

The CalSAC Trainer Network builds the training and facilitation skills of leaders in the field, who in turn provide training to professionals working in a variety of out-of-school time programs, like before school, afterschool and summer enrichment programs, across the state. Through the network, we deepen and grow the skills of professionals to best serve the interests of young people across the state. The Trainer Network has evolved over the years with extensive support from the CA Department of Education and foundation grants. In its history with the program, CalSAC has recruited over 900 trainers who have implemented over 17,000 hours of training. Over the last two years, CalSAC trainers provided over 1,600 hours of school-age training to 16,000 participants!

## **Trainer Certification Process**

CalSAC Apprentice Trainers complete an 8-month certification process where professionals participate in a three-day intensive Training of Trainers Institute, implement our on-site training curriculum to programs in their community, reflect on their own facilitation and training skills and receive ongoing mentoring from a Senior Certified Trainer. Upon completing the certification process, Apprentice Trainers have access to ongoing professional development and leadership opportunities exclusively for CalSAC Trainers. Major program components include:

1. **3-day Training of Trainers Institute (ToT):** to prepare participants to deliver high-quality training to the field and foster community of out-of-school time professionals.
2. **Training in the Field:** to deliver 16 hours of training in the field to apply and hone skills and knowledge.
3. **Mentorship:** to receive ongoing support from Senior Certified Trainers through the use of cohort meetings, regular check-ins and the training observation
4. **Tools and Resources:** to reflect on training skills, identify opportunities to strengthen competencies and apply learnings during certification process.

## **Training of Trainers Institute**

This multi-day intensive training is the start of the Trainer Certification Process and aims to adequately prepare participants to deliver high-quality training and thrive as members of the CalSAC Trainer Network. The ToT is an intensive and rigorous professional development experience and is foundational to the CalSAC Trainer experience. Participants leave the ToT equipped with the resources they need to return to their communities to deliver high-quality training and feeling a deeper connection to the CalSAC Trainer network community.

## **Approach to Adult Learning**

The CalSAC Trainer Network is grounded in the belief that the out-of-school time workforce is full of talented, passionate leaders who care deeply for young people and their success. They bring an array of knowledge and experience gained through informal learning and through years of being on the ground implementing quality youth programs. Our approach helps professionals make the most of their knowledge and passion by creating a space to share and learn from one another while deepening their skills.

CalSAC believes the competencies for trainers in the field of out-of-school time, based on best practices in training adults, that provide a necessary starting point for ensuring that the training and support the field receives is of the highest quality. CalSAC's Trainer Competencies offer a framework that trainers can use to assess and build upon their skills and knowledge.

There is a total of twenty-five competencies that address five areas: Adult Learning, Training Delivery, Professionalism and Ethics, Equity and Diversity, and Co-Training. The competencies provide a common language to promote dialogue between trainers and those who support them about how the trainer can deepen skills and knowledge.

After the ToT, Apprentice Trainers incorporate the trainer competencies framework into their facilitation and training to the field. The ongoing support of mentors through the cohort meetings, regular check-ins and the training observation throughout the delivery of training provides a space for Apprentice Trainers to reflect on their experience implementing the trainer competencies and to continue to strengthen their training and facilitation skills.

---

## **Application Instructions**

Applying to join the Trainer Network is a highly competitive process. This spring, CalSAC will accept 60 new professionals to join the Trainer Network. To apply to become a CalSAC Trainer you must complete the online application form by **Friday, December 1<sup>st</sup>, 2017**.

## **Application Acceptance**

If accepted into the Trainer Network, you are required to:

- **Attend a 60-minute pre-ToT orientation webinar.** If you cannot attend one of the scheduled webinar dates we will schedule a one-on-one orientation call with you.
- **Complete self-reflection prior to the ToT** developed from the trainer competencies.
- **Attend in full a 3-day Training of Trainers Institute (ToT)** in the Spring of 2018 in the Bay Area.
- **Submit a one-time fee of \$250.** This fee covers the full trainer certification process: three days of professional development at the ToT (meals, materials and shared accommodations for two nights), mentorship, observation, and certification support between February 2018 – October 2018.

*Travel to the ToT and subsequent trainings is not included. Full and partial scholarships are available and will be assessed upon acceptance. Please complete the scholarship section of the application with as much detail as possible regarding your needs.*

**Please contact Charnelle Ruff at [cruff@calsac.org](mailto:cruff@calsac.org) or (510) 444-4622 x110 to schedule an intake call or to request additional information.**

Visit [www.calsac.org/training/trainerinstitutes](http://www.calsac.org/training/trainerinstitutes) for more information.

---

## **CalSAC Trainers say...**

***“I have gained an immense amount of professional development and direction. I strongly feel, through the CalSAC Trainer Network, I have been able to grow and affect change in more ways that I had ever imagined. I am now a part of a community.”***

***“Being part of the Trainer Network has opened up the doors to unique opportunities like Science Action Club and being a ToT Lead, allowing me to grow personally and professionally. The Trainer Network has connected me to hundreds of committed and dedicated professionals all over California. I am truly a part of something bigger than myself!”***