



## **NAMI Connection Program Director/Coordinator Training Preparation Cheat Sheet**

### **Before the Training:**

- Identify trainers and facility
- Trainer to trainee ratio is 1 to 6
- Small groups should be identified before the training and made up of no more than 6 trainees per group
- Order all supplies listed below at least 6-8 weeks in advance
- Report the upcoming training on the NAMI program data reporting site

### **All Participants Should Receive:**

- Facilitator manual (in 1.5 in binder)
- Additional Facilitator Guides on colored pages and in page protectors
- Set of facilitator charts (4 charts in a set)
- Two of each type of sand-timers (in permanent marker, write “1” or “2” on the top to make them easily distinguishable)
- Pen/pencil
- Name tent cards for each seat
- Organizational Mission Statement
- Membership forms (though they should already be members before coming to the training)

### **Forms to Consider Giving to Participants:**

- Photo Release form (if you plan to take photos)
- NAMI Marketing Materials

### **Additional Materials Needed:**

- A set of trainer charts per small group (for 18 participants you would need 3 sets of charts)
- One set of role play cards per small group that can be handed out during training (trainers may already have these). They are available for download on the NAMI Connection extranet or purchase on the NAMI store: [www.nami.org/store](http://www.nami.org/store)
- LCD projector, laptop and projection screen

- PowerPoints from NAMI Connection extranet
- CD or USB drive loaded with the PowerPoints, charts, certificate template and Facilitator Guides as backup
- Printed certificates for graduates
- Roster of trainees
- Materials for the resource table and example resource table (like you would see at a NAMI Connection group)
- Flipchart, markers and sticky tack
- Other materials you would have at any other training (e.g. highlighters, post-it notes, etc.)
- Relevant contact information for NAMI State and Affiliate Organizations (e.g. NAMI Connection program directors at each office)

**Trainers Bring:**

- Trainer manual – only available in hard copy form (through the NAMI Store or USA Print and Copy)
- Role Play cards if they have them

**Extras:**

- Coffee, soda, water, ice
- Snacks, candy
- Breakfast and lunch both days