

Making Every Contact Count Project, time and targets commitment for Lead Trainers and Trainers

Each Lead trainer must commit to an equivalent of **8.5 days** of their time between May and November 2021 to:

- a. Attend the MECC for MH train the trainer (TtT) session (approximately 2.5 days equivalent divided in three sessions of blended learning)
- b. Register as MECC for MH Lead Trainer (involves email exchange and attendance to a 1 hour workshop laying out the expectations of the project such as quality assurance and evaluation requirements, targets and timescales)
- c. Support the development of the TtT programme through feedback and evaluation and quality assurance activities (approximately 1 day involving communication with trainees, attending interviews as requested by the evaluation partner, observing a proportion of their trainees' sessions).
- d. **Delivery of a TtT session to 7 trainers** (2.5 days equivalent)
- e. Support the recruitment of trainees (approximately 2 hours).
- f. Delivery 1:1 sessions with each of their trainees (approximately 1.5 days involving up to an hour per trainee and some email exchange)

Each Trainer must commit to an equivalent of 4 days of their time May and November 2021 to:

- a. Undertake the MECC for MH train the trainer session (approximately 2.5 days equivalent divided in three sessions of blended learning)
- b. Register MECC for MH Trainer (involves email exchange and attendance to a 1 hour workshop to lay out the expectations of the project such as quality assurance and evaluation requirements, targets and timescales)
- c. Organise and deliver training for 12-15 individuals. Each Trainer should **train at least 12 individuals**. (1 or 2 days equivalent depending on bookings)
- d. Support the development of the training programme by providing feedback and evaluation (up to 1 hour).
- e. Attend a 1:1 session with their Lead Trainer (up to 1 hour long).
- f. Attend all refresher sessions (4 sessions of up to one hour long).

Please note that these estimates may change slightly.