****  **[](http://www.ct.gov/dph)** ****

**“*It’s Your Life: Live it Well*!”**

**Memo of Understanding: Workshop Leader Job Description and Responsibilities**

**Purpose of this position:** To assist participants to feel more in control and build their self confidence in managing their lives with chronic diseases through positive role modeling and facilitating the ***Live Well*** chronic disease self-management workshops.

**Responsibilities:**

1. Successful completion of the four day training prior to leading the workshops. This training prepares you only to co-facilitate the 6-week *Live Well* workshop. The copyrighted materials received at this workshop should not be shared with others or duplicated. Leaders successfully completing the 4-day training **MAY NOT** train others to co-facilitate the workshop.
2. Facilitation of at least one (1) ***Live Well*** workshop (which are 2.5 hours per week x 6 weeks) within one year of training, preferable within 6 months.
   1. Coordinate recruitment/marketing of participants for the **Live Well** workshops.
      1. Post and distribute flyers announcing programs
      2. Assist with the identification of potential program participants
   2. Accurate completion of all reporting forms and return all forms to Regional Coordinator. The forms are:
      1. Workshop Cover Sheet
      2. Participant Information Survey
      3. Attendance Log
3. Collaborate and notify: NAME, Regional Coordinator-CONTACT INFORMATION, of the date, time and location of all new workshops scheduled.

**BE SURE TO NOTIFY INSERT NAME-RC of any workshop that you are planning. Coordinators will assist with implementation of your workshop, including marketing materials; *Living a Healthy Life with Chronic Conditions* books and Relaxation/Guided Imagery CDs**.

1. **The *Live Well* Workshop MUST be offered in conjunction with the Aging Service Division, Department of Social Services (DSS), who holds the license granted from Stanford. NO group or individual may offer a Stanford training unless it is offered under the auspices of the DSS or unless they choose to purchase a license from Stanford. Failure to notify the regional coordinator of planned workshops is a violation of the licensing agreement.**
2. **All marketing materials must acknowledge the State Department on Aging and the Department of Public Health who currently hold the Stanford License agreement.**
3. **IN ORDER TO BE CERTIFED AS A** LEADE**R, YOU MUST LEAD AT LEAST ONE WORKSHOP WITHIN ONE YEAR AFTER TRAINING. If you do not facilitate a workshop within one year of training, then you must retake the Leaders training. To maintain your certification as a Live Well Leader, you must facilitate at least one *Live Well* Workshop per year.**

1. Adherence to guidelines set forth by Stanford University in facilitation of the class.
   1. The Leaders Manual has been developed after careful testing. **Stick to the Script!** Outcomes of this evidence-based program are based on material being presented according to script and following the process taught in training. As a Peer Leader, you are committed to following the program as written.
   2. The Appendix of the Leader’s Manual offers teaching techniques, strategies for dealing with different types of people, checklists, tips for recruitment, etc.
2. Assist in recruiting for any workshop and serve as an advocate and spokesperson for the *Live Well* workshop.
3. Assist in identifying potential *Live Well* workshop sites. If a potential site is identified, Facilitators should provide the Regional Coordinator with the name of the site and the appropriate contact person’s name and contact information.
4. Facilitators are expected to maintain confidentiality, work within the guidelines of the Stanford Chronic Disease Self-Management Program, including strict adherence to the program curriculum and avoidance of marketing activities of goods and services, following the general principle that participants are there to gain the self-efficacy skills needed to manage their own health and find and arrange their own resources.
5. Facilitators must not provide medical advice; rather participants will be directed to their health care professionals.
6. Serve as a role model to participants.
7. Facilitators will always co-facilitate with another Facilitator. No previous knowledge about chronic illness is necessary because all teaching is done from a detailed manual.

**Facilitator Characteristics:**

1. Ability to work with a small group of people and build rapport with them.

2. Ability to read aloud and follow a script.

3. Good communication skills, especially good listening skills.

4. Ability to be non-judgmental and respect different opinions.

5. Must respect participant confidentiality.

6. Belief in the Stanford program and its benefits.

7. Optimism about a person’s ability to make changes.

8. Ability to encourage others and be a positive role model in the way they feel about and manage their own chronic disease.

9. Open to trying new approaches to situations.

10. Willingness to share personal information with others.

11. Dependable and on time.

1. Must have reliable transportation.

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**Name of Trainee (please print)**

**Signature of Trainee Date**

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**Facility (place of employment or volunteer location)**

**Leader Training Location Dates of training**

**OPTIONAL: Supervisor’s Signature**

I have reviewed the above **Memo of Understanding** and agree to the requirements set forth in this agreement. This includes: release time for the trainee to attend the four days of training and time to facilitate at least one six-week *Live Well* workshop within one year of completing training.

**Name of Trainee Supervisor (Please print)**

**Signature of Trainee Supervisor Date**

*Please return this signed form to the Regional Coordinator prior to the start of the* ***Live Well*** *Leader Training.*

**5-16-08, rev. 11-08,rev 11-09, rev.1-2010, REV. 5-11-2010Thursday, January 21, 2016**