



Washington State CDSME *Leader Training Fidelity Checklist Instructions*



Use this checklist to observe Master Trainers training new Leaders

Ensuring quality and program fidelity begins with the training of Leaders. Effective and appropriate Leader training is critical to the success of the CDSMP/Tomando program. The recommendations below describe how the Leader Training Fidelity Checklist can be used to help ensure the fidelity and training effectiveness.

A. Fidelity observation process

1. A T-Trainer or Master Trainer (or an experienced Leader if other options are not possible) observes and completes the checklist. The observer must be experienced with the program and able to provide constructive feedback in a positive way.
3. It is recommended that every Leader Training course is observed for one half day. Day 2 of training is the best day for observation. This provides an opportunity to observe several training skills, including practice teaching. It is also early enough in the training process to identify serious fidelity issues. If unable to attend on Day 2, Day 1 is also a good day to observe.

B. Fidelity observation logistics

1. The observer informs the Master Trainers at least one week before the training begins when the observation will occur. Share a copy of the checklist with the Master Trainers in advance. Master Trainers need to ask their group if they would be willing to be observed, and explain to the group how observation helps ensure that programs are as effective as possible. This is also an opportunity for the Master Trainers to discuss (and model) the process for fidelity observation of workshops. The group is informed that the observer is held to the same standard of confidentiality as the Master Trainers and the group members.
2. The observer arrives before the program begins, or at the lunch break, and stays through the half-day session. If this is not possible, the observer needs to arrive or leave during the break, not during other parts of the session. The observer is introduced briefly to the group, and sits in the back of the room, not joining in as a participant.
3. The observer uses one checklist for each Master Trainer. The checklist helps to identify program logistic issues, Master Trainer strengths, and areas for improvement. The observer provides comments that will help the Master Trainer – positive feedback on strong areas and suggestions for possible improvements.

C. Fidelity observation follow-up

1. If possible, the observer follows up with Master Trainers immediately after observation to share the feedback – using the feedback process used in Leader training, which is asking the Master Trainers to speak first about how they felt the session went. If the

observer cannot talk immediately with the Master Trainers, feedback is provided by the observer or coordinator as soon as possible in person or by phone. The completed checklist is returned to the coordinator or lead contact at the licensed organization, and a copy of the checklist is provided to each Master Trainer.

D. Concerns about Master Trainers performance

1. Effective and appropriate Leader training is critical to the success of CDSMP and Tomando. If there are concerns with the performance of a Master Trainer, steps need to be taken immediately to ensure future trainings are improved.

Steps the observer, Master Trainer, and coordinator may consider include:

- Discuss concerns directly with the Master Trainer, and determine if there are specific steps the Master Trainer can take to address the concerns.
- Have the Master Trainer observed again as soon as possible, observing another segment of the same Leader training to ensure recommended changes have been made.
- If it is not possible to observe another portion of the same training, observe the Master Trainer leading a community workshop since similar skills and tasks are involved.
- Have the Master Trainer work with two other experienced Master Trainers as a third trainer in facilitating a Leader training before being asked to co-train again.
- Consider not using this Master Trainer for future Leader trainings and communicate that decision with the person.