

## **ALCOHOL, TOBACCO AND OTHER DRUG (ATOD)/ACT 51 EXPERT CADRE RESPONSIBILITIES**

Act 51 Cadre members, also identified as “Expert” trainers for Act 51 are asked to assume the following responsibilities. These responsibilities were developed to maintain high quality standards for training conducted by the Act 51 Cadre and to carry out the work objectives established in coordination with the Act 51 Advisory Council and supported by Act 51 state grants.

- 1) Any ATOD training offered to fulfill Act 51 requirements must follow the Act 51 Objectives approved by the Act 51 Advisory Council.
- 2) Use *Certificates of Participation* disseminated through CHL, whether the training is contracted through CHL or independently.
- 3) When a training is scheduled through CHL, a packet will be sent to the trainer at least one week prior to the training. It will contain the participants’ certificates, registration materials, and any handouts required, as well as site contact information. Cadre members will communicate any questions or concerns about the site to the Training Coordinator at CHL, and will avoid direct communication with the site.
- 4) Inform the Center for Health and Learning (CHL) of all on-site trainings contracted independently as soon as plans are made. (CHL sometimes receives phone calls inquiring about other trainings.)
- 5) Fax or email the following information related to independently contracted trainings to the CHL Training Coordinator:

**Name of Supervisory Union**  
**Name of School**  
**Names of participants**  
**Title/Role in school**  
**Date attended**  
**Graduate credit**

This information will be used to generate supervisory union reports annually.

- 6) Use the CHL website to monitor training registration and/or access materials. The Cadre has worked to establish a consistent set of training materials. Material changes should be discussed with the Project Manager or at a Cadre meeting.
- 7) Submit invoices for services related to regional training within two weeks of training dates.

- 8) Serve as a positive mouthpiece for Center for Health and Learning and discuss any concerns about program quality with the Director.
- 9) Evaluate the services of Center for Health and Learning annually.

### **COACHING THE LOCAL TRAINERS**

It is the responsibility of the Expert mentor to contact the local trainer once a match has been made. **At least one month prior to the training** establish communication. Set up a telephone meeting to discuss:

- a) Past experience and interests;
- b) Training objectives. It is up to the Expert Trainer to develop the training design and either negotiate or establish the parts of the training to be delivered and by whom. Discuss the logistics of the day including scheduling (see next item);
- c) Co-deliver the training. It is appropriate to ask the local trainer to be there 1.5 hours in advance for set-up and preparation. Set process time for one hour following the training.
- d) Submit Mentor Assessment of Local Trainer to CHL within two weeks of the training.