

Nationwide Program Training Protocol

One of the visionary goals of the American Lung Association as stated in its current Strategic Plan is *to be the premiere organization engaged in lung health research, education and advocacy*. The training protocol for ALA’s nationwide programs --*Freedom From Smoking*, N-O-T, T.A.T.U., *Open Airways For Schools* and *IAQ Tools for Schools* -- helps ensure that all aspects of implementation are standardized nationwide and that the educational message that ultimately reaches the public is consistent, accurate, and outcome-based. Any questions about nationwide program training should be directed to Katherine Pruitt in ALA Program Services, or Chris Pletcher in the ALA Learning Center.

Defining the Nationwide Training Structure

With the exception of *IAQ Tools for Schools*, ALA’s programs are based on a 3-tiered training and program delivery structure: Master Trainers train Certified Trainers who train Instructors or Facilitators who deliver the programs. (Because IAQ TFS is not a curriculum the way the other programs are, it is only a two-step process: Master Trainers conduct an Implementation Training for staff and key volunteers who then oversee the local Lung Association’s program activities.) Standardized definitions of the terms used for the various training roles are as follows:

Master Trainer: A local Lung Association staff member or a key volunteer appointed by ALA to conduct Train-The-Trainer workshops. ALA appoints Master Trainers periodically as needed, based on applications. Master Trainer applicants must have the recommendation of their local Lung Association leadership, a minimum of one year of experience with the appropriate ALA program, and exceptional skills as a trainer and facilitator.

Certified Trainer: An individual who conducts Facilitator Training workshops for the local Lung Association. All ALA certified trainers should have received a certificate of completion from a Train-The-Trainer workshop, and have a signed Statement of Professional responsibility on file at his/her sponsoring Lung Association. ALA plans to build and maintain a database of all certified trainers.

Facilitator or Instructor: An individual who conducts the program for enrolled participants in the community, often an ALA volunteer (also called an adult leader in T.A.T.U). All ALA facilitators should have received a certificate of completion from a Facilitator/Instructor Training, and have a signed Statement of Professional responsibility on file at his/her sponsoring Lung Association.

