



Training Guidelines

Welcome! We're delighted to have you join us for an HFO Core Training. In order to ensure a safe, successful and positive experience for all training participants, the following training expectations are to be read, reviewed with your supervisor, agreed upon and signed prior to attending HFO training.

This Training Expectations document must be signed by you and your supervisor. Please bring it with you to your first day of training. Should you forget to bring it with you, you will have until the end of your 2nd day in training to coordinate with your supervisor or program manager to get a signed copy (scan/email or fax) or you may be asked to attend a different training at your site's expense.

Professionalism you can expect from HFO Trainers:

- ✓ Use of professional language, avoiding words commonly considered to be “curse words” and crude language.
- ✓ Respect for each participant as an individual, including cultural beliefs and practices.
- ✓ Accommodations for different learning styles and physical needs (please communicate these to the trainer).
- ✓ Beginning and ending on time, and covering all the material required for each training.

Expectations of training participants:

- ✓ **Basic familiarity with Healthy Families Oregon.** It is required that staff have started their orientation training, including at least one shadow visit, prior to attending core training.
- ✓ **Attendance for the entire training.** HFA requires attendance for the entire training in order to receive a training certificate. In the event of an emergency requiring you to miss part of the training you will be required to either schedule a makeup session with the trainer or attend the next scheduled training at your site's expense (the decision as to how you make up the missed information will depend on the length of time missed, content missed and availability to complete a makeup session quickly. This decision will be made by the trainer.).
- ✓ **Your attention:**
 - Please leave cell phones off or on mute during the training.
 - If a personal crisis occurs, please let the trainer know and consider attending a subsequent training so that the materials can be mentally absorbed.

- For those commuting to trainings—childcare and other responsibilities must be covered so that you are able to attend the entire training, or else you will need to make up the time missed as above.
- ✓ **Support from your site** in “covering” for you during training, so you are able to focus on the material.
- ✓ **Use of professional language**, avoiding words commonly considered to be “curse words” and crude language.
- ✓ **Respect for each Participant and the Trainer** as individuals, including cultural beliefs and practices. Examples include:
 - Listening when others are speaking and avoiding side talk
 - If you are unable to respectfully and safely address concerns or upsetting materials, interactions, or comments during the training, address your concerns with the trainer during breaks or at the end of the day.
 - Respect for individual differences including cultural beliefs and practices
 - Use of respectful, professional language
- ✓ **Timeliness** on arriving each morning and returning from breaks and lunch.
- ✓ **Children are not allowed in Core Trainings.** While we understand the hardship attending training away from home can cause, we need to ensure that distractions are kept to a minimum so learning can be maximized. Mothers bringing infants/children to Core Trainings must arrange for on-site caregivers while the training is in session. Breastfeeding mothers may bring infants into the training room for feeding. If you plan to bring a breastfeeding infant, please let Linda Jones know prior to arriving.

By signing this document, I am stating that I have read, understand and agree to abide by the expectations above. Failure to do so may result in non-completion of this training.

_____ Date _____
Home Visitor

_____ Date _____
Supervisor