



# INTERNET KEEP SAFE COALITION and Optimist International



## *Trainer Instructions*

The following information will assist you in planning and implementing a training session to prepare future presenters of the Faux Paw the Techno Cat<sup>SM</sup> Internet Safety Program. By training others to present the Faux Paw program, you will ensure that a greater number of children within your community will receive this valuable information.

### **Pre-Training Instructions**

1. **Select a date and time.** Check local school and holiday schedules for best available times. Two hours will allow time for registration, additional speakers and questions and answers.
2. **Select a venue.** Training session may be held in a school, business, community center, church, etc.
  - The venue should be easily accessible and comfortable for participants.
  - You will need the following equipment: laptop, projector, screen, speakers, power strip, and extension cord. If you are unable to bring these with you, make sure the venue is able to provide them.
3. **Invite participants.** Advertise within your organization, community, schools or religious organizations. Participants should have permission to present the program through their place of employment or within their volunteer organization.
  - Provide a flyer or registration letter.
  - **You can charge to cover the cost of materials or snacks and other costs associated with the training.**
4. **Collect registration information.** Use the *Registration Sheet* to collect participant information from the registration forms, including payment information. Bring this to the training to confirm attendance of participants and to gather information on walk-in participants.
5. **Supplies (see Appendix A: Supply List)**
  - If possible, provide each participant with a copy of the CD. These can be duplicated without additional permission.
  - If possible, provide each participant with paper copies of all of the materials.
  - If you will provide paper, pens or snacks, purchase them in advance.
  - Assemble training packets several days prior to the training. You will likely need assistance.

6. **Invite Speakers or Special Guests.** If there will be time available, consider adding additional speakers or guests to make brief comments.
  - **Speakers can include:** representatives from your local Internet Crimes Against Children taskforce (ICAC) ([www.icactraining.org](http://www.icactraining.org)); the FBI; the U.S. Attorney's office ([www.usdoj.gov/usao/offices/index.html](http://www.usdoj.gov/usao/offices/index.html)); or school personnel.
  - **Special Guests.** By letter, flier and/or e-mail, contact all community organizations or individuals who are concerned with Internet safety for children. Examples are: Attorney General, State Education Association; state PTA president; State Board of Education and others in your community.
7. **Contact Media.** Within the Media Files of the CD, you will find templates for publicizing the training and your organization's efforts to teach Internet safety to children in the community. Local radio and television stations and community newspapers are often looking for these types of human interest stories. Coordinate with other media outlets so that they don't receive multiple requests about the same event.
8. **Practice your presentation.** Review all of the materials included on the CD. It is not necessary to memorize the *Trainer Script*, but the more familiar you are with its content and the materials, the more successful and comfortable you will be during the training.
9. **Familiarize yourself with using the computer equipment.** You will be more comfortable during the presentation if you are confident about using your equipment and toggling between the *Trainer Presentation* and the *Movie Files*.

## Day of Training Instructions

1. **Arrive one hour prior to the scheduled start time.** You will need this time to make sure the venue is organized for the training and to set up all of your equipment. If coffee or snacks are being served, these should be set up upon your arrival.
2. **Equipment and materials.**
  - *Appendix A: Supply List* will show you what materials you should bring to the training.
  - Training packets and CDs
  - Technical equipment: laptop, projector, screen, speakers, power strip, extension cord. These may be provided by the venue or brought by the trainer.
3. **Name tags and *Registration Sheet*.** If possible, have name tags printed in advance. They are easier to read if printed in large, bold type. Name tags make it easier to interact with participants. The *Registration Sheet* will assist you in your follow-up with trainees.

4. **Media.** If you are expecting media representatives to attend, make sure that someone is on the alert for their arrival. Give them a packet of information or a flier about the program and have answers prepared for potential questions. Let them know what to expect during their stay. Find out what coverage you can expect to see and where it will be.
5. **Begin and end on time.** Allow time in your schedule so that people can sign in, get snacks and mingle prior to the start time of your training. Announce when break times will be, where restrooms are located and when you will end.
6. **Point out the *Presenter Questionnaire*.** This should be included in the handouts. It will provide you with information about participants' intentions to present and concerns or questions they may have about implementation.
7. **Allow time for questions and answers.** Most questions can be easily answered if you are familiar with the material. If you are not comfortable with the question or do not know the answer, do not hesitate telling a participant you will check with Internet Keep Safe Coalition staff and get back to them with the answer. Questions can be directed to [info@ikeepsafe.org](mailto:info@ikeepsafe.org).
8. **Clean up.** At the end of the training, make sure that someone is in charge of cleaning up the venue, storing food and returning borrowed equipment.
9. **Take all unused training materials with you as well as the *Registration Sheet* and *Presenter Questionnaires*.**

## After the Training

1. **Thank you notes.** Send an appropriate thank you note to those who helped with the training, as well as to the venue who hosted the training.
2. **Update the *Registration Sheet* information.** Include corrections made at the training and add those who registered on the day of the event.
3. **Email a copy of the *Registration Sheet* to [info@ikeepsafe.org](mailto:info@ikeepsafe.org).** It is important that IKSC track information about where trainings are being held and participant contact information so that participants will receive updated presentation materials as they become available.
4. **Contact Trainees.** A brief email to thank training participants will encourage them to implement the program and to know they can contact you with questions.
5. **Give IKSC your feedback about the training.**

**THANK YOU FOR YOUR COMMITMENT TO  
KEEPING CHILDREN SAFE ONLINE!**

## *Appendix A: Supply List*

### **Are you training presenters?**

Provide the future presenters with a folder containing the following items for reference during training:

#### ***Make Copies***

- ◆ Faux Paw the Techno Cat<sup>SM</sup> CD-ROM

#### ***Order Ahead of Time***

- ◆ iKeepSafe brochure
- ◆ iKeepSafe bookmark

#### ***Print and Put in Folders***

- ◆ *Table of Contents*
- ◆ *About iKeepSafe.org*
- ◆ *Presenter Instructions*
- ◆ *Presentation Script*
- ◆ *Principal Letter*
- ◆ *Scheduling Agreement*
- ◆ *Two Minute Evaluation Form*
- ◆ *Book Advertisement*
- ◆ *Librarian and Computer Teacher Invitations*
- ◆ *Parent Letter*
- ◆ *Presenter Questionnaire*

### **Are you training trainers?**

Provide the future trainers with a folder containing the following items for reference during training:

#### ***Make Copies***

- ◆ Faux Paw the Techno Cat<sup>SM</sup> CD-ROM

#### ***Print All of the Above, Plus...***

- ◆ *Registration Sheet*
- ◆ *Trainer Instructions*
- ◆ *Trainer Script*