



motivation  
australia

Training of trainers (ToT):  
Introduction

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Welcome to the diabetic foot care  
Training of trainers course



Please introduce yourself:

- Your name
- Your organisation and role
- What you are looking forward to this week
- One thing you want to learn this week
- Something you enjoy doing outside of work

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Timetable



- 3 weeks x 3 days/week x 3 hours
- 1-4pm Tues, Wed, Friday (Friday session for mentoring/feedback)
- First 2 days of sessions are theory, learning how to be effective trainers
- The following 2 weeks will involve you practising being trainers with feedback from Dan, Tom, Lee

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### Pre-training evaluation

- Please complete your:
- Pre-training evaluation form



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### Expectations and group rules



- What are our group rules?
- For example;
  - Only one person talking at once
  - When giving feedback to fellow participants be respectful and make feedback constructive (so the person knows how to improve)

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### Your trainers expectations

- Be on time to all sessions
- Ask lots of questions
- Ask for help
- Support each other
- Try your best and have fun!



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### Code of conduct

- As trainers, you are leaders and role models for others
- Read the code and talk about it with each other
- Bring it back tomorrow, and discuss it with the trainers
- We will either:
  - Agree and sign
  - Edit, agree and sign



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### Training materials

- Presenters notes for DFC sessions
- Online WSTPToT resources
- Copies of ToT PPT slides online

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### What will we do this week?



- Theory sessions on Tuesday and Wednesday
  - Communication
  - Adult learning
  - Providing feedback and mentoring others
  - How to use Microsoft PowerPoint
- One small group presentation on communication tomorrow ☺

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### Practical delivery evaluation

Training of Trainers – feedback sheet for DFC ToT practice delivery sessions

Name	Topic	Date

This feedback sheet is a tool to help in sharing the confidence and learning skills of Trainers. This sheet will be used for:

- Trainers to reflect on their training and presenting skills
- Trainers to give feedback to Trainers

Instructions for Trainers: After each practice delivery, write in the two columns below using the 200 characters you have to give your opinion on the way of the ToT course, including the presentation and delivery of the rest of page 2.

**200 character table:**

What you liked best	What you did not like

- Each trainee will receive verbal feedback from your peers and your trainers
- You will need to complete your reflection / feedback sheets after each delivery
- Trainers will also complete feedback sheets and discuss them with you after each practical session

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### Overall ToT process



- This training of trainers course is the beginning of building your learning to become trainers in diabetic foot care
- To become trainers we will need to supervise you running a diabetic foot care training course, the date for that will be confirmed.

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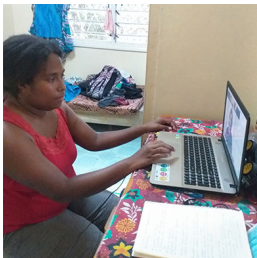
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### Communicating as a team



- Telegram
- Email Tom, Dan or Lee at any time.

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## Car park



Topics and questions that come up in a session but are outside the content or cannot be covered immediately will be 'parked' and discussed at a later time

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Thank you

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