

Powerful Tools FOR Caregivers

Class Leader Training Certification Program Become a Certified Class Leader

of

Caregivers of Adults with Chronic Conditions Caregivers of Children with Special Needs

(including adult children)

September 14 & 15, 2016

Hope Grows - Hope House

183 Shafer Road

Moon Township, PA 15108

Please send, fax, or email completed application AND signed Sponsoring Agency Commitment Form by August 15, 2016 to:

Lisa Story, MSCP, LPC, CT
Psychotherapist for Hope Grows
Hope Grows
183 Shafer Road
Moon Township, PA 15108
412-369-4673
lisa@hopegrows.net
www.hopegrows.net

Trainees are required to attend the ENTIRE training. The training days run from 8 a.m. until 5 p.m.

Fee: \$350.00, payable to Hope Grows. An invoice will be sent to those accepted into the training.

Coming in from Out of Town:

Double Tree-Pittsburgh Airport

412-329-1400 (Reservations Dept)

Rate - \$149.00 (Group Rate – Mention Hope Grows)

Shuttle Service to the Hope House

Includes:

- Scripted curriculum for all classes (printed and electronic versions)
- Starter kit of materials needed to teach classes
- \$100 licensing fee from Powerful Tools for Caregivers
- Breakfast and lunch each day

Trainees will learn skill-building activities to:

- Conduct the *Powerful Tools for Caregivers* program with a trained co-leader.
- Use the *Class Leader Tips Manual*, *Leader Scripts* and *The Caregiver Helpbook*.
- Use self-efficacy enhancing strategies and successfully apply the following training techniques: leader presentation; discussion; brainstorming; modeling/practice; feedback and solution-seeking; and dramatization.



Class Leader Application- September 14 & 15, 2016

Name: _____ Date: ____/____/____

Home Address

Work Address

Street: _____

Business: _____

City: _____

Street: _____

State: _____ ZIP: _____

City: _____

Phone: _____

State: _____ ZIP: _____

Fax: _____

Phone: _____

Email: _____

Fax: _____

Email: _____

Sponsoring Agency: _____

Are you: Staff member? _____ Volunteer? _____

Sponsoring Agency Contact Name: _____

Address: _____

Agency Contact Phone: _____ Agency Fax: _____

Agency Contact Email: _____

County of Sponsoring Agency: _____

Why are you interested in becoming a *Powerful Tools for Caregivers* Class Leader?

What other evidence-based programs, if any, have you led?

Please describe any personal caregiving experience (if applicable):

Describe professional experience with family caregivers (if applicable).

Do you have any experience facilitating or leading a group of adults (including the size and diversity of the group (e.g. cultural, educational, income, age, physical or mental health challenges)?

Years of experience: None ___ 1 yr. or less ___ 2-5 yrs. ___ 5-10 yrs. ___ 10+ yrs. ___

The PTC classes must be conducted by 2 leaders. With whom do you plan to co-lead the 6-week PTC class? (please note that individuals must attend the PTC leader training in pairs, unless you already have a trained PTC class leader with whom to co-lead the classes).

Please describe any mobility issues or food allergies.

I agree to co-facilitate two, PTC 6-week class series within a year of being certified as a PTC Class Leader.

Printed Name

Signature

Date



Sponsoring Agency Commitment Form

- I believe that _____ has the necessary qualifications to be a *Powerful Tools for Caregivers* Class Leader.
- Our organization is willing to sponsor this candidate and assist him/her in building sustainability for the *Powerful Tools for Caregivers* program in our local community.
- Please check the ways your organization plans to support this Class Leader applicant and the program's on-going viability.

_____ Sponsor individual's time to participate in 2-day Class Leader Training.

_____ Sponsor the individual by paying their leader training fee.

_____ Produce PTC Class Leader Scripts and Class Leader Tips Manuals once the individual becomes certified.

_____ Provide space for the 6-week class to meet.

_____ Distribute brochures or flyers to publicize classes.

_____ Provide staff time to register class participants.

_____ Provide staff time to class preparation and teaching the class.

_____ Support outreach, coordination, and community collaboration efforts.

_____ Sponsor a class series by purchasing copies of *The Caregiver Helpbook*

_____ Other: Describe _____

Name

Date

Sponsoring Agency

Phone #

Email



Class Leader Certification Agreement

The *Powerful Tools for Caregivers* (PTC) program has been designed to support family caregivers in a way that enhances their well being as they care for others. It was carefully designed, pilot-tested, evaluated, and refined to ensure program quality and its evidence-based outcomes. The foundation of the program is based on extensive research by Dr. Kate Lorig and associates at Stanford University’s Patient Education Research Center and uses concepts of adult learning and self-efficacy. In order to sustain the high quality of this program, Class Leaders conducting *Powerful Tools for Caregivers* classes must adhere to the following principles and program requirements:

- ◆ *Powerful Tools for Caregivers* classes will be conducted by certified Class Leaders who have completed the required 2-day PTC class leader training.
- ◆ Trained PTC Class Leaders must conduct the program as designed/scripted (i.e., teaching of all tools, following the script, using visual aids and handouts as prescribed).
- ◆ All *Powerful Tools for Caregivers* classes must be co-led.
- ◆ *Powerful Tools for Caregivers* must be delivered as a consecutive 6-week class.
- ◆ Providing *The Caregiver Helpbook* for caregiver classes is required.
- ◆ *Class Leader Tips* and *Class Leader Script* manuals will not be given to or used by non-trained persons. They belong to PTC certified Class Leaders only.
- ◆ Charges for PTC 6-week classes cannot exceed the cost incurred.
- ◆ As a Class Leader, I agree to refrain from promoting a business for personal gain.
- ◆ Anyone wishing to use copyrighted materials outside of the in-person, 6-week class must obtain permission from the PTC National Office.
- ◆ PTC National Office must be contacted regarding any program research or evaluation.
- ◆ PTC National Office, www.powerfultoolsforcaregivers.org, must be contacted regarding any exceptions to the above.

AGREED

Name (please print)

Date

Signature

Organizational Affiliation

You will be asked to agree to these terms and sign this document at the completion of the training.



Powerful Tools for Caregivers Can Help

Caring for a family member or friend with a chronic condition can be physically, emotionally, and financially draining. This highly effective, evidence-based, self-care education program for family caregivers, builds the skills caregivers need to take better care of themselves as they provide care for others. Caregiver participants learn to minimize the potentially negative impacts of caregiving in a six-week program emphasizing self-care and empowerment. Research on *Powerful Tools for Caregivers* has consistently shown increased self-efficacy for caregiver participants.

Become a Certified PTC Class Leader

This two-day leader training prepares and certifies PTC class leaders to successfully co-lead the six-week *Powerful Tools for Caregivers* class series. The training program includes:

- Scripted curriculum for both the caregivers of adults with chronic conditions as well as the caregivers of children with special needs classes
- Intensive, experiential, and interactive training provided by a team of certified PTC Master Trainers
- Learning and practicing group leadership and facilitation skills
- DVDs used in caregiver classes
- Continental breakfast and lunch
- One-time certification fee

Certified PTC Master Trainers will conduct the class leader training so you may bring *Powerful Tools for Caregivers* to your community. Class leaders will be fully prepared to co-lead *Powerful Tools for Caregivers* classes to groups of up to 15 family caregivers.

Improve the Lives of Family Caregivers in Your Community

Powerful Tools for Caregivers has served caregivers of adults with chronic conditions since 1998. After successful pilot classes, PTC is pleased to expand the population of caregivers served to include caregivers of children with special health and behavioral needs (including minors and adult care receivers with special needs). Please note separate scripts for these distinct caregiving populations are used. The program's self-care emphasis remains the same. The examples and scenarios with the tools and a new DVD have been tailored to address the specific needs of each caregiver population.

Caregivers benefit from the PTC 6-week series of classes whether they are:

- Spouses/partners of an adult with a chronic condition
- Adult children of aging parents
- Parents of children with special health and behavioral needs
- Grandparents raising grandchildren with special needs
- Long-distance caregivers
- In differing stages in their caregiving role
- From diverse rural, urban, or ethnic communities
- English, Spanish, and/or Korean speaking



Powerful Tools for Caregivers is:

- Proven to produce results
- Easily implemented
- Attractive to funding sources
- Based on solid research
- Comprehensive and well packaged



What do you have to offer?

Class leaders may be professionals or volunteers from healthcare, social services, or faith based- organizations. Class Leaders are encouraged to enroll as local teams of two but may also team with previously trained *Powerful Tools for Caregivers* class leaders to conduct six-week class series in their community.

Potential class leaders must have:

- Excellent communication and organizational skills
- Flexibility, openness, and a genuine interest in facilitating positive change for family caregivers
- A sponsor organization to support ongoing program sustainability
- Commitment to co-leading two, 6-week series of classes within a year of becoming trained

What people are saying about Powerful Tools for Caregivers

“Thank you for having developed an incredibly simple program where family caregivers can find the tools they need to manage their lives and care for those they love!”
— PTC Class Leader

“Some of the finest hours I’ve had in the past years were leading PTC classes and conducting Class Leader trainings for people who have gone on to conduct numerous classes for caregivers.”
— PTC Master Trainer

“There was a common bond, we were all dealing with some of the same issues. We shared our stories and learned ways to cope. I learned that it was important to take care of me.”
— PTC Caregiver Class Participant

For additional information about the program, please visit the website: powerfultoolsforcaregivers.org

Class Description

Class #1: Taking Care of You

This class sets the stage for the entire course. It emphasizes that the focus is on “YOU, the caregiver, not on the family member receiving care,” and that caregivers will develop a “box of self-care tools.” The challenges of caregiving and significance of caregiver self-care are dramatized through a video. Beginning in this class, caregivers make a weekly action plan for self-care.

Class #2: Identifying and Reducing Personal Stress

Four steps are presented for effective stress management: (1) Identifying early warning signs, (2) Identifying personal sources of stress, (3) Changing what you can change and accepting what you cannot change, and (4) Taking action. Tools to reduce stress are discussed. Participants learn how to change negative self-talk – which increases stress and erodes confidence – to positive self-talk. Beginning in this class, caregivers learn relaxation activities that are easy to incorporate into their daily lives.

Class #3: Communicating Feelings, Needs, and Concerns

Participants learn how to communicate their feelings, needs and concerns more effectively by using “I” messages. Through brief dramatizations, participants experience the impact of both “I” messages and “You” messages (which tend to sound blaming and put people on the defensive). They practice changing “You” messages to “I” messages, and identifying when statements beginning with the word “I” are actually “Hidden You” messages.

Class #4: Communicating in Challenging Situations

Participants practice two communication tools – assertiveness and Aikido – which are helpful in difficult situations. They learn a four-step process, called DESC (**D**escribe, **E**xpress, **S**pecify, and **C**onsequence) for using the assertive style of communication. With Aikido, participants learn how to align and find “common ground” with a person who is distressed. A segment highlights guidelines for communicating with a person who is memory impaired.

Class #5: Learning From Our Emotions

The overriding theme of this class is “our emotions are messages we need to listen to.” It emphasizes that feelings occur for a reason and that feelings are neither good nor bad. Focus is on identifying constructive ways for dealing with difficult feelings – especially anger, guilt, and depression – and resources for professional help.

Class #6: Mastering Caregiving Decisions

Focus is on the internal emotional process caregivers go through when they experience a life change. Tools for dealing with changes and for making tough decisions – including a seven-step decision-making model and the family meeting – are discussed.

For information about the PTC program: www.powerfultoolsforcaregivers.org