

Virtual Sidekicks Toolkit

General Guidelines/Approach to delivering SideKicks (SK) virtually

Center for Tobacco Independence (CTI) is committed to introducing the opportunity for virtual training for the preparation of SK advisors. This would not modify the curriculum (slides/activities/resources) but instead expand the training approach/offerings within the Tobacco Prevention Program (TPP).

- Structure training so that it keeps engagement high AND allows for participants to assess their confidence with delivering the training, comprehension of the content and opportunity to be observed or co-train at a future time.
 - o Identify any activities/sections that could become homework assignments- completed between lessons;
 - o SK is built around assumption of multiple learners- even for adult advisors; determine what adaptations need to be made for singular or small groups;
 - o Determine up front what technology and adaptations will be needed (i.e. SK “Ask” cues should be integrated into lesson using the chat box. Recommended game based learning platform be utilized, including Kahoot!, Poll Everywhere, Google slides, etc.;
 - o Conduct a pre-assessment around access to Wi-Fi/connectivity as well as computers (particularly important for youth);
 - o Build in one on one or small group check-ins between lessons to check for comprehension, identify readiness, etc.;
 - o Build in recap or review when training is split between multiple sessions;
 - o Build in a booster session post virtual session to allow participants to practice skills in a room with others and to give instructor chance to observe/redirect;
 - o Have adult participants play the games they will be using to learn how, role play as though they were the youth participants.



[WeAreSidekicks.org/welcome-advisors/program-materials](https://www.WeAreSidekicks.org/welcome-advisors/program-materials)

Any questions regarding Sidekicks should be directed to MaineHealth Center for Tobacco Independence via email at TobaccoPreventionServices@MaineHealth.org or via phone at (207) 661-7835.

Last Update: April 2021

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Preparation of SK Adult Advisors and Trainers

Moving forward, preparation of adult advisors and lead trainers will include new expectations of the training participants. This new framework would entail three stages- experience- reflections & self-evaluation- outcomes & adjustments (Journal Of Interactive Learning Research, 2017). The experience stage would include their preparation as a SK trainer as well as their experience of actually leading or acting as trainer (i.e. delivering SK to youth in Maine). The latter two stages would be operationalized through the use of self-assessments, reflections and modifications/adjustments that could be documented through existing evaluation process.

SK Adult Advisor Guidance

SK Advisors can be trained virtually with expectation that initial youth training will be co-led and/or observed by experienced trainer.

- SK Advisors/Trainers can always ask to observe or co-train with a more experienced trainer (i.e. another DTPP).

Participants: Prospective adult advisors who will be delivering SK within their school, agency, organization, etc..

- **Preparation:** Consult Training Checklist for ordering materials and familiarizing yourself with evaluations, MOA, etc.
- **Timing:** training will entail about 2 hours of time reviewing manual and materials via virtual meeting platform (see agenda below).
- **Post training** check in scheduled with learner(s) once they have had time to review the welcome packet and training manual materials that you have sent to them via email, after the session.



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Basic Agenda:

Note: the below agenda is a basic agenda put together for example, you should feel free to “choose your own adventure” and adapt the training however you need to.

1. Greetings + Welcome/Overview presentation (ppt found on SK website)
2. Review materials in welcome packet and other print resources using screen share function (email these to participant after completion of training) - materials will include:
 - 2019 MIYHS vaping infographic
 - MOU (go over document and ask for signed copy to be returned after training)
 - Sidekicks definitions (gave a basic overview and encouraged them to review if confused about all of the terminology)
 - Sidekicks flyer
 - Sidekicks manual
 - This is Quitting vaping support palm card
 - Adult welcome letter
 - Review wearesidekicks.org website and how to access materials available to newly trained advisor

**Place all of these resources in a desktop folder and use “share my screen” so the participant could see each resource that would be emailed and ask any immediate questions.*

3. Review the table of contents and discuss structure/timing of youth trainings - (1 session vs. multiple, usual schedule of sessions, follow up supports, etc.)
- 4. Deliver the Sidekicks Training. Instead of using PowerPoint, keep attention on the manual and “share my screen.” Review each slide/activity together particularly because participants won’t have a printed manual. Explain how to facilitate lessons/activities/ be sure to include a “show how” for those that aren't obvious. (e.g. put the tobacco facts hot potato together in front of the camera and give other suggestions on how to do activities). See SK virtual toolkit documents for sample [activity tip sheets](#) that have already been created;
- 5. Discuss evaluation and ask that the participant fill it out after completion to provide CTI and the DTPP with valuable feedback, to determine readiness to train, and help with refinement of SK program.



Maine Center for Disease Control & Prevention
Department of Health and Human Services

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