Training Plan for TRC/CALMER Skills

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The team of trainers is more than just individuals trained to take people through a given curriculum. The team is the linchpin of sustainability. The team has three major tasks

* Plan and implement enough trainings to get everyone in the organization through TRC/CALMER training within six months of the larger trainings
* Plan and implement trainings for all new staff, built into existing New Staff Orientation
* Plan and implement a mechanism to provide an annual refresher training to everyone in the organization
* Plan practices and activities that remind, reinforce and promotions of key concepts of TRC and the CALMER Approach

Completing these tasks obviously requires senior management to vest the group with authority and responsibility.

This is a template for initial planning around these four important tasks.

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| **Goal** | **Tasks** | **Responsible Party** | **Completion Date** |
| Plan and implement enough trainings to get everyone in the organization through TRC/CALMER training within six months of the larger trainings | 1. Ask HR to develop a list of all staff who did not attend the APG Training | HR |  |
| Plan and implement trainings for all new staff, built into existing New Staff Orientation | 1. Rearrange New Staff orientation to accommodate TRC training | Training Coordinator |  |
| Plan and implement a mechanism to provide an annual refresher training to everyone in the organization |  |  |  |
| Plan practices and activities that remind, reinforce and promotions of key concepts of TRC and the CALMER Approach |  |  |  |