

A Note From Cheri to Participants in Hybrid Trainings:

Following are a few thoughts that will be helpful in having the course run smoothly.

For both the on-site and the Zoom portions of the training, I commit to being fully present and participating intentionally with all of you. I ask for that from each of you as well, both in respect for others in the class and in appreciation of this opportunity. Resist the temptation to multi-task! During the on-site training, please step outside the room to text, check email or use your devices. You'll have a packet for taking notes specific to the content.

Some hybrid trainings use a combination of video-based content presentation and on-site activities. In those cases, you'll be working with a small cohort to view the videos together and work through the accompanying activities at that time. Each cohort can arrange a time that works best during the week so learning is asynchronous, but each segment will have a "finish by" time assigned, so you can't wait till the last minute to do them all. Plan ahead!

With Zoom, it is helpful if you remain muted except when asking questions and during your small group break-out sessions. It is remarkably helpful for me to see you, so you'll need to have working video cams. Just leave them on, even if you need to step away for a time. **If you will be attending the Zoom sessions in groups** rather than watching individually on your own computer, please notify CMI so we can adjust our set-up. This is important!

Break-out group partners are usually random, but you'll be with the same people for all activities during that session. This allows you to build trust. During break-out sessions:

- You'll have an introduction activity each time and then an activity to build skills.
- You'll have handouts for reflection and prompts for your small group conversations.
- A critical aspect of the break-out session is that, if the content has brought up a personal issue or memory for someone who is now having an emotional reaction, allow time for processing. It is more important that group members provide support to your teammates than focus on the content I've assigned. If we don't take care of one another during training, we are likely less apt to do so when responding to crises. Self-care and supporting others are fundamental goals.
- Each group needs a time-keeper to be sure everyone is able to contribute. You also need a "reporter" who reports the theme of your conversation to the large group.
- I will drop in and out of groups just to listen, so just continue your conversation. If you have something specific you want to ask me, you certainly may, but I am most interested in hearing how participants and groups are relating to the questions.

If you can wait until breaks to fill your cup or hit the bathroom, great! If you need to miss a few moments, please leave your camera on, step away, and come back when you can *during the time I'm speaking rather than during your small group sessions!* The most important learning you'll have is in your groups. These are your teammates when crisis strikes. Please stay present in break-out sessions so you connect and learn together! It will strengthen your team.

Feel free to email <cheri@cmionline.org> or call (503.508.6767) any time.