

TLR Train the Trainer - Agenda

This agenda is designed for TLR Instructors to teach a TLR Train the Trainer program:

- 1.5 days for trainers who will only teach TLR object moving
- 3 days for trainers who will teach both TLR object and client moving
- and for 6 participants; more participants will require instructors to manage time accordingly in order to cover learning outcomes

The goal is to build effective TLR trainers. This is partially achieved through your dedication to provide each trainer candidate with:

- an orientation to the TLR User Manual, Trainer's Guide, Participant Workbook and TLR resources (including an explanation that these materials must be used when teaching the standard techniques; to reference them often; and not attempt to memorize the materials)
- an accurate and thorough demonstration of the TLR risk assessment process and TLR standard moving techniques
- ample time for trainer candidates to practice the risk assessment process and moving techniques at least three times, and to plan for their teach back
- coaching/mentoring throughout the TTT session and follow-up after
- teaching techniques to assist them with facilitating sessions
- a positive TTT so they leave with the knowledge, skill and ability to be effective trainers

IMPORTANT

Everyone will need to use the TLR User Manual and Trainer's Guide throughout the entire TTT session. The Participant Workbook is referenced to ensure trainer candidates understand what is in that resource.

It is important to ensure that everyone understands that the TLR User Manual provides the "what to know/how to do" and the Trainer's Guide provides the "how to teach".

This TTT agenda is set up to introduce one piece of the TLR User Manual at a time. For the TLR Modules (1-4), your explanation of the content along with your demonstration, coaching and guidance will contribute to successful TLR trainers. Trainer candidates will also contribute to their own success through practice, their individual return demonstration/teaching of each module and active participation.

This agenda is provided to TLR instructors in a Word format. Instructors have the ability to change the order of delivery and adjustment of times based on their own teaching style. Instructors can also incorporate employer specific policies, procedures and other information.

SASWH is available to assist TLR instructors maintain their qualification, problem-solve and co-teach if necessary.

TLR Train the Trainer - Agenda

TLR TTT Standard Agenda

Day 1: 8:30 - 4:30, 2 breaks, 45 minute lunch

5-7 minutes: Introduction

- welcome trainer candidates
- introduction of yourself
- sign in/attendance list circulated and complete
- housekeeping details
- pre portion of the TLR TTT evaluation completed

5-7 minutes: Get to Know Your Group (options provided or use your own)

Option: Top 20

In the first part of the morning on day 1, have trainer candidates look around the room and observe things that you would have done in preparation for the TTT session.

ASK: What are things that trainers need to do to prepare for their own sessions to be ready? What do you see? What do you think happens behind the scenes?

Possible responses:

- room set up details
- materials and supplies
- equipment
- review of material

On day 2 and 3, review the list in the morning and ask the trainer candidates if they thought of anything to add. Share things you have done that they don't see, such as talking and preparing with the other Instructor, working with schedulers, booking hotel rooms, packing your car, etc.

At the end of the TTT this activity can be reviewed and they will see the work needed into going into setting up their sessions, being prepared, and having back up tools in case something does not go as planned. It is a great activity to instill the importance of being prepared, using lists and having designated boxes/bags/supplies/area for their training sessions.

Option: Goal/objective of Attending

On a flipchart paper, record each trainer candidate's goal/objective of attending the TTT; review at end of session to ensure their goal/objective is met.

Option: Sticky Notes

Give 3 sticky notes to each trainer candidate to write down:

1. What they've seen in a good facilitator
2. What they've seen that is not so good in a facilitator
3. One challenge in their area regarding the moving task; review at some point during session

Effective Trainers

1-2 minutes: Learning Outcomes to be an Effective TLR Trainer

Explain that this will be achieved through:

- demonstration by you (a qualified TLR instructor) throughout the TTT
- ample practice time for them
- required return demonstration of each trainer candidate's understanding
- time to practice teaching (include positive feedback provided by others in the room)
- a review of effective facilitation

TLR Train the Trainer - Agenda

55-60 minutes: Facilitation Practice

- have each trainer candidate select their own topic to teach, not related to TLR, but to something they're really comfortable with (e.g., baking, arts/crafts, etc.)
- 10 minutes to prepare their individual presentation
- 5 minutes for each to presentation (let them know you will time them)
- following each presentation, share comments on what went well (group input)

15-20 minutes: TLR Trainer's Guide, Effective Facilitation

EVERYONE GO TO TLR Trainer's Guide (pages i to xii inclusive) on facilitation.

Review as a group, discuss. Consider providing some feedback on trainer candidates presentations just completed to help them improve future facilitation

The remaining TTT is all about TLR

12-15 minutes: High Level Orientation to TLR Materials

- TLR User Manual - high level overview of how the manual is laid out and that they'll be using this throughout the TTT. Encourage your trainer candidates to mark in it, flag information
- TLR Trainer's Guide - this will be used throughout the TTT so a more thorough review of each Module will be covered in the TTT. Trainer candidates will need to focus and pay attention throughout the TTT as they will be using pages in the TLR User Manual that has the content they will be teaching. Encourage your trainer candidates to mark in it, flag information
- TLR Participant Workbook - trainer candidates need to know what is in this workbook and the Trainer's Guide will indicate where workbook pages are. During this TTT, trainer candidates can use the activity sheets in the workbook as you teach these sections

10-15 minutes: Stretch Break

35-40 minutes: TLR User Manual, TLR Trainer's Guide

EVERYONE GO TO:

TLR User Manual, first 13 pages

TLR Trainer's Guide, pages 1 - 4

- review the information with trainer candidates
- ensure you cover TLR User Manual pages 9-13 inclusive, *Implementing & Sustaining TLR* and focus on *Step 5 - Training*. Ensure understanding of sections *TLR Instructors*, *TLR Trainers*, *General Participant Training* and *Classroom Training Recommendations*

EVERYONE GO TO TLR Trainer's Guide Lesson Plan, starting on page 5

- tell trainer candidates that during the TTT you will be providing the coaching/mentoring needed to help them deliver a training session aligned with the Standard Agenda
- tell trainer candidates that this section of the guide will help them to teach what you just reviewed with them
- have trainer candidates use both the TLR User Manual and Trainer's Guide to help them understand how the Guide aligns with the Manual
- go through this section with the group and have discussion on how they will be using these resources during their sessions

ASK: Any questions on this information before you prepare and teach back a section of it?

TLR Train the Trainer - Agenda

55-60 minutes: Trainer Candidate Facilitation Practice of Introduction, Accountability, Legislation

- divide into groups of 2
- assign each group a section, such as *Step 5 in Implementing & Sustaining TLR, Accountability, Legislation, etc.* and ensure each topic (one or more) is assigned to a group. Alternate way is having groups select from a list you prepared in advance on a flipchart.
- each group gets 10 minutes to prepare; encourage them to use the TLR User Manual, Trainer's Guide and know what's in the Participant Workbook that aligns with their topic
- each group has 5 minutes to present - time them and let them know you'll be indicating when their 5 minutes is up. Let them complete their presentations but timing them will help them know that preparing and planning is critical to staying on time
- have a short discussion after each presentation on what they did well (group input)

45 minutes: Lunch

You may need to complete some presentations after lunch depending upon discussion and length of presentations. Be prepared that some presentations will be longer than 5 minutes as this will be the trainer candidate's first attempt at teaching TLR content and preparing for 5 minute presentation

25-30 minutes: Module 1 - Good Posture and Safe Body Mechanics

EVERYONE GO TO:

TLR User Manual, *Module 1* pages 13 to 20

TLR Trainer's Guide, pages 8-11

- tell trainer candidates that you will review this information with them, then they will have time to prepare for presenting a portion of this information
- ensure to demonstrate the *TLR Checkpoints to Safe Body Mechanics*
- ensure to have each person participate in practicing these Checkpoints
- go through this section with the group and have a discussion
- ensure to indicate appendices that help to support this information (Appendix A - Legislation; G - MSIs, H - Ergonomics)
- tell trainer candidates that you will be providing the coaching/mentoring needed to help them teach this Module
- have trainer candidates complete the *TLR Checkpoints to Safe Body Mechanics Review Exercise*; show them that the answers are provided in their Trainer's Guide

ASK: Any questions on this information before you prepare and teach back a section of it?

55-60 minutes: Trainer Candidate Facilitation Practice of Module 1

- divide into groups of 2
- assign each group a section, such as *Good Posture, Dynamic and Static Muscle Action, TLR Principles of Safe Body Mechanics* (consider splitting this into 2) and so on and ensure each topic (one or more) is assigned to a group. Alternate way is having groups select from a list you prepared in advance on a flipchart.
- each group gets 10 minutes to prepare; encourage them to use the TLR User Manual, Trainer's Guide and know what's in the Participant Workbook that aligns with their topic
- each group has 5 minutes to present - time them and let them know you'll be indicating when their 5 minutes is up. Let them complete their presentations but timing them will help them know that preparing and planning is critical to staying on time
- have a short discussion after each presentation on what they did well (group input)

TLR Train the Trainer - Agenda

10-15 minutes: Stretch Break

45-50 minutes: Module 2 - Risk Assessment

EVERYONE GO TO:

TLR User Manual, *Module 2*, pages 21 to 42

TLR Trainer's Guide, pages 11 to 18 - NOTE: **do not cover Client Mobility Risk Assessment at this time**. The Trainer's Guide does not have Client Risk Assessment at this point; client assessment is after object moving techniques in the Trainer's Guide

- as this is a large module you may want to indicate that you will cover this in sections
- tell trainer candidates that you will review this information with them, then they will have time to prepare for presenting a portion of this information
- go through this section with the group and have a discussion
- ensure to indicate appendices that helps to support this information (Appendix I - Violence)
- tell trainer candidates that you will be providing the coaching/mentoring needed to help them deliver this Module
- have trainer candidates complete the assessment activities in the Participant Workbook so they have a good understanding of the process

ASK: Any questions on this information before you prepare and teach back a section of it?

85-90 minutes: Trainer Candidate Facilitation Practice of Module 2

- keep the same groups or mix them up
- assign groups a section, such as *Self, Environment, Equipment, Object* and ensure each topic (one or more) is assigned to a group. Alternate way is having groups select from a list you prepared in advance on a flipchart.
- each group gets 10 minutes to prepare; encourage them to use the TLR User Manual, Trainer's Guide and know what's in the Participant Workbook that aligns with their topic
- each group has 10 minutes to present - time them and let them know you'll be indicating when their 10 minutes is up. Let them complete their presentations but timing them will help them know that preparing and planning is critical to staying on time
- have a short discussion after each presentation on what they did well (group input)

2-3 minutes: Wrap Up Day 1

- give an overview of tomorrow (i.e. more working through materials, your demonstration, their practice, then their practice teaching)
- remind them of start time in the morning, proper attire

TLR Train the Trainer - Agenda

Day 2: 8:30 - 4:30, 2 breaks, 45 minute lunch

15-20 minutes: Review of Day 1

- high level review of Safe Body Mechanics, Risk Assessment
- practice TLR Checkpoints
- review anything from the “Get to Know Your Group” activity (e.g., what are they noticing with teaching?)

ASK: Any questions before we move on?

105-120 minutes: Module 3 - General Moving Techniques

EVERYONE GO TO:

TLR User Manual, *Module 3*, pages 63 to 87

TLR Trainer’s Guide, pages 18-22

- you may want to indicate that you will cover this in sections - such as repositioning first with teaching practice then manual lifting with teaching practice
- tell trainer candidates that you will review this information with them, then they will have time to prepare for presenting a portion of this information
- tell trainer candidates that you will be providing the coaching/mentoring needed to help them deliver this Module
- demonstrate each of the general moving techniques; go through this section with the group and have discussion; remind them of the assessment of self, environment and equipment before performing any move
- have trainer candidates practice each of the general moving techniques so they have a good understanding of the steps for each technique; coach and mentor each trainer candidate as needed
- review *In the Moment Assessment* (for objects) to help them understand how the full risk assessment process applies to a moving technique

ASK: Any questions on this information before you prepare and teach back a section of it?

10-15 minutes: Stretch Break

50-60 minutes: Trainer Candidate Facilitation Practice of Module 3

- keep the same groups or mix them up
- assign groups a section, such as *Pushing/Pulling*, break up *Repositioning* and *Manual Lifts* into individual techniques and ensure each topic (one or more) is assigned to a group. Alternate way is having groups select from a list you prepared in advance on a flipchart. Ensure each of the standard techniques is taught, so it may mean that a group is assigned more than one technique to teach
- each group gets 10 minutes to prepare; encourage them to use the TLR User Manual, Trainer’s Guide and know what’s in the Participant Workbook that aligns with their topic
- each group has 6-10 minutes to present - time them and let them know you’ll be indicating when their time is up. Let them complete their presentations but timing them will help them know that preparing and planning is critical to staying on time
- each group presenting would use one or more of the other trainer candidates as their “learner/s” by bringing them to the front of the class for practice and return demonstration of what is being taught; the trainer candidates presenting would then also coach/mentor the “learner/s”
- have a short discussion after each presentation on what they did well (group input)

TLR Train the Trainer - Agenda

20-30 minutes:

EVERYONE GO TO TLR Trainer's Guide page 22

- explain this Test My Knowledge activity that is in the Participant Workbook; answers are in the Trainer's Guide and User Manual
- instructors could have trainer candidates complete the test, make notes

For those in your group who would only be teaching object moving, you would wrap up the TTT here and

- incorporate any site/region specific information
- review anything on the parkaide/parking lot, or even from the "Get to Know Your Group" activity
- review administrative tasks for trainers (evaluation, any reporting needed to manager/supervisor if someone isn't successful, completion and distribution of certificates, review of SASWH website)
- review requirement of TLR Trainer re-certification
- review general participant re-evaluation (TLR Trainer Guide page 33)
- trainer candidate completion of their evaluation of the TTT session
- distribution of trainer certificates
- ask if there are any questions
- thank everyone for a good day
- let them know how to contact you if they have any questions, need support, etc.

This would conclude the TLR TTT for those only teaching object/general moving.

For TTTs that include trainer candidates teaching client risk assessment and moving techniques, continue after lunch.

45 minutes: Lunch

50-60 minutes: Module 2 - Risk Assessment for Client Mobility

EVERYONE GO TO:

TLR User Manual - *Module 2*, pages 43 to 55 for the initial client mobility risk assessment information

TLR Trainer's Guide, pages 24 to 27

- you may want to indicate that you will cover this in sections - such as PART A first and then PART B
- tell trainer candidates that you will review this information with them, then they will have time to prepare for presenting a portion of this information
- ensure you explain use of the TLR Mobility Record or the form specific to their site
- ensure to indicate appendices that help to support this information (Appendix B - Mobility Record Guidelines and Mobility Record)
- tell trainer candidates that you will be providing the coaching/mentoring needed to help them deliver this Module
- demonstrate how PART A is completed; use a participant to role-play the client as you talk through each step
- demonstrate how PART B is completed; use a participant to role-play the client
- include proper application and use of a TLR transfer belt (refer to TLR User Manual, Appendix D on page 161)

TLR Train the Trainer - Agenda

ASK: Any questions on this information before you prepare and teach back a section of it?

50-60 minutes: Trainer Candidate Facilitation Practice of Client Mobility Risk Assessment

- keep the same groups or mix them up
- assign groups a section, such as PART A, PART B Physical, PART B Functional and ensure each topic (one or more) is assigned to a group. Alternate way is having groups select from a list you prepared in advance on a flipchart.
- each group gets 10 minutes to prepare; encourage them to use the TLR User Manual, Trainer's Guide and know what's in the Participant Workbook that aligns with their topic
- each group has 5 minutes to present - time them and let them know you'll be indicating when their 5 minutes is up. Let them complete their presentations but timing them will help them know that preparing and planning is critical to staying on time
- have a short discussion after each presentation on what they did well (group input)

10-15 minute: Stretch Break

75-80 minutes: Module 2 - Risk Assessment for Re-assessment, Specialized EVERYONE GO TO:

TLR User Manual - *Module 2*, pages 56 to 61

TLR Trainer's Guide, pages 27 to 29

- ensure you review the re-assessment process for client mobility risks
- ensure you demonstrate how the mobility record would be completed for a re-assessment and/or specialized
- ensure you complete the learning activity in the Trainer's Guide (page 27) with trainer candidates so they have a solid understanding on how this would be used in a general session
- review *In the Moment Assessment* (for clients) to help them understand how the full assessment process applies to a moving technique
- explain the standard TLR logos, use, changing, using more than one
- explain in-transition logos, use
- review the Specialized Client Mobility Assessment, process and resources

2-3 minutes: Wrap Up Day 2

- give an overview of tomorrow (i.e. client moving techniques, your demonstration, their practice, then their practice teaching)
- remind them of start time in the morning, proper attire

Day 3: 8:30 - 4:30, 2 breaks, 45 minute lunch

15-20 minutes: Review of Day 1 and 2

- high level review of Safe Body Mechanics, Risk Assessment
- practice TLR Checkpoints
- review anything from the "Get to Know Your Group" activity (e.g., what are they noticing with teaching?)
- review *In the Moment* Risk Assessment for object and client moving tasks

ASK: Any questions before we move on?

TLR Train the Trainer - Agenda

4-5 hours plus breaks and lunch: Module 4 - Client Moving Techniques

EVERYONE GO TO

TLR User Manual - *Module 4*, pages 89 to 150

TLR Trainer's Guide, pages 30 to 31.

- you may want to indicate that you will cover this in sections - such as Mobility and Standing Transfers, then Mechanical Lifts, then Repositioning - after each section they will have practice time, then preparation time to present
- demonstrate each of the client moving techniques, using a trainer candidate to role-play the client and another to role play the assistant
- remind them of the assessment of self, environment and equipment before performing any move ensure each trainer candidate provides a return demonstration on each moving technique taught
- have trainer candidates practice each of the client moving techniques so they have a good understanding of the steps for each technique
- tell trainer candidates that you will review this information with them, then they will have time to prepare for presenting a portion of this information
- review bariatric information (enhancement is on www.saswh.ca)
- tell trainer candidates that you will be providing the coaching/mentoring needed to help them deliver this Module

ASK: Any questions on this information before you prepare and teach back a section of it?

Trainer Candidate Facilitation Practice of Module 4

- keep the same groups or mix them up
- assign groups a section, such as Mobility, Standing Transfer with Belt - One Worker and ensure each topic (one or more) is assigned to a group. Alternate way is having groups select from a list you prepared in advance on a flipchart.
- Ensure each of the standard techniques is taught, so it may mean that a group is assigned more than one technique to teach (refer to page 30 in the Trainer's Guide for flexibility in teaching client moving techniques)
- each group gets 20 minutes to prepare; encourage them to use the TLR User Manual, Trainer's Guide and know what's in the Participant Workbook that aligns with their topic
- each group has 15 minutes to present - time them and let them know you'll be indicating when their time is up. Let them complete their presentations but timing them will help them know that preparing and planning is critical to staying on time
- each group presenting would use one or more of the other trainer candidates as their "learner/s" by bringing them to the front of the class for practice and return demonstration of what is being taught; the trainer candidates presenting would then also coach/mentor the "learner/s"
- have a short discussion after each presentation on what they did well (group input)

TLR Train the Trainer - Agenda

Final Activity - What I Know Now

55-60 minutes: Facilitation Practice

- from Day 1 when trainer candidates selected their own topic to teach, have them teach this again and use what they've learned in the last couple of days about effective facilitation
- consider "planting" a difficult trainee in each presentation by having other trainer candidates role play a difficult learner, hostile learner, etc. and see how the trainer candidate presenting responds
- each would get 10 minutes to prepare their individual presentation
- each would have 5 minutes to presentation (let them know you will time them again to see if they are now able to stay within this timeframe using the skills they've learned)
- group chat following each presentation on what went well (group input)
- identify their improvements, such as more dynamic, more engaging, clearer, focused, flow

20-30 minutes: Wrap Up, Evaluation

- incorporate any site/region specific information
- review anything on the parkaide/parking lot, or even from the "Get to Know Your Group" activity
- review administrative tasks for trainers (evaluation, any reporting needed to manager/supervisor if someone isn't successful, completion and distribution of certificates, review of SASWH website)
- review requirement of TLR Trainer re-certification
- review general participant re-evaluation (Trainer's Guide page 33)
- trainer candidate completion of their evaluation of the TTT session
- distribution of trainer certificates
- thank everyone for a good day
- let them know how to contact you if they have any questions, need support, etc.