

# Sidekicks Advisor Training Checklists

<https://wearesidekicks.org/welcome-advisors/>

Funded through the Maine CDC's Maine Prevention Services initiative, and housed at MaineHealth Center for Tobacco Independence Tobacco Prevention Services (TPS) program, the Sidekicks curriculum has a goal of working with young people and adult advisors in Maine to help teens find the words to talk to their peers about commercial tobacco use and vaping.

Once trained as a Sidekick, youth have the skills to hold respectful conversations with their peers about commercial tobacco use, as well as other risky behaviors. The Sidekicks program gives youth the skills and confidence to support their peers, as well as a network of Adult Advisors and Adult Ambassadors as a resource for questions and additional support.

If you are facilitating a Sidekicks training, please use the following checklists (pre and post) to ensure that you have completed all of the necessary components of the Sidekicks training.

## Youth Training Checklist

### PRE TRAINING:

- Log in** to the password-protected WeAreSidekicks.org Advisor website to review available resources and training guidance (the password was emailed to you in a "Welcome Email" from TPS after you were trained; if you do not have this information, please email [tobaccopreventionservices@mainehealth.org](mailto:tobaccopreventionservices@mainehealth.org)).
- Schedule your Sidekicks Training**; determine site/virtual logistics, training structure and any supports, resources and supplies needed during and post-training. Identify any co-trainers, ambassadors and/or supports for your training.
- Order Youth Welcome Packets** from MaineHealth Tobacco Prevention Services ([tobaccopreventionservices@mainehealth.org](mailto:tobaccopreventionservices@mainehealth.org)) *at least two weeks prior* to your training using the Material Order Form found on the Sidekicks Webpage. Digital copies of the materials are also available on the Sidekicks Webpage.
- Download and print Sidekicks Manual** for facilitators (as needed; youth are not given a manual).
- If in-person**: Determine internet capacity at training site; test PowerPoint to ensure all embedded links are accessible/functioning. **If virtual**: Determine what virtual platform will be used to train youth and what additional support you might need to help facilitate training. Virtual training guidance can be found on the Sidekicks Webpage.
- Ensure Memorandum of Understanding (MOU) has been signed** by a school representative and is submitted to MaineHealth Tobacco Prevention Services; no youth trainings can occur until an MOU has been signed (this ensures the school/site is 'on board' and has an understanding of what commitment is needed to implement Sidekicks).

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**TRAINING FACILITATION PREP & GUIDANCE:**

- Print/send out all necessary activities** from 'Activities & Materials' section of the manual prior to the training (i.e. Hot Potato Facts, Phone Use, Role Play, etc.).
- Gather supplies;** have markers & large sticky note paper for in-person activities.
- Deliver Training.**

**POST TRAINING:**

- Ensure that adequate time is set aside** following the last lesson for youth to complete evaluation (online or in-person). Please submit these to MaineHealth TPS (mail or email scanned copies) within 30 days of training completion.
- Deliver Youth Sidekicks Participation Kits** to trained youth after completion of training.
- Re-connect with District Tobacco Prevention Partner (DTPP)** to discuss any challenges/issues that arose during the training and determine/identify and future training needs.
- Follow up** with youth trained between 30 -45 days post training completion to have them complete the Youth Follow-Up Survey (can be found on WeAreSidekicks.org).

*This work is made possible with funding from Maine Prevention Services. Maine Prevention Services is an initiative through the Maine Center for Disease Control and Prevention working across the state to impact tobacco, substance use, and obesity.*

# Adult Training Checklist

## PRE TRAINING:

- Log in** to the password-protected WeAreSidekicks.org Advisor website to review available resources and training guidance (the password was emailed to you in a “Welcome Email” from TPS after you were trained; if you do not have this information, please email [tobaccopreventionservices@mainehealth.org](mailto:tobaccopreventionservices@mainehealth.org)).
- Schedule your Sidekicks Training**; determine site/virtual logistics, training structure and any supports, resources and supplies needed during and post-training. Identify any co-trainers, ambassadors and/or supports for your training.
- Order Adult Welcome Packets** from MaineHealth Tobacco Prevention Services ([tobaccopreventionservices@mainehealth.org](mailto:tobaccopreventionservices@mainehealth.org)) *at least two weeks prior* to your training using the Material Order Form found on the Sidekicks Webpage. Digital copies of the materials are also available on the Sidekicks Webpage.
- Download and print Sidekicks Manual** for attendees; if printing/purchasing binders is a cost-burden to your organization, please email the TPS inbox ([tobaccopreventionservices@mainehealth.org](mailto:tobaccopreventionservices@mainehealth.org)) to discuss printing/purchasing options.
- If in-person**: Determine internet capacity at training site; test PowerPoint to ensure all embedded links are accessible/functioning. **If virtual**: Determine what virtual platform will be used to train attendees and what additional support you might need to help facilitate training. Virtual training guidance can be found on the Sidekicks Webpage.

## TRAINING FACILITATION PREP & GUIDANCE:

- Develop a day-of-training agenda**; if a larger group of adults are being trained, it is recommended to break up lessons into groups and have participants take on a lesson to facilitate/practice as a group.
- Print/send out all necessary activities** from ‘Activities & Materials’ section of the manual prior to the training (i.e. Hot Potato Facts, Phone Use, Role Play, etc.).
- Gather supplies**; have markers & large sticky note paper for in-person activities.
- Share the “Welcome & Overview” Powerpoint** with any attendees via email ahead of an upcoming training as it provides an overview of the data and the ‘why’ we address youth nicotine use; you can also present it at the beginning of your training if you think it makes more sense/you have time built into your training (15-30 minutes).
- At the training, ask attendees** if they have any questions or comments regarding the “Welcome & Overview” powerpoint presentation.
- Review Adult Welcome Packets** and included documents and resources.
- Provide updates** on any new/emerging issues and print resources (i.e.: LD 152 policy language, ENDS toolkits, national resources, etc.).

- Ensure you include time in the training** to go over all necessary reporting documents and evaluations that are required. You can find the Data Collection Guidance Document on the Welcome Advisor page (<https://wearesidekicks.org/welcome-advisors/>).
- Deliver Training.**

**POST TRAINING:**

- Ensure that adequate time is set aside** following the last lesson for attendees to complete evaluations (online or in-person). Please submit these to MaineHealth TPS (mail or email scanned copies) within 30 days of training completion.
  - **Adult Advisor Training Evaluation:** Participants evaluate the trainer/training (content, flow, interaction, materials, etc.) Trained advisors will complete this evaluation once the final adult advisor training session has occurred. <https://goo.gl/forms/L4mEBSzipfcztey83>
  - **Sidekicks Post-Implementation Survey:** The purpose of this survey is to gather adult advisor feedback on how Sidekicks is “going” so far. The results of this survey will be used to inform future Sidekicks programming. This survey should be completed and submitted within 90 days of Sidekicks program implementation in the community. <https://goo.gl/forms/y3SnHRPPRswqSZgF2>
  - **If forms are completed online,** please email TPS inbox ([tobaccopreventionservices@mainehealth.org](mailto:tobaccopreventionservices@mainehealth.org)) as we do not get Google notifications when forms have been completed.
- Re-connect with District Tobacco Prevention Partner (DTPP)** to discuss any challenges/issues that arose during the training and determine/identify and future training needs.
- Discuss opportunities** for MYAN staff engagement at your site; DTPPs can make connections on behalf of school/site to support youth who want to continue to be an active Sidekick in their community!

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