

Universal Enhancement Train the Trainer Protocol

Prerequisites

- All attendees should have attended a minimum of one Universal Enhancement, Supported Routines, Positive Behavioral Support or similar topic in the series
- Attendees should be encouraged to read *The Principles and Practices of Universal Enhancement* prior to the session
- Sessions should be limited to no more that fifteen (15) attendees
- Attendees need to be committed to be trainers of the Universal Enhancement philosophy and values
- Attendees should have several years of experience in the field in either a supervisory, administrative or clinical position
- Sessions are intensely interactive and attendees must be prepared to actively participate

Room Arrangements/AV Requirements

- Room should be set up classroom style: tables parallel to the front of the room, aisle down the center
- Attendees should have name tents and name tags with their preferred name to be called
- Attendees need writing materials
- Provide evaluation forms for all attendees to be distributed in the last five (5) minutes of the session
- VCR and monitor
- Overhead projector (with extra light bulb) placed on a 4-6 foot table (versus a projector cart)
- Screen
- Flip chart and easel with 20 pages of unlined paper
- Two large black felt tip markers
- Bar type stool for presenter to sit on

General

- Request attendees arrival 30 minutes prior to the begin of the session on the first day and 15 minutes prior on the second day
- Sessions usually are conducted from 9 AM – 4 PM
- Ten minute breaks are provided following 50 minutes of training
- One hour is provided for lunch if on the premises and one hour and 15 minutes if lunch is on their own



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