

NAMI WASHINGTON

EDUCATION AND TRAINING PLAN

1. DOCUMENTED BASIS FOR EDUCATION AND TRAINING

The NAMI Washington mission, roles, and responsibilities for advocacy are defined in the March 22, 2003 “Reconstitution Plan” with pertinent parts extracted below:

MISSION STATEMENT: NAMI Washington provides support, **education** and advocacy for its affiliates.

NAMI Washington accomplishes its mission through the following:

- Providing technical assistance for affiliate Board officers and staff
- Providing for instructor training of affiliates

Definition of NAMI Washington:

NAMI Washington is a service organization for its affiliates.

- Staff and volunteers for NAMI Washington provide for instructor training for affiliates, including Family-To-Family and other NAMI programs as necessary and as funded.

III. The Opportunity: A Plan

- The state organization will hire a program coordinator/affiliate support person that will travel across the state to help affiliates through leadership training, technical assistance and program support.

IV. The Memorandum of Understanding

The Operating and Review Panel of NAMI Washington calls on the affiliates to agree to the following:

6. To hire an Executive Director and a Program Coordinator/Affiliate Developer.

From the ByLaws:

There may be other Standing or Special Committees

The President may designate such additional special or standing committees to assist in NAMI Washington mission. President will appoint the chair of all such committees subject to the approval of the Executive Committee. Each committee chairman will select committee members as needed subject to approval of the Executive Committee. Additional standing committees may be formed by the President as needed provided that they are approved by the Board of Directors at the next regular Board meeting.

2. CONCEPT OF OPERATIONS

There are three distinct categories of affiliate education and training in the state – training the trainers, training volunteer members to do their infrastructure jobs, and educating the public – mental health and law enforcement agencies, the education

establishment, public service agencies, funding sources, etc. The three are interdependent to some degree.

Training the Trainers.

The state is obligated to provide affiliates training to give them approved “teachers” or trainers for major education programs – “Family-to-Family”, “Peer-to-Peer”, “In-Our-Own-Voice” and “Visions-for-Tomorrow” (or other children’s education programs) – which have NAMI National-designed core curricula and must be presented by trained “teachers”.

Recognizing there is a large shortfall of trained teachers at the affiliate level throughout the state, priority must be given to training volunteers in all affiliates to eliminate the shortfall and thereafter provide annual replacement training.

Since many affiliates have no experience with some programs such as Peer-to-Peer and In Our Own Voice, finding qualified volunteers to take the training will require special effort.

Training the Affiliate Infrastructure.

Affiliates have a desperate need for training in basic management, financial management, fund raising, record keeping, software applications, and public relations skills. Except for the executive director and leadership training sessions offered by NAMI National on a “once a year” basis, there are no real skill training programs currently available to our affiliates.

Additionally, the heart of the affiliate is its support group structure. Support groups require trained facilitators to function well, and state programs to provide this training are almost non-existent. Without facilitators affiliates can’t start new support groups, which leads to stagnant membership.

Educating the General Public.

The primary NAMI program for outreach is “In Our Own Voice”. IOOV is used to tell the NAMI story to lay and professional audiences and has been very effectively used locally as part of the Crisis Intervention Training (CIT) for police officers. This particular training is one of the most effective tools for educating key people and organizations in the community. The program requires more people and more resources than the other programs, making it likely that it will take more time to bring all affiliates up to a basic capability. In the interim, NAMI Washington will look to facilitating the “loaning” of IOOV teams to support affiliates without such capability. Such cross affiliate support would assist in jump starting outreach programs in those affiliates lacking IOOV which could provide both increased members and more volunteers to be trained as teachers and presenters.

As part of the development of the next year’s strategic plan, the NAMI Washington Board of Directors will authorize an ad hoc Education and Training Committee and the President, NAMI Washington, will select the Chairperson. The Committee Members will be the Program Managers for each of the three major educational programs, one for children’s programs, and one for affiliate development. This committee will survey the affiliates to determine all current development needs and will recommend to the Board

an annual education and training plan complete with budget. Then working with the NAMI Washington Program Coordinator/Affiliate Developer they will develop a specific education and training program for inclusion in the strategic plan.

Program Coordinator/Affiliate Developer will assess training needs by affiliate and determine the availability of resources by quarter to set training targets. Once the Board approves these targets the Coordinator/Developer work with the Program Managers to coordinate the scheduling of training, notification to affiliates, allocating numbers of students for each class, and the actual training sessions. Education and training will be offered by region rather than a single state location to the degree possible.

Education and training programs will be key elements in the annual strategic plan at both the affiliate and state level. At the start of each new planning cycle affiliates will report their education/training needs to the Program Managers of the individual programs for inclusion in the state process.

3. THE PLAYERS AND THEIR ROLES.

The education and training mission as defined above has many players with several roles. One key role is formally addressed in the “Reconstitution Plan”, and it is one of the most important – that of Program Coordinator/Affiliate Developer. The players and their roles are outlined below:

The Board of Directors, NAMI Washington.

- Authorize the establishment of an Education and Training ad hoc committee
- The President of the Board appoints the Chairperson of the Education and Training ad hoc committee
- Appoints the members of the Education and Training ad hoc committee
- Provide education and training policy
- Fund and hire the Program Coordinator/Affiliate Developer
- Budget and obtain funding to provide education and training to the affiliates
- Annually review the effectiveness of the education and training program and processes and make changes as needed.

The Executive Director, NAMI Washington.

- Assists the Board in selecting the Program Coordinator/Affiliate Developer
- Negotiates the contract with and supervises the Program Coordinator/Affiliate Developer
- Assists the Board in determining education and training priorities.
- Provides oversight for the Education and Training Committee
- Promotes innovation and creativity in education and training program areas.

The NAMI Washington Program Coordinator/Affiliate Developer:

- Survey and assess the education and training needs of the affiliates.
- Work with the Education and Training Committee to identify specific education and training needs of the affiliates.

- Recommend to the Board specific education and training programs based on the assessment of needs.
- Establish “Train the trainers” programs for those courses in which the affiliates conduct the education and training – “Family-to-Family”, “Peer-to-Peer” or other children’s educational programs, “In Our Own Voice”, etc. In the first year coordinate a concentrated “Catch up” program to provide affiliate training at regional sites.
- Work with the Education and Training Committee to establish an “Infrastructure” education program to provide essential skill training to volunteers working in positions of responsibility.
- Coordinate the scheduling of training, notification to affiliates, allocating numbers of students for each class, and the actual training sessions.
- Prepare documentation: Prepare handbooks which outline accepted procedures and practices for all affiliate administrative functions.

The NAMI Washington Education and Training Committee

- Is chaired by a person appointed by the President of the Board or the Program Coordinator/Affiliate Developer.
- Consists of a Program Manager(s) for each of the three major NAMI education programs, one for youth education, and one for affiliate development training.
- Will review the inventory of affiliate capacity and training needs, develop a state-wide plan for each program, and submit a consolidated plan with budget to the Board at the end of each summer for inclusion in the annual Strategic Plan.
- Periodically review progress and report findings to the NAMI Washington Board through the Executive Director.

The Program Managers

- Contact each affiliate to determine its current capacity and development needs.
- Work with the Program Coordinator/Affiliate Developer to identify specific education and training needs of the affiliates for the coming year and two out years.
- Prepare annual plans complete with anticipated budgets for the assigned Program.
- Work with the Program Coordinator/Affiliate Developer to establish an “Infrastructure” education program to provide essential skill training to volunteers working in positions of responsibility.
- Once approved by the Board, manage the execution of the plan for the assigned program.

NOTE: Affiliates will identify development needs other than education/training. These will be compiled into a report by the Committee and forwarded to the NAMI

Washington Board through the NAMI Washington Program Coordinator/Affiliate Developer and Executive Director for inclusion in the strategic plan.

The Affiliates.

- Identify both one-time and annual education and training requirements and forward these to NAMI Washington.
- Identify and provide the names of volunteers having the time and interest to receive training as teachers, facilitators, and administrators.
- Report annually the number of education and training sessions conducted, the numbers of attendees (including sign-in sheets), and the costs for each session.
- Include education and training requirements in affiliate strategic plans and update requirements to NAMI Washington on an annual bases.