaders some ideas about how they might keep a local Network Group going after the STEPS Skills Program has finished
10. To give leaders the opportunity to demonstrate a structured exercise from the STEPS workbook

Duration: 2 sessions (2 x 6 hours)

Learning Outcomes:

1. STEPS leaders will understand the purpose of the STEPS Leader Training Program and Leader Manual
2. STEPS leaders will be familiar with the individual and community self-management framework upon which the STEPS Skills Program is based
3. STEPS leaders will understand the content of the STEPS Skills Program
4. STEPS leaders will understand the standards to be followed when delivering the STEPS Skills Program to a group
5. STEPS leader will have an appreciation of the organisational processes required to start and run a STEPS Skills Program
6. STEPS leaders will have an understanding of some of the skills involved in STEPS Skills Program facilitation
7. STEPS leaders will appreciate the nature and level of support and supervision they can expect from STEPS staff (and local 'supporter' if applicable) during the STEPS Skills Program and afterwards
8. STEPS leaders will be exposed to some ideas about marketing and recruiting for new group participants locally
9. STEPS leaders will be exposed to some options by which they might continue a local Network Group once the STEPS Skills Program has finished
10. STEPS leaders will demonstrate facilitating a structured exercise from the STEPS workbook



LEADER TRAINING PROGRAM TIMETABLE- 12 HOURS (2X 6 HOURS)

TOPIC	TASKS/TOPICS TO BE COVERED
1. Outline STEPS leader training program and manual use	<ul style="list-style-type: none"> • STEPS leader training program outline • Leader role and expectations • Leader manual use
2. STEPS program framework	<ul style="list-style-type: none"> • STEPS Skills Program • WHO ICF • Self-management
3. STEPS content	<ul style="list-style-type: none"> • STEPS Group workbook content • Leader Workbook • Participant Workbook
4. STEPS Program delivery-standards	<ul style="list-style-type: none"> • Queensland Health Code of Conduct • STEPS Policy and Procedures
5. Promoting a new STEPS group	<ul style="list-style-type: none"> • Target audience • Promoting the STEPS Skills Program
6. STEPS program delivery-preparation	<ul style="list-style-type: none"> • Preparing for your STEPS group • Starting your STEPS group • Running your STEPS group • Troubleshooting • Finishing each session • Gathering support from others
7. STEPS Group facilitation	<ul style="list-style-type: none"> • General group facilitation skills and ideas • Specific needs of STEPS participants
8. STEPS support and supervision expectations	<ul style="list-style-type: none"> • STEPS support and supervision • Weekly Leader Reflection
9. Keeping a group going after STEPS program is finished	<ul style="list-style-type: none"> • Issues to consider • 5 stages of Group Development • Procedures for establishing a group
10. Leader Activities	<ul style="list-style-type: none"> • Presentation to group • Leader and Group Reflection • Individualisation of support and supervision needed post-training

