

Training Instructions

Introduce yourself, present the title of the training materials and give any needed information about course logistics, including the approximate time of the training session, planned breaks, fire exits, and bathroom locations. If possible, write the trainers' names on a whiteboard or flipchart.

Attendance Roster (AttendanceRoster.docx)

- Have attendees sign in if attendance is required or needed for personnel recordkeeping.

Pre-Training Quiz (PreTest.docx)

- Pass out pre-test questionnaires and pens.
- If test is double sided, state that BOTH SIDES of the document need to be filled out.
- Allow 10 to 15 minutes to complete the pre-test questionnaire.
- Collect all quizzes prior to training.
- An answer key is provided, "PreTestKey.pdf".

Pre-Training Practice Survey (PracticeSurvey.docx)

- This survey should be distributed and collected at the same times as the pre-training questionnaire.

Training Reaction Assessment (TrainingReactionAssessment.docx)

- Pass out Training Reaction Assessment forms.
- If forms are double sided, state that BOTH SIDES of the document need to be filled out.
- Indicate names of Trainer #1 and Trainer #2.
- Inform trainees that this form will be collected at the conclusion of training.

Participatory Activities (ParticipatoryActivities.pptx)

- Instructions for interactive activities are provided in "ParticipatoryActivities.docx".
- The slides for all activities are provided in "CosmetologyActivities.pptx".
- If using the Quiz Bowl Activity with an electronic audience response system, remote control devices should be handed out now. If using participant response cards for the Quiz Bowl Activity they should also be handed out now.

Introduction

- Introduce yourself again, present the title of the training, and indicate the development of the training was funded by a Susan Harwood Training Grant.
- Emphasize that the session will be interactive and encourage all participants to ask questions, share experiences, and state concerns. You may want to start a list of facility specific concerns (easier if there is more than one trainer) on a flip chart if available.
- Consider introducing/interjecting information on site specific program if applicable.
- Distribute the Trainee Handout (Trainee Handout.pdf).

Presentation (CosmetologyTrainingPresentationWithScript.pptx)

- A scripted training presentation is provided. The trainer should familiarize him/herself with both the script and the accompanying slides prior to presentation.
- The exposure and control sections may generate questions about specifics about monitoring and control plans currently in place at the facility. It is important to capture questions you cannot answer and ensure trainees have the opportunity to contact an appropriate staff member with questions.
- Refer students to the Trainee Handout (TraineeHandout.pdf) for more information on exposure recognition and control, as well as a list of additional resources.

Post-Training Quiz (PostTest.docx)

- Pass out post-test questionnaires.
- If test is double sided, state that BOTH SIDES of the document need to be filled out.
- Allow 10 to 15 minutes to complete the post-training quiz.
- Collect all post-test questionnaires prior to trainees leaving.
- An answer key is provided, "PostTestKey.pdf".

Conclusion

- Thank the trainees for their attention.
- Share contact information in case they have further questions.
- Collect Training Reaction Assessments and Post-Training Quizzes.

Knowledge Retention and Impact Survey (KnowledgeRetentionAndImpact.docx)

- Make arrangements with the site to administer the Knowledge Retention and Impact Survey 90-days post-training, or inform students that you will be sending it to them via email. Posting the survey online is an additional option.
- An answer key is provided, "KnowledgeRetentionAndTrainingImpactKey.pdf".
- The practice survey can be distributed again at this time to determine if trainees made behavioral changes in their salon after the training.

Follow-Up Survey for Instructors (FollowUpSurveyInstructors.docx)

- If desired, this survey can be distributed to instructors of a cosmetology school 90-days post-training in order to assess the trainees' behavioral changes in the workplace.