

Trainer Competencies

Below are the competencies we are looking for in trainers that we recruit to be CADCA trainers.

Pre-Trainer Skills

Training Delivery Skills

The trainer understands the importance of personal appearance and dress; appropriate and clear speaking techniques to maintain trainees' attention, without vocal distractions; how to create a positive group climate with a variety of techniques; and self-management strategies to reduce personal stress and stage fright associated with public speaking.

Adult Learning

The trainer understands and can apply principles of adult learning to training development and delivery. This includes using experiential and interactive training techniques; helping trainees apply training content to their own jobs; and creating practice opportunities during the training session.

Professionalism and Ethics

The trainer understands the importance of maintaining a professional demeanor in the training environment, including maintaining standards for dress, adhering to pre-set time frames for the training, and being well organized and fully prepared for the training.

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Competency-Based Inservice Training

The trainer understands the role and function of training as a management strategy to help the organization achieve its mission and knows how competency-based training can promote "best practice" throughout the service system.

Adult Learning

The trainer understands and can apply principles of adult learning to training development and delivery. This includes engaging learners to identify their own learning needs; helping trainees set personal learning objectives; and drawing on and incorporating trainees' past experiences and expertise.

Training Delivery Skills and Transfer of Learning

The trainer knows strategies to keep the group focused, on task, and within established time frames, while remaining responsive to group needs and concerns, as well as incorporate a variety of activities to support transfer of knowledge.

Culture and Diversity

The trainer can model an approach to cross-cultural encounters characterized by an open mind, a willingness to learn from each other, mutual respect, objectivity, and rational critique; and can create a

training environment that values and encourages the expression of cross-cultural content, and constructive dialogue about it.

The trainer understands how his/her own cultural background affects values, attitudes, and beliefs, and recognizes ways in which an "ethnocentric" perspective may affect his/her ability to train and relate to trainees from different cultural groups.

Professionalism and Ethics

The trainer understands and can model standards for adult learning and professional development, including respect for trainees; supporting trainees' self-determination; and maintaining appropriate confidentiality, privacy, and self-disclosure.

Specialized Practice Skills

The trainer knows the core philosophy and values that underlie the public health prevention profession and trainees' field(s) of practice (i.e., public health, primary prevention, Strategic Prevention Framework, risk and protective factors, etc.); and can integrate this information throughout the training.

Group Facilitation and Management

The trainer knows group facilitation strategies that promote the development of a safe learning environment; can help group members reach consensus and adhere to norms and ground rules for the training session; and can recognize non-verbal cues from trainees to receive feedback and determine the level of understanding or agreement.

Developing and Using Audio Visual Media and Materials

The trainer can use a contingency plan with alternative instructional methods in the event of equipment failure or unexpected emergency, or to accommodate trainees with visual or auditory disabilities.

The trainer knows how to integrate computerized training aids to enhance training and can design and develop presentations and demonstrations using software (i.e. PowerPoints, Prezi, and other relevant presentation tools).

Computer and Distance Learning Technology

The trainer understands the range and types of knowledge and skills that are most effective for e-learning, how to integrate interpersonal and trainer-directed strategies, while recognizing the strengths, benefits, and limitations of these technologies.