

The Random Acts of Kindness Foundation Training of Trainers Manual • Day 2

Cultivating Resilience Through Kindness

Resilient people have a greater capacity for kindness and can create stronger, more meaningful relationships. The Cultivating Resilience Through Kindness training engages participants in activities connecting gratitude and kindness to resilience, while teaching them how to inspire and empower students to share kindness through the Kindness in the Classroom curriculum. Kindness in the Classroom creates lasting effect in schools where kindness becomes the norm and not the exception. The Training of Trainers prepare facilitators to successfully plan and implement a Cultivating Resilience Through Kindness training with their building staff.

Objectives

Participants will:

- Be **inspired** to create a culture of kindness
- Be **empowered** to teach the Cultivating Resilience Through Kindness training
- Create an **action** plan to successfully plan and implement a 6-hour training with building staff

NOTE: THIS MANUAL IS FOR TRAINING OF THE TRAINERS—NOT FOR GENERAL KIC TRAINING

Materials & Set Up

Materials Checklist

Be sure to prepare and pack the following items for your training!

TOT Participant Folders / Packet

- ☐ Day 2 Participant Agenda
- ☐ Closing Activity Handout: Start, Stop, Continue, Change

* Participants will have their Trainer Manual and Cultivating Resilience Through Kindness Participant Folder

Trainer Kits

- ☐ PowerPoint Presentation
- ☐ 1 Cultivating Resilience Through Kindness Participant Folder
- ☐ Cultivating Resilience Through Kindness Trainer Manual
- ☐ TOT Trainer Manual
- ☐ Sign-in sheet
- ☐ 1 pen per sign in sheet
- ☐ Name tags (one for each participant)
- ☐ 2 Sharpies

Room Set-Up

Each practice room will need to be set up with the following items as if you were setting up for the Cultivating Resilience with Kindness Training.

Materials

- ☐ Cultivating Resilience Through Kindness PowerPoint Presentation
- ☐ Grade level table signs
- ☐ Pigs (one for each participant)
- ☐ Kindness in the Classroom Lesson Packets (one copy of Lesson 1 through 4 in Units 1 and 2 for each grade level; there will be 8 lessons in each grade level packet)

Charts

- ☐ Group Agreements Chart
- ☐ Parking Lot (blank with Parking Lot heading)
- ☐ 3-2-1 charts (blank paper; one for each grade level)
- ☐ Exploration and Planning Questions charts (blank paper; one for each grade level)
- ☐ Four Corners Charts

Continued on next page...

Materials

- ☐ 1 Blank Chart Paper Pad
- ☐ 1 Easel
- ☐ 1 Set of Markers
- ☐ 1 chimes/noisemaker
- ☐ Basket to collect Evaluation Forms
- ☐ Baskets with goodies

A/V

- ☐ Laptop
- ☐ Projector
- ☐ Appropriate adaptors, if needed
- ☐ Screen
- ☐ Speakers (to play video and music)
- ☐ Playlist/music
- ☐ Pointer/Slide Advancer
- ☐ Extension Cord

Training Tasks

One Week Before Training:

- ☐ Double check the room reservation and set-up
- ☐ Confirm Wi-Fi access and password
- ☐ Order/confirm lunch
- ☐ Prepare Dat Two TOT participant packets
- ☐ Gather materials on checklist
- ☐ Enter presenter information in introduction slide and final slide

Day of the Training: In both practice rooms

- ☐ Set up PowerPoint Presentation and test slide advancer, videos, and speakers
- ☐ Set up playlist and speakers; play music as participants enter training room
- ☐ Set up sign in table with sign in sheet, name tags, pens, Sharpies, and evaluation basket
- ☐ Set up trainers table with chimes/noisemaker, markers, and pigs
- ☐ Set up easel and blank chart paper
- ☐ Hang Group Agreements and Expectations charts (place on the easel or wall near the front of the training room)
- ☐ Hang Parking Lot (on side or back of training room)
- ☐ Place baskets in center of tables
- ☐ Place Lesson Packets on tables (under baskets or toward front of table)
- ☐ Place Participant Folders on tables (one at each seat)
- ☐ Place grade level signs on tables
- ☐ Hang 3-2-1 chart (blank chart paper) on walls near participant tables
- ☐ Hang Exploration and Planning Questions charts (blank chart paper) on walls near participant tables

After Training:

- ☐ Send thank you email to participants. Customize this email with answers to Parking Lot questions not answered or resources requested during the training.
- ☐ Complete Reflect and Connect form with TOT facilitators

Trainers Agenda At a Glance | **Day 2**

Duration	Topic	Activity and Discussion
15 min.	TOT Welcome	<ul style="list-style-type: none"> • Welcome • Objectives • Agenda • Group Agreements • Housekeeping • Expectations
20 min.	Warm-Up	<ul style="list-style-type: none"> • Four Corners
15 min.	Training Material Review	USB drive
15 min.	Review for Practice Sessions	
125 min. (including a 15 min break)	Practice Sessions Sections 1-13	
30 min.	TOT Processing	
20 min.	TOT Closing	<ul style="list-style-type: none"> • Questions and Answers • Parking Lot Review • Objectives Review • Expectations Review • Closing Activity • Certificates of Completion • Evaluation Forms • Trainer Contact Information • Thank You!

Welcome Back!

Section 1

Components of this Section:

- Welcome
- Group Agreements
- Housekeeping
- Objectives
- Agenda
- Expectations
- Personal Learning Objective

Materials:

- ☐ Group Agreements Chart
- ☐ Expectations Chart
- ☐ Parking Lot
- ☐ TOT Participant Agenda
- ☐ Cultivating Resilience Through Kindness Participant Folders
- ☐ Cultivating Resilience Through Kindness Trainer Manual



Facilitator Tip

Have room ready to go for participants 30 minute prior to start of training. As participants enter, have happy, lively music playing. Greet people as they walk in and help direct them to their grade level table.



Hello!

Directions

This slide will be shown as participants enter the room.

The presentation and script begin on Slide 2.



Welcome and Thank You

Script

Welcome back to our second day of our Training of Trainers! Today will include a lot of practice time so you can get comfortable with the Cultivating Resilience Through Kindness training.

Group Agreements

- 1 **Be Present:** Work to stay engaged
- 2 **Be Brave:** Step up and step back
- 3 **Be Kind:** Maintain a safe space for meaningful conversation
- 4 **Be Aware:** Take care of yourself, take care of others



Facilitator Tips

Make certain that you are recording exact words or phrases. Do not paraphrase them. Honor their words. If you don't hear or begin to forget what the participant said, ask for clarification or for them to repeat themselves.

As you record them, alternate colors between two different colors. (Avoid yellow markers as they are hard to see.) Try to use bold markers so that all group agreements can be seen from all locations in the room.

Eliminate any group agreements that are not agreed upon by all.

Group Agreements

Script

As we get started, let's review our group agreements from yesterday. Remember, group agreements set the tone and provide an understanding for how the group will work together. Our agreements are:

- *Be Present: Work to stay engaged.*
- *Be Brave: Step up and step back.*
- *Be Kind: Maintain a safe space for meaningful conversation.*
- *Be Aware: Take care of yourself, take care of others.*

Are there any other agreements you would like to add?

Directions

Pause and give participants time to answer.

Script

Everyone is responsible for following the group agreements and to "call" a group agreement if it is being challenged. You can let me know if an agreement is being challenged or bring it to the group's attention yourself - whichever you are more comfortable with.

Let's take one last look at our list and give me a "Thumbs Up" if we agree on our group agreements!

Directions

Display chart for the group to see throughout the day.



Housekeeping

Housekeeping

Directions

Let participants know:

- where the restrooms are located
- where they can find water and/or snacks

Add any other important information for the participants to this list.

Learning Objectives

- 1 Be **inspired** to create a culture of kindness
- 2 Be **empowered** to teach the Cultivating Resilience Through Kindness training
- 3 Create an **action** plan to successfully plan and implement a 6-hour training with your building staff



Learning Objectives

Script

Let's pull out our agenda. As you can see, we have three objectives for the Training of Trainers. By the end of the training, you will:

- Be **inspired** to create a culture of kindness.
- Be **empowered** to teach the Kindness in the Classroom School Staff Training.
- Create an **action** plan to successfully plan and implement a 6-hour training with building staff.

Agenda & Materials

Agenda & Materials

Script

*Looking at our agenda today, we began at _____.
We'll break for lunch at _____ and then say
"Farewell!" by _____. There will be breaks
throughout the day and per our group agreements, make
sure you're taking care of yourself when necessary.*

Expectations

Expectations

Script

Now that you've seen our objectives and agenda, I'd like to hear what your expectations are for the day. What would you like to take away from our time together?

Directions

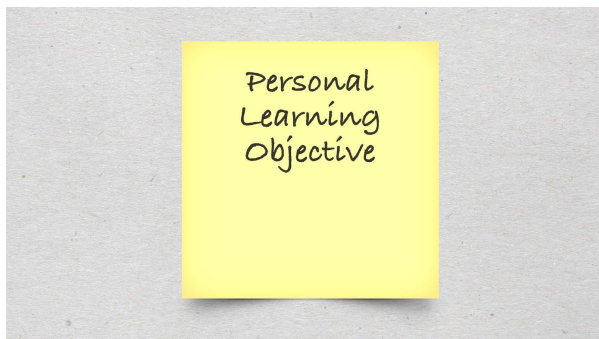
Pause and give participants time to answer. If someone brings up an "issue" or expectation that really doesn't fit the training criteria, or needs to be discussed later, chart that idea on the "Parking Lot" chart. This is a place where important ideas are posted that the trainer will address at a different time.

Script

This is a great list! As the day progresses, we will make certain that these expectations are addressed. If we have some that are not addressed at the end of the day, we will discuss other resources which might address those expectations.

Directions

Display chart for the group to see throughout the day.



Personal Learning Objective

Script

We have just taken the time to review what we have planned as a group for the day. Now, I invite you to set a personal learning objective for the day. On your agenda, write out one or two things that you would like to be able to do by the end of the day. Use this objective to help guide your learning today.

Directions

Give participants a couple of minutes to record their personal learning objective.

Script

Are there any volunteers that would like to share their personal learning objective with the group?

Directions

Pause to let participants volunteer. Take answers from a few volunteers.

Script

Thank you for sharing! Those are great objectives. Place your objective where you can see it throughout the day as a reminder of what you are working towards during this training.

Warm Up

Section 2

Components of this Section:

- Four Corner

Materials:

- ☐ Four Corners Charts
 - ☐ An “ah-ha” moment you had
 - ☐ A question that arose
 - ☐ Something you learned
 - ☐ Your next step

Warm Up Activity



Warm Up Activity

Script

We covered a lot of information yesterday by modeling the Cultivating Resilience Through Kindness training for school staff! The training is composed of several components and activities that provided:

- *some kindness and gratitude resilience building activities*
- *an explanation of the Kindness in the Classroom purpose and resources*
- *a model lesson from Kindness in the Classroom*
- *a chance for participant to dive deep into the lesson and explore the materials, and*
- *an opportunity to begin thinking about how Kindness in the Classroom can be implemented in schools.*

Continued on the next page...

Warm Up Activity



Four Corners

Script

To get us ready for today and process what we saw yesterday a bit more, I have a short activity planned. When I say “Go,” I invite you to form four groups. Let’s have about _____ people in each of our Four Corners. There are four charts in the four corners of the room. With your group, think about yesterday’s modeling and your preparation for today’s practice sessions. Discuss the prompt in your corner.

There are four prompts:

- *An “ah-ha” moment you had*
- *A question that arose*
- *Something you learned*
- *Your next step*

I’ll give you a couple of minutes to discuss with your group and then ring the chimes. You’ll rotate clockwise to the next prompt and discuss. Can I clarify anything before we begin?

Directions

Answer any questions and tell the participants to split into groups of _____. (total number of participants divided by 4)

Script

I heard some great conversations! (Ask and discuss each prompt one at a time) What was an “ah-ha” moment you had? What questions arose? Describe something you learned. What is your next step? Thanks for sharing!

Training Material Review

Section 3

Components of this Section:

- Kindness in the Classroom training material review

Materials:

- ❑ Kindness in the Classroom USB Review



Training Material Review

Script

Yesterday you received an orange RAK USB containing all of the training material you will need to train your building staff. Let's take a few minutes to review it together and answer any questions you might have.

Directions

Open USB and review all document and folders.

****Remember to inform staff that they must have the videos downloaded on their desktop or in the USB for them to work in the PowerPoints.**

Estimated Time: 15 minutes

Review for Practice Session

Section 4

Components of this Section:

- Review of specific sections picked the day before.

Materials:

- ☐ Cultivating Resilience Through Kindness Manual

* Estimated time includes a 15 minute break between practice section 6 and 7.

A graphic with a light gray background and three colored circles (orange, black, and teal) on the left side. The text "Review for Practice Session" is centered in a dark gray font.

Review for Practice Session

Review for Practice Session

Script

Let's double check that everyone knows what section they will be presenting today!

As I call out each section please raise your hand to let me know it is yours.

You will now have 15 minutes to review your sections before you have the opportunity to present to the group.

Don't worry! This is just an opportunity to familiarize yourself with the material before you have to present it all to your staff.

Directions

Read from the practice session sign up sheet that was filled out yesterday to determine that everyone knows what section they will be presenting.

Estimated Time: 125 minutes

Practice Sessions

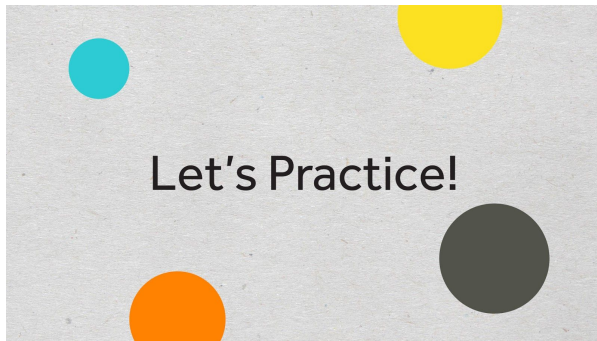
Section 5

Components of this Section:

- Practice sections of Cultivating Resilience Through Kindness

Materials:

- ☐ Cultivating Resilience Through Kindness materials (one set for each practice group)
- ☐ Participant Folder (TOT participants will already have these)



Practice Sessions

Script

Now it's time for you to practice!

We anticipate getting through all 13 sections before lunch, with a break between sections 6 and 7.

Your group facilitator has feedback forms for you to complete for each facilitator and the materials and PowerPoint the facilitators will need. Be sure to take your training participant folder and training manual with you. When all the practice sessions are complete, we'll do some final processing as a larger group and our closing.

Estimated Time: 30 minutes

Processing & Closing Activity

Section 6

Components of this Section:

- Closing Activity Handout: Start Stop Continue Share

Materials:

- ☐ Trainer Manuals

Activity:

- ☐ Start Stop Continue Share



Start Stop Continue Share

Script

As we wrap up our training of trainers, I want to give you some time to process all that you have learned. Find the Closing Activity handout under your basket (or pass out handout). In the each of the boxes, write something you want:

- *to start doing,*
- *to stop doing,*
- *to continue, and*
- *to share.*

For your start and share, write 2 tasks you need to do to complete this action.

Directions

Give participants a few minutes to write their answer. When most participants are finished, ask for a few volunteers to share their answers. Thank participants for sharing.

Training of Trainers

Closing

Section 7

Components of this Section:

- Parking Lot Review
- Objectives Review
- Expectations Review
- Evaluation Forms
- Thank You!

Materials:

- ☐ Evaluation

Questions and Answers



Questions and Answers

Directions

Give participants an opportunity to ask any final questions. Review the Parking Lot questions, if there are any. Answer any questions from the Parking Lot. If you are unable to answer any of these questions, tell the participants that the answer will be sent to them in a follow-up email.

Learning Objectives

- 1 Be **inspired** to create a culture of kindness
- 2 Be **empowered** to teach the Cultivating Resilience Through Kindness training
- 3 Create an **action** plan to successfully plan and implement a 6-hour training with your building staff



Learning Objectives

Script

We had three objectives for today. They were:

- Be **inspired** to create a culture of kindness.
- Be **empowered** to teach the Cultivating Resilience Through Kindness training.
- Create an **action** plan to successfully plan and implement a 6-hour training with building staff.

Expectations

Expectations

Script

You had a few expectations for today, as well. Let's review those and see if we met those expectations.

Directions

Review the list of expectations. For each expectation, discuss when that expectation was covered in the training. If any expectations were not covered during the training that day, talk about how you will follow up with Technical Assistance or Resources to meet that expectation.

Evaluation



Evaluation and Certificates of Completion

Script

Please take a few minutes to complete the Evaluation Form. On your way out, you can leave it in the basket on the sign in table and pick up your Certificate of Completion.



Presenter Name

email@address.com

Presenter Contact Info

Script

*If you have any questions as you prepare for your
Cultivating Resilience Through Kindness trainings, feel
free to email me/us at: _____.*



Thanks!

Script

*Thank you for your time, attention, and energy today!
We'll be in touch soon! I can't wait to hear about your trainings!*