

# Daily Training Agenda

## *Powerful Tools for Caregivers Leader Training*

### Day One

- 8:00 – 8:30 am: Registration and Breakfast
- 8:30 – 8:45 am: Welcome and Review Agenda
- 8:45 – 10:45 am: **Powerful Tools for Caregivers – Class 1**
- \_ *Welcome and Course Overview*
  - \_ *Introductions: We Are Not Alone*
  - \_ *Challenges of Caregiving*
- STRECH BREAK
- \_ *Managing Self-Care: Principles*
  - \_ *Using Community Resources*
  - \_ *Making an Action Plan*
  - \_ *Closing*
- 10:45 – 11:30 am: Introductions, DVD, Caregiver of Children with Special Needs
- 11:30 – 12:30 am: LUNCH
- 12:30 – 1:15 pm: **Powerful Tools for Caregivers – Class 2**
- \_ *Identifying Signs and Sources of Stress*
  - \_ *Results of Neglect and Stress*
  - \_ *Taking Action Stress Reducers*
  - \_ *Using Positive Self Talk*
- 1:15 – 2:15 pm: Class Leader Tips: Key Teaching Techniques, Manual Review, and Progressive Muscle Relaxation
- 2:15 – 2:30 pm: BREAK
- 2:30 – 4:45 pm: **Powerful Tools for Caregivers – Class 3**
- \_ *Benefits of Good Communication*
  - \_ *Using “I” Messages*
  - \_ *Avoiding Hidden “You” Messages*
  - \_ *The Many Uses of “I” Messages*
- STRECH BREAK
- Powerful Tools for Caregivers – Class 4**
- \_ *Being Assertive, not Aggressive*
  - \_ *Assertive Style of Communication: DESC*
  - \_ *Aikido Communication*
- 4:45 pm: Class Leader Tips
- Adjourn for the day

## Day Two

- 8:00 – 8:30 am: Breakfast and Open Discussion
- 8:30 – 9:30 am: **Powerful Tools for Caregivers – Class 5**
- *Feedback and Solution-Seeking*
  - *Listening to Our Emotions*
  - *Dealing with Guilt*
  - *Dealing with Depression*
  - *Relaxation: Guided Imagery*
- 9:30 – 9:45 am: BREAK
- 9:45 – 10:15 am: \_\_\_\_\_ Class Leader Tips: Action Plans
- 10:15 – 11:00 am: **Powerful Tools for Caregivers – Class 6**
- *The Transition Process*
  - *The Family Meeting*
  - *Future Goals and Action Plans*
- 11:00 – 11:45 am: \_\_\_\_\_ Class Leader Tips: Program Implementation and Practice Teaching Assignments
- 11:45 – 12:30 pm: LUNCH
- 12:30 – 1:00 pm: \_\_\_\_\_ Practice Teaching Preparation
- 1:00 – 3:15 pm: \_\_\_\_\_ Practice Teaching
- *Identifying Signs and Sources of Stress*
  - *Using “I” Messages*
  - *Assertive Style of Communication: DESC*
  - *Aikido Communication*
  - *Listening to Our Emotions*
  - *Dealing with Anger and Guilt*
- 3:15 – 3:30 pm: BREAK
- 3:30 – 5:00 pm: Training Wrap-Up
- *“Sharing Accomplishments”*
  - *Training Evaluations*
  - *Sign “PT4C Class Leader Certification Agreement” form*
  - *Distribute Certification of Completion*