



For the health of correctional agencies, staff and families

TRAINING COURSE CURRICULUM – INSTRUCTOR TRAINING

A. COURSE TITLE

“Correctional Family Wellness™ Instructor Training” (CFW)

B. TRAINING GOALS and OBJECTIVES

Correctional Family Wellness™ Instructor Training (CFW) is a 30-hour Instructor training with certification (comprised of 18 hours of online training, 10 hours of independent study, and 2 hours of 1-on-1 coaching by phone or virtually). The course is authored by Caterina Spinaris, Ph.D., LPC, for the 2-hour course of the same title. It is designed to prepare and certify classroom instructors in the proprietary and copyrighted course entitled **Correctional Family Wellness™**, so that they may facilitate safe, research-based, and supportive instruction with their agency staff’s adult family members.

CFW is an enhancement training program to the internationally recognized course **From Corrections Fatigue to Fulfillment™ (CF2F)** and **True Grit: Building Resilience in Corrections Professionals™ (TG)**, also developed by Caterina Spinaris, and offered by Desert Waters Correctional Outreach (DWCO).

CF2F and **TG** offer the corrections professional valuable insights and coping tools. **CFW** gives staff families an overview of realities of *Corrections Fatigue* and its impact on corrections staff; insights regarding how a career in corrections can impact family members of corrections staff; and evidence-informed techniques and healthy, career-long coping skills to support the corrections family.

Goals of this 3-phase Instructor Training

Phase 1 Instructors participate in the half-day **Correctional Family Wellness™** course in real time. Seeing the program from the learner’s perspective helps the instructor experience the flow of the material and the learning discussions. Class participation also prepares the instructor for timeframe and classroom management.

Phase 2 Instructors are trained on delivery of the material, participant engagement, classroom input, and discussion. This is an in-depth, step-by-step look at the program content, and practical



application of fatigue-prevention and fatigue-reducing techniques, as they relate to the family. Classroom discussions are explained and practiced in detail. The learner is now becoming the instructor.

Phase 3 Instructors make and review multiple presentations to demonstrate skill and proficiency with the course content. Presentations are made in a variety of report-outs and teach-backs.

Overall Instructor candidates are sequentially challenged with the following models: daily check-in, informal small group presentations and formal large group presentations with feedback from Master Instructor. It is crucial that instructor candidates be able to explain material accurately, but it is also equally crucial for the instructor candidates to be emotionally comfortable with the explicit public discussion of the material.

Objectives

Instructors will:

- (a) understand and be able to define the nature and causes of the accumulating effects of correctional occupational stressors using the Corrections Fatigue Process Model
- (b) describe the impact of the job on correctional families
- (c) possess ability to explain and discuss strategies to manage stress on the family associated with corrections work, and strategies to function in ways that can promote wellness at home
- (d) be skilled in the management of classroom participant engagement and follow-up discussions.
- (e) be prepared to assist learners in the understanding of Corrections Fatigue and how to implement coping strategies presented in the **CFW** course
- (f) be skilled presenters, able to manage classroom dynamics, open interactions and sensitive discussions
- (g) utilize presentation skills to create a comfortable, psychologically safe environment; engage all learners; encourage participation; and value all input
- (h) deliver this proprietary program as developed and designed by Caterina Spinaris, using the allotted time and while maintaining program fidelity.

C. TARGET AUDIENCE

Federal, state, county and city corrections training professionals; qualified and carefully vetted adult family members of corrections professionals

Instructor candidates who are correctional employees will have:

- (a) already received certification to train DWCO's CF2F and/or TG course (recommended, but not required)
- (b) at least 5 years of corrections or related law enforcement experiences (preferred)

- (c) at least one year of teaching or training experience, or at least one year of peer support experience
- (d) ability to manage a classroom environment and moderate emotionally-laden discussions in a public forum
- (e) a positive reputation and professional credibility within their agency (for instructor candidates who are correctional employees)
- (f) experience having successfully worked through some relational family challenges, and currently not experiencing family crises or substantial strain
- (g) agreement to participate in two 1-hour telephonic or virtual coaching sessions, on work time, following the **Correctional Family Wellness™ Instructor Training** (in order to review course material and delivery), PRIOR to delivering **CFW** to employees' families for their agency.

Instructor candidates who are adult family members of correctional employees will have:

- (a) teaching or training experience (preferred)
- (b) ability to manage a classroom environment and moderate emotionally-laden discussions in a public forum
- (c) experience having successfully worked through some relational family challenges, and currently not experiencing family crises or substantial strain
- (d) agreement to participate in two 1-hour telephonic or virtual coaching sessions, on work time, following the **Correctional Family Wellness™ Instructor Training** (in order to review course material and delivery), PRIOR to delivering **CFW** to employees' families for their spouses' agency.

D. FORMAT, EQUIPMENT & CONTENT

Program Format:

- (a) Method: PowerPoint lecture, individual worksheets, group discussion, group presentation
- (b) Maximum Number of Attendees: Up to 14 (one Master Instructor conducting the training); 15-30 (two Master Instructors); maximum of 16 for online courses
- (c) Length of Online Portion of Course: 3 days /18 hours
- (d) Time of Day for Online Portion of Course: 9:00 am to 3:00 pm MT
- (e) Length of Independent Study Portion of Course: 10 hours
- (f) Follow-up phone or virtual coaching: 2 hours

Required classroom equipment for in-person training:

- Laptop with PowerPoint capability
- TV or Projector, Screen, Remote

- Chart Paper or White Boards
- Ample activity / breakout space
- Access to copier where possible

Required for online course participation:

- Laptop or desktop with stable Internet connection
- Cellular device for interactive polling
- An area free of distractions and background noise
- Copies of CFW Participant Manual and Instructor Guide
- Writing utensils

E. COURSE CONTENT FOR 3-DAY CFW INSTRUCTOR TRAINING

Day One – Correctional Family Wellness™

(Instructors participate in **CFW** as participants, with only the Participant Manual and Appendix, and without the use of the Instructor Guide)

9:00 am	Introduction, Objectives, Corrections Work Realities, When Work Comes Home, <i>How Has My Corrections Loved One Changed?</i> , <i>How Have I Changed?</i> , Help for the Family - Part 1 (Slides 1-32)
10:10 am	10-minute BREAK
10:20 am	Help for the Family - Part 2, Self-Care Basics, <i>My Soothers</i> , <i>My Self-Care Practices</i> (Slides 33-47)
10:40 am	Correctional Family Scenarios, Resources, Closing Comments (Slides 48-60)
11:00 am	Conclusion of Presentation and 10-minute BREAK
11:10	Introductions, overview of Instructor materials, Instructor candidate expectations and requirements
12:00 pm	Lunch
12:30 pm	T4T Slides 1-16: Introduction, Objectives, Corrections Work Realities
2:00 pm	T4T Slides 17-26: When Work Comes Home

2:50 pm Questions, Comments, Closing Remarks; assign independent study to read "Staying Well"

3:00 pm End of Day 1

In italics: Individual activities.

Day Two – Instructor Training Continued

9:00 am Interaction regarding "Staying Well;" entertain questions regarding Day 1; overview of Day 2

9:15 am T4T Slides 27-42: Help for the Family

10:30 am 10-minute BREAK

10:40 am T4T Slides 43-60: Self-care Basics, Correctional Family Scenarios, Resources

12:15 am Lunch

12:45 pm T4T Classroom Management PowerPoint

2:00 pm 10-minute BREAK

2:10 pm Train the Trainer Guide and Supplementary Information and interaction; Questions, Comments, Closing Remarks; assign independent study to read "When Home Becomes a Housing Unit" and slides to study for Day 3 teach-backs

3:00 pm End of Day 2

Day Three – Review & Teach Backs

9:00 am Interaction regarding "When Home Becomes a Housing Unit"; questions regarding Day 2; overview of Day 3

9:15 am Q & A regarding CFW course content; questions specific to slides participants studied for teach-backs; Comprehension Exam

9:30 am	Teach-backs with feedback from participants and Master Instructor(s)
10:30 am	10-minute BREAK
10:40 am	Teach-backs with feedback from participants and Master Instructor(s)
12:00 pm	Lunch
12:30 pm	Teach-backs with feedback from participants and Master Instructor(s)
1:30 pm	10-minute BREAK
1:40 pm	Teach-backs with feedback from participants and Master Instructor(s)
2:45 pm	Questions, comments, closing remarks and course evaluations
3:00 pm	End of Day 3

F. POST TRAINING COACHING

Following the online or classroom sessions, each Instructor Candidate, shall also participate in two (2), one (1) hour, on-the-job telephonic or virtual coaching sessions. In these sessions the new Instructor Candidate will present the **CFW** material to the Desert Waters' coach (a certified Master Instructor), answer questions, and discuss delivery issues, for the purposes of practice, review and refinement of classroom delivery.

These sessions will need to take place during work time at the Instructor Candidate's home agency. The Instructor Candidates will need supervisor approval for the activity as well as a private location to deliver the simulated presentations.

Coaching sessions are required to start within 30 days and end within 90 days of the completed T4T classroom training.

G. INSTRUCTOR CERTIFICATION

Instructor Candidates who successfully complete the online or classroom training and follow-up coaching will be certified as Instructors or as Co-instructors to offer the **Correctional Family Wellness™** course exclusively to adult staff families at or for their agency for a period of 3 years. Even though team-teaching is strongly recommended, Instructors are certified to offer the course by themselves, if necessary. Those certified as Co-instructors must deliver the course with an Instructor.

Certified instructors are not certified to train other instructors to deliver this course, and they are not certified to train personnel of other agencies.

After 3 years, certified Instructors and Co-instructors are required to be re-certified for an additional 3-year period. Recertification requires a recertification fee and passing an online examination.

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DWCO Mission

Advancing the well-being of correctional staff and their families,
and the health of correctional agencies, through data-driven, skill-based training