

CMI Certified Facilitator Training



What It Is:

The Crisis Management Institute Facilitator Training is ideal for districts or education service agencies that wish to train their own crisis teams. This high caliber program assures a consistent level of knowledge and skill on their teams. We recommend that Facilitators co-lead the course, so we ask that more than one person from a district or ESA sign up and attend together.

The district pays a fee to CMI for the Facilitator to receive this training. Upon acceptable completion, participants receive a certificate. This is a prerequisite to becoming certified as a CMI Facilitator.

How It Works:

Those who complete the course can apply to become a certified Facilitator.

Those selected will sign a contract with CMI that assures the following:

- Facilitators will always include all 20 one-hour segments including both the video and the participant activities in their entirety.
- No outside or district information or content will be presented during these sessions in order to assure that there is ample time for course content to be presented with fidelity. Districts are encouraged to schedule an 11th session in order to cover next steps and current district forms and protocols. That extra session can be before, during or following the weeks of the training, but cannot take time away from training time.
- All participants who then take the course from that Facilitator will sign up on the CMI website. Their fee for the 2021-22 school year is \$350 and includes a Crisis Resource Manual and access to CMI website resources. It also includes discounts on some CMI online courses.
- Manuals are shipped in bulk to be distributed by the Facilitator or by the district.
- Facilitators will notify CMI at least three weeks before the start date of a cohort, giving CMI time to update our website to facilitate registrations and to give participants time to make arrangements to take the course.
- Facilitators are not allowed to accept outside payment from participants for these trainings. If a district chooses to pay the Facilitator for overseeing the course, that is between the district and the Facilitator. CMI would like to know this so we can be informed of various district practices as we speak with districts newly interested.
- Facilitators are not allowed to include participants in their classes who have not registered through the CMI website.

CMI encourages administrators to attend just a few specific, critical segments in the team training to clarify their role and the relationship between the district and the incoming teams. Facilitators are also certified to provide the administrator portion of the training. This lays the groundwork for effective

coordination and collaboration between administrators and teams when responding to future tragedies.

If administrators are unable to attend those few segments with the team, a separate training schedule can be set up for them. One option that works well is to add time to regularly scheduled school administrator meetings so those who are attending the course can arrive early or stay later to train together.

Prerequisites

Those who wish to take the Facilitator Training need to have had at least one three-day training in crisis response from Cheri Lovre or a certified CMI Facilitator *and* have responded to several incidents on behalf of schools.

Course Content and Time Commitment:

Facilitators attend between 20 and 24 hours of training. This is often (but not always) scheduled as ten 2 or 2 ½ hour sessions, each covering two modules. Content includes organizational, operational and strategic issues, grief, suicide, trauma, Safe Room, life tributes and more. Participants meet once per week with a small group from their cohort at a separate time to discuss content and share insights. Downloadable materials accompany the videos.

Included in the Certification and the Program

Facilitators:

- Facilitators have access to videos and materials for each cohort they teach.
- Facilitators will have occasional update trainings (usually in two-hour sessions, perhaps 1 – 4 sessions per year)
- Facilitators receive discounts on some of CMI's online courses
- Facilitators may have additional optional opportunities for trainings

Participants (those who are then trained by the Facilitator):

- Participants receive 20 hours of CMI certified training
- Participants receive a Crisis Resource Manual
- Participants receive a certificate of completion filled in by the district
- Participants receive access to CMI online resources for Flight Teams
- PDFs of helpful guides and handouts used when responding to crises

Costs:

Facilitators pay a one-time fee for the training of \$ 695.

Annual district fee of \$500 to support program management and tech updates.

Participants pay \$350 for the course and the Crisis Resource Manual

In the future, there may be opportunities for the most experienced Facilitators to be reimbursed to train on their own time for CMI. This is under consideration.