# Introductions and Icebreaker (45 minutes)

* Welcome the group and introduce yourself. Ask the group to introduce themselves by stating their name, their main volunteer position, and why they want to teach Pillowcase.
* Discuss building logistics (fire alarms, bathrooms, rules of engagement (e.g., phones on mute, etc.)
* Ask participants to write down their top 3 questions or concerns about teaching emergency preparedness to youth ages 8-11 on Post-It notes (1 question per stickie) and place them on the white board/flip chart. Once everyone has placed their questions, go through and organize them into logical categories (i.e.: classroom management, knowledge of disasters, teaching coping skills, etc). At the end of the training, go back through the questions with the group and make sure that all questions were answered and all concerns were addressed.

# Outline goals for the training (10 minutes)

* Become familiar with the curriculum and how it should be presented
* Practice presentation in a safe environment
* Give and receive feedback from chapter staff and other participants.
* Share questions, ideas, best practices with other participants

# Review Agenda (5 minutes)

* Brief Pillowcase Project Overview
* 2014 Goals and Expectations
* Pillowcase Project Demonstration
* Small Group Teach backs
* Debrief and final questions

Pillowcase Project Overview (15 minutes**)**

* Use slides from Train the Trainer to give overview
* If your region was involved in the 2013 Pilot, talk about those results/successes/lessons learned

**2014 Goals and Expectations (30 minutes)**

* Discuss your Region’s anticipated reach
* Discuss any specific demographics you want to target (is: ESL students, rural settings, etc)
* What the role of the presenter will be in reporting (show tracking form)
  + Be sure to emphasize that the numbers need to be accurate because of the reporting requirements for the Chapters/Regions
* Curriculum Toolbox
  + Run through YMI website and show where all materials live
  + Then, demonstrate set of materials used *by presenters* before/during/after presentations themselves and distribute as discussed

**Pillowcase Project Demonstration (60 minutes)**

* Introduce the presentation and ask participants to embrace their inner third grader. Remind them that during their own teach backs, their fellow participants will also be acting like third graders. The point is to challenge yourself and your peers and to have fun!

**Assign Teach Back Topics and Groups (15 minutes)**

* Put the participants in teams of 2
* Tell everyone that they will be giving the entire presentation, but it will be broken up by sections so that they can get feedback after each section.
* Tell them to work together during the break/lunch to prepare for their presentation

**Break/Lunch (45 minutes)**

* If you (the program manager) are not providing lunch, make sure you have told participants to bring food for the working lunch.

**Teach Back Presentations (120 minutes)**

* In presentation order, each of the groups will present, and then receive feedback from the group. Participants who are not presenting should act like 3rd graders. Keep feedback to a 10 minute maximum.
* After each team has finished, switch up the assignments, and allow 10 minutes of prep for the next round of teach-backs. Each team now presents again on their new topic. Allow for a maximum of 10 minutes of feedback after each teach-back.
* After all groups have presented the three different topics, go through a debrief conversation. Check in with group and see how everyone felt about the sections they presented. Find out what the major questions and concerns are.

**Wrap Up/Final Questions/Next Steps (30 minutes)**

* Ask about any final questions participants have
* Go through list of questions and concerns from beginning (Post-It notes) and make sure everything was addressed
* Talk about next steps
  + More practice
  + Shadowing/co-presenting with experienced presenters
  + Other roles to take on (i.e.: outreach, admin/reporting help, follow-up help, etc)
* Have all participants take the Pledge