Parenting Instructor Training Checklist

Instruction on Using this Tool

This tool is designed to make the training of volunteers an easier process that covers essential information for every client advocate. The training is meant to be self-paced with the volunteer working through each step and checking it off as it is completed. While all items do not have to be done in the exact order shown, some steps do obviously build on others. Some items could be optional for your center and we recommend you edit this list to make it appropriate for your center.

**NOTES:**

**Getting Acquainted:** We highly recommend using “Getting Acquainted” with all clients and volunteers. This will help you get to know both more deeply and, in the case of volunteers, will help you decide if the volunteer is a right fit for the position. Set expectations early on that a volunteer may be requested to help in a different area at the discretion of their training coordinator.

**Training Coordinator:** This is normally your lead counselor or, in the case of smaller centers, the Executive Director. The coordinator needs to be able to determine the ability of each volunteer and determine if they will be able to work as a client advocate. Shadowing can be done with the training coordinator or with any experienced advocate.

**Internal Documents:** It is very important to have a Policy and Procedure to set expectations. Having the volunteer sign will help in cases where the volunteer needs to be let go. Reviewing the “History of Our Center” will help introduce the volunteer to your culture center and give them perspective as to their part in a bigger picture.

**RESOURCES:** The resources listed in this checklist are available from different locations. Others may be substituted as you decide what is best for your center.

**SESSION 1.1**

Getting Acquainted: <http://www.ewylonline.org/GettingAcquainted.asp>

The Love Approach: <http://www.heartbeatinternational.org/resources/volunteer-training>

**SESSION 1.2**

The Love Approach: <http://www.heartbeatinternational.org/resources/volunteer-training>

“The Effective Helper” available at HH: <http://www.hh76.org/details.aspx?prod_id=1722>

The Role of Binding Shame available at HH: <http://www.hh76.org/details.aspx?prod_id=348>

Confidentiality and The Basic Attitudes of the Counselor available at Life Services:

<http://www.internationallifeservices.org/life/catalog/counselor_training_materials/counselorTrainingProgram.php>

**SESSION 1.3**

In the Womb <http://www.hh76.org/details.aspx?prod_id=3144>

Labor 101 <http://www.hh76.org/details.aspx?prod_id=20139>

Conception, Pregnancy & Birth: THE CHILDBIRTH BIBLE FOR TODAY'S PARENTS

<http://www.amazon.com/Conception-Pregnancy-Birth-CHILDBIRTH-PARENTS/dp/B00AK3BZWY>

**SESSON 1.4**

Normal Psychosocial Development of Young People <http://www.internationallifeservices.org/life/catalog/counselor_training_materials/counselorTrainingProgram.php>

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Thank you for starting the process to volunteer at our center. Training for your position is very important and we hope to provide you with the tools you need to make a difference in the lives of our clients. We also want the training process to be easy to complete. Below you will find the check-list that needs to be completed so that you will be prepared to act as a client advocate. These items can be completed at your own pace, although we do suggest you try to complete each session during one visit.

**SESSION 1.1**

 Meet with training coordinator.

 Fill out “Getting Acquainted”

 Go over “Getting Acquainted” with coordinator

 Receiv­­e a “Love Approach” Manual

 Receive ”In-Training” Name Tag

 **The Love Approach Manual**

 Read Working At Our Center in *The Love Approach*

 **Read, Review, and Sign**

 History of Our Center

 Policy and Procedure

 **Shadowing**

 Lesson from Earn While You Learn Curriculum

 Lesson from Earn While You Learn Curriculum

 Lesson from Earn While You Learn Curriculum

**SESSION 1.2**

 Meet with your training coordinator and go over information in Session 1.1

 **The Love Approach Manual**

 Read Introduction in The Love Approach

 Take Pre-Test for Helping Skills

 Read Helping Skills chapter

 Take Post-Test for Helping Skills

 **Videos**

 Sandra Wilson Speaks From Her Heart To the Heart of Helpers

 The Role of Binding Shame in our Client’s Life, Pt 1, by Dinah Monahan

 Confidentiality (Tape 2) by Sr. Paula Vandegaer

 The Basic Attitudes of The Counselor

 **Shadowing**

 Lesson from Earn While You Learn Curriculum

 Lesson from Earn While You Learn Curriculum

 Lesson from Earn While You Learn Curriculum

\*Indicates videos that are made in the center for in house training purposes

**SESSION 1.3**

 Meet with your training coordinator and go over information in Session 1.2

 **The Love Approach Manual**

 Take pre-test for chapter on Pregnancy

 Read chapter on Pregnancy

 Take post-test for chapter on Pregnancy

 Take pre-test for chapter on Fetal Development

 Read chapter Fetal Development

 Take post-test on Fetal Development

 **Videos**

 In the Womb

 Labor 101

 **Reading**

 Chapter 2 in Conception, Pregnancy and Birth Book

 **Shadowing**

 Lesson from Earn While You Learn Curriculum

 Lesson from Earn While You Learn Curriculum

 Lesson from Earn While You Learn Curriculum

**SESSION 1.4**

 Meet with your training coordinator and go over information in Session 1.3

 **Videos**

 Normal Psychosocial Development of Young People (Tape 8) by Sr. Paula Vandegaer

 **Shadowing**

 Lesson from Earn While You Learn Curriculum

 Lesson from Earn While You Learn Curriculum

 Lesson from Earn While You Learn Curriculum

Congratulations. You have completed your Parenting Instructor Training. You will receive a certificate and pin to wear on your name tag.