

TRAINER RESPONSIBILITIES

In order to maintain active trainer status, OCWTP trainers must meet a number of expectations (listed in full in the [OCWTP Policy Manual](#)), including those highlighted below:

PROFESSIONALISM

- Understand the organization of the OCWTP and your role as a trainer
- Understand how the trainer-hiring process works and do not excessively market
- Respect and follow [RTC standards](#) and procedures
- Promptly return RTC phone calls and get materials to the RTCs when asked
- Read confirmations and other paperwork sent by RTCs
- Regularly provide updated contact information, outlines, and handouts to RTCs
- Do not cancel workshops, especially once the training date has been shared with counties; If you absolutely must,, contact the RTC immediately
- Get prior permission for any guests you wish to bring to the RTC
- Carefully read the *Common Ground* and trainer listservs and periodically check the OCWTP website for new information
- Maintain your content expertise by being knowledgeable about the [research, current practices, and future trends](#) regarding the topic(s) you train
- Abide by the responsibilities agreed to in the contractual agreement you sign for each workshop

WORKSHOP DEVELOPMENT

- When selecting content, be aware of limitations regarding your expertise
- Know how to find, critically evaluate, and incorporate research into your workshop as appropriate
- Be aware of copyright law and do not use materials in workshops that violate copyright law
- When developing more than one workshop, use unique content and activities for each one; material from standardized workshops cannot be used without permission, and should only be used as review. Properly cite the OCWTP.

TRAINER RESPONSIBILITIES

- Be familiar with [competencies](#) and know how to utilize them when designing workshops
- Incorporate TOL and adult learning strategies, such as the Idea Catcher and action plans, into every workshop

PRESENTATION

- Continue to develop your skills as a trainer through OCWTP-sponsored trainings, such as [TOT workshops](#) and the [Trainer Conference](#), as well as outside sources
- Be actively involved in the process of becoming culturally competent and develop the knowledge and skills to include relevant cultural concepts in their training workshops
- Always appear professional in dress and manner
- Arrive early for workshops, stick with the schedule, and stay afterwards to answer trainee's questions and restore the room
- Refrain from altering the content of any standardized training
- Refrain from promoting or selling non-training-related material or from marketing other workshops
- Have the skills needed to handle difficult participants
- Respect client confidentiality during workshop presentations and advise trainees to do the same
- Complete sign-in sheets and the trainer feedback form for each workshop
- Know how to set up, operate, and troubleshoot any required equipment
- Utilize feedback given (trainee evaluations, OCWTP representative observations) to improve content and delivery