

## HEALTH DATA TRAIN THE TRAINER PROJECT

Welcome to the UCLA Center for Health Policy Research Health DATA Train the Trainer Project. This important Health DATA project was funded by The California Endowment and yielded very comprehensive curricula and tools that we believe are useful to anyone wanting to develop skills around training or conducting community needs assessments. All of these Train the Trainer Project curricula and tool documents are available for free download on this website in Adobe Acrobat .pdf format. Before downloading, please read below for important background and information on this project.

### Goals of the Train the Trainer Project:

1. To expand the knowledge and capacity of community-based organizations to train key leaders and constituents to perform a community assessment in underserved communities.
2. To improve organizational and operational capacity for emerging health-focused coalitions, networks, and organizations to use assessment data for program planning, policy advocacy, and sustainability.

### The Train-the-Trainer model:

This project accomplished these goals by utilizing a train-the-trainer model. This model is based on *adult learning theory*, which states that people who train others remember 90% of the material they teach, and *diffusion of innovation theory*, which states that people adopt new information through their trusted social networks. Thus the Train the Trainer Project first develops a cadre of skilled community-based trainers, who in turn train others in their community how to plan and conduct a community assessment.

A three-day Train the Trainer course was developed for the project, which includes a training curriculum, a trainer's guide, and comprehensive appendices with references and resources for conducting a community assessment.

You can use the Train the Trainer materials to train your organization's staff or community volunteers. You can also use the materials as a reference for a community assessment you plan to conduct.

### How to Use the Train the Trainer Course Materials:

- The Train the Trainer course uses the *Performing a Community Assessment and Trainer's Guide and Toolkit* curricula. The *Trainer's Guide and Toolkit* teaches principles of adult learning theory and aims to enhance training skills. The *Performing a Community Assessment* curriculum teaches six basic steps to plan and conduct a community assessment. Six worksheets are included here which

are intended to be used at the end of each step as a community assessment planning exercise.

- Although the *Performing a Community Assessment* curriculum is structured in six sequential steps, the reader should know that planning and conducting a community assessment is a dynamic process. If using this curriculum to assist in a planning effort, the steps and the worksheets should be completed in the order that is the most appropriate for the organizations or individuals involved.
- The primary audience for the *Trainers Guide and Toolkit* is community-based trainers. The primary audience for the *Performing a Community Assessment* is staff or volunteers from health-related community-based organizations, non-profits or advocacy groups working with underserved communities. However this material was written to be useful to a broad audience.
- All materials are available in English and in Spanish.

### Issues to Keep in Mind:

- Course participants bring incredible assets to the training experience and already have a wealth of knowledge and skills. The Train the Trainer approach encourages course participants to use their assets to understand and apply health data to achieve community goals. It is also designed to enhance existing knowledge and skills to train others to access, obtain, understand, and apply assessment data.
- Application is an important part of the learning experience. By training others, trainers will have the opportunity to master the curriculum material in order to apply it to their community context. In addition, the curriculum contains hands-on exercises and community assessment planning tools that require the application of knowledge and skills to participants' community experience.
- Increasing community leaders' capacity to plan and conduct community assessments will help create local knowledgeable consumers of health data who can put their knowledge into action to benefit their communities. Using data more effectively contributes to successful proposals, best practices, and advancing public health policies. It will also overcome the reliance of local communities on available secondary data sources that fail to capture their specific communities or particular health concerns.
- Increasing community leaders' capacity to plan and conduct community assessments will enable communities to participate in local research efforts. This will help to avoid the "drive by" evaluations and assessments currently occurring in underserved communities that yield results local advocates and planners cannot use. The enhancement of skills will allow for more community-driven research that partners more effectively with community members and empowers local decision-makers.

**Community Advisory Committee:**

The Train the Trainer Project was guided by a Community Advisory Committee who provided essential direction for all of the project components, including review of the curricula and other course materials, review of the Spanish language curricula and other course materials, providing locations for Train the Trainer courses, and assistance recruiting course participants. Community Advisory Committee members included: Cheryl Barrit (Long Beach Dept. of Health and Human Services), Marvin Espinoza (5-a-Day Power Play), Loretta Ford Jones (Healthy African American Families), Neelam Gupta (ValleyCare Community Consortium), Anita Jones (People's Choice, Inc.), Maria Magallanes (Health Consumer Center of LA), Lee Nattress (Disabled Advocacy Program, Community Health Systems, Inc.), Donald Nolar (Maternal and Child Access), William Prouty (The EDGE Project), Patricia Salas (Multi-Cultural Area Health Education Center), Valerie Smith (Yucca Loma Family Center), Antony Stately (AIDS Project LA), Michelle Strickland (Greater Beginnings for Black Babies), Orenda Warren (Minority AIDS Project), and Kynna Wright (Vivian Weinstein Child Advocacy and Leadership Program).