

TRAINER'S GUIDE:

Webinar Training for Virtual Community Dinners

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INTRODUCTION:

The goal of this training guide is to provide potential partners and community leaders with an experiential training that will support learning about The Family Dinner Project as well as the nuts and bolts of implementing The Family Dinner Project's model in a community-based context. This training is also an opportunity to connect potential partners and community leaders with the resources needed to plan for and implement The Family Dinner Project. The Family Dinner Project refined this curriculum as part of a pilot introduction of our community-based programs with the US Army Special Operations Forces. This is a living document that we will continue to revise based on results of ongoing field tests and update with the latest best practices and lessons learned from our work.

This curriculum includes four tools: (1) a *Champion Handbook*, (2) TFDP's *Guide to Hosting a Community Dinner: Virtual Edition*, (3) TFDP's *Facilitator's Guide*, and (4) training webinar power point deck. The *Champion Handbook* is an accompaniment to support an experiential training and provides facilitators with resources to support planning The Family Dinner Project in their communities. The *Guide to Hosting a Community Dinner: Virtual Edition* is our comprehensive toolkit for supporting partners and Champions with planning their first virtual Community Dinner. The *Facilitator's Guide* is the main tool used to support Community Dinner hosts with their facilitation. The training webinar power point deck is the visual tool you will use to educate and guide trainees through the virtual training.

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I. AGENDA:

Webinar #1	
Time	Session
0:00-0:05	Welcome, opening remarks and introduction of trainer
0:05 - 0:10	Icebreaker: Who's Coming to Dinner?
0:10- 1:00	Session 1: Why Family Dinner Matters
1:00-1:05	BREAK
1:05 – 2:00	Session 2: Hosting a Virtual Community Dinner
Webinar #2	
0:00-1:00	Session 3: Bringing TFDP to Your Community
1:00-1:05	BREAK
1:05- 1:35	Session 4: Make it Yours!
1:35-2:00	Session 5: Program Evaluation & Feedback

II. LESSON PLANS:

Before the training begins, trainers should:

- Read carefully through all lesson plans.

- Make decisions about which slides and activities you will use to meet the needs of training participants and adjust the handouts and activities accordingly.
- Become familiar with the *Champion Handbook* and *Facilitation Guide* so that you can reinforce their use during the session.
- Prepare to answer questions about more logistical information and to provide explanations and instructions for the group discussions and activities.
- A week before training, send trainees a PDF of the power point deck; *Champion Handbook*; *Guide to Hosting Community Dinner (virtual edition)*; and *Facilitation Guide*

Welcome, opening remarks, and introduction of trainer

Instructions for the trainer:

1. Greet participants once the webinar begins.
2. Have the slide titled "Before we begin..." already up on the screen
3. Briefly introduce yourself and describe the goal for the webinar (this should be outlined on a slide) and present the agenda (this should also be outlined on a slide) so participants know what to expect.
 - a. Participant files: These files emailed include PDFs of all TFDP's training resources, along with supplemental information for the content that is being covered in the training.

Icebreaker: What is your favorite family dinner memory?

Instructions for the trainer:

1. Ask everyone to think about their favorite family dinner/family meal memory. Encourage trainees to find memories that are funny, embedded in their family history, and/or favorites of the family.
2. Ask everyone to share their first name, organization, and their memory.
3. **Trainer Tip:** It's helpful if the trainer kicks things off to demonstrate how the game is played.

Session 1: Why Family Dinner Matters

By the end of this session, participants will...

- ✓ Be reminded and/or inspired about their own calling to, and passion for this work
- ✓ Learn TFDP's mission and history
- ✓ Learn about TFDP's programs and reach
- ✓ Learn about the resources available to them - before, during and after their events
- ✓ Consider the potential for impact TFDP's mission might have in *their own* communities

Instructions for the trainer to prepare for this session:

1. Read the instructions for conducting the session, below.
2. Review the PowerPoint slides for this session.
3. Gather the required materials (see list below).

Time	Trainer instructions for conducting the session	Required materials
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<p>50 min.</p>	<ol style="list-style-type: none"> 1. Reflect (5 minutes) <ol style="list-style-type: none"> a. Ask participants to think about what memories or thoughts the phrase “family dinner” brings to mind. Have them write their thoughts on scrap paper, using the introductory activity page 2 in their handbooks as reference. <ol style="list-style-type: none"> i. This should be open-ended - the goal is to inspire them to think about the ways that family dinners have impacted their lives. b. Ask participants to share their thoughts, if they’re comfortable doing so. c. Discuss how families are our experts. Reflect on this experience as an example of TFDP’s philosophy. 2. Introduction to the Research (10 minutes) <ol style="list-style-type: none"> a. Brief discussion about what we <i>know</i> family dinners can do, based on research. b. Trainer Tip: choose 1-2 examples of studies that might resonate with this group (from the research bibliography), to model how to do a deeper dive into a particular research/benefit area. 3. Overview of FDP Mission, Values, and Programs (15 min) <ol style="list-style-type: none"> a. Share the mission text and provide an overview of TFDP’s reach. b. Present a short overview of all TFDP’s online and community-based programs and resources. 4. Overview of TFDP’s History and Reach (5 min) <ol style="list-style-type: none"> a. Brief discussion of TFDP’s evolution, with an emphasis on how partners are crucial in furthering this work. 5. Activity: If...Then (10 minutes) <ol style="list-style-type: none"> a. Ask participants to consider what family dinners will “do” for their community, and 	<p>PowerPoint slides for this session</p> <p>Champion Handbook: Introductory Activity and Part 1 of handbook</p> <p>FDP Overview</p> <p>FDP Program Overview</p>
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	<p>then consider what resources they might need to make this possible.</p> <p>b. Ask participants to write their “if....then” statements down and share with the group.</p> <p>c. Reflect and discuss the statements.</p>	
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Session 2: Hosting a Community Dinner

By the end of this session, participants will...

- ✓ Be inspired about hosting their own Community Dinners
- ✓ Learn that this work can be FUN!
- ✓ Learn the basics of how to host a Community Dinner, including facilitation
- ✓ Learn about TFDP’s resources to support families

Instructions for the trainer to prepare for this session:

1. Read the instructions for conducting the session, below.
2. Review the PowerPoint slides for this session.
3. **Trainer Tip:** Before this session, prepare three blank google documents or handwritten notes pages with “What’s working”, “What’s hard”, and “Ideas” written at the top.
4. Gather the required materials (see list below).

Time	Trainer instructions for conducting the session	Required materials
55 min.	<p>6. Community Dinner Walkthrough (5 min)</p> <p>a. Present the recipe for a successful Virtual Community Dinner: Food, Fun and Conversation About Things that Matter.</p> <p>b. Walk through a sample agenda beginning to end, briefly describing each element of the evening.</p> <p>7. Activity: Would you rather? (5 min)</p> <p>a. Present the game “would you rather?” as a great game to demo during their event.</p> <p>b. <i>If you’re able to use breakout rooms:</i> have everyone pair off and ask each other “would you rather” questions.</p>	<p>PowerPoint slides for this session</p> <p>Facilitator’s Guide</p> <p>Community Dinner Guide: Virtual Edition</p>

c. *If you're unable to use breakout rooms:* play 1-2 rounds of would you rather.

- i. **Trainer Tip:** Use this “would you rather?” as a starting point: Would you rather sweat cheese or always smell skunk?

8. Facilitation Basics (40 min)

- a. Provide a brief overview of the facilitated portion of the event, describing the general outline for facilitation.
- b. Have each participant present a practice “introduction”. This introduction should include parent discussion items 1-3 (no more than 1 min. Per participant).
- c. Role Play: Ask for 1 participant to volunteer to take notes, and for 1 participant to begin the facilitation with talking about what’s working.
 - i. **Trainer Tip:** provide each participant with an opportunity to role play by rotating participants into the role of facilitator. Have a different participant lead discussion items 4-7 in the facilitation agenda.

9. Best practices and lessons learned (5 minutes)

- a. Brief discussion about TFDP’s approach to common challenges with dinner, as well as ones that arise in facilitation and how to overcome them.

Lesson Plan: Webinar Pt. 2

<p>Session 3: Bringing TFDP to your community</p> <p>By the end of this session, participants will...</p> <ul style="list-style-type: none"> ✓ Consider the unique attributes of their own communities, and the ways that TFDP’s mission might leverage or align with those traits ✓ Consider who might be potential collaborators, allies or networks in their communities, to help further TFDP mission ✓ Learn more about common challenges that we frequently hear, regarding families having meals together - and consider which of those challenges might ring true in their own communities ✓ Learn about possible responses to some of those challenges
<p>Instructions for the trainer to prepare for this session:</p> <ol style="list-style-type: none"> 1. Read the instructions for conducting the session, below. 2. Review the PowerPoint slides for this session. 3. Gather the required materials (see list below).

Time	Trainer instructions for conducting the session	Required materials
60 min.	<p>1. Reflect (5 minutes)</p> <ol style="list-style-type: none"> a. Remind participants of the unique and valuable knowledge that they possess about their communities. Discuss our philosophy regarding knowledge sharing, rather than “telling folks what to do.” b. Ask participants to consider the varying ways that family dinners might have a ripple effect in their communities and fill in the activity on page 13 of the champion handbook. <p>2. Case Study: Challenges Faced (30 min)</p> <ol style="list-style-type: none"> a. Have participants read the case study: April’s Kitchen Counter b. Using the “discussion” and “applying lessons learned” question, talk about and record all the potential problems considered and ask 	<p>PowerPoint slides for this session</p> <p><i>Champion Handbook</i></p>

	<p>participants to consider potential responses to each problem.</p> <p>3. Review of Our Approach to Challenges (5 minutes)</p> <p>a. Ask participants to consider what family dinners will “do” for their community, and then consider what resources they might need to make this possible.</p> <p>b. Ask participants to share their if-then statements then discuss and reflect on the statements.</p>	
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<p>Session 4: Make it yours!</p> <p>By the end of this session, participants will...</p> <ul style="list-style-type: none"> ✓ Remember their talents and identify how to incorporate those into their family dinner project ✓ Remember that this work is FUN! ✓ Learn about ways to “take our mission and run with it” ✓ Learn about the “limits” in doing so - the aspects of TFDP that must remain (fidelity) ✓ Consider the potential for impact TFDP’s mission might have in their own communities ✓ Learn about our approach to communications, branding and marketing ✓ Consider how they might “spread the word” as an ambassador to TFDP ✓ Learn about marketing resources available to them 		
<p>Instructions for the trainer to prepare for this session:</p> <ol style="list-style-type: none"> 1. Read the instructions for conducting the session, below. 2. Review the PowerPoint slides for this session. 3. Gather the required materials (see list below). 		

Time	Trainer instructions for conducting the session	Required materials
30 min.	<p>1. Case Study: Catering to your Community, Leveraging your Creativity (10 minutes)</p> <p>a. Explore the case study on page 26</p> <p>b. Guided discussion - what worked? Why? How? What does it take to be this responsive?</p>	<p>PowerPoint slides for this session</p> <p>Discussion Questions</p>

	<p>c. Reflection (in workbook) for participants to complete, independently.</p> <p>1. Activity – Promote Your Event! (10 minutes)</p> <p>a. Ask participants to consider design sample social media “posts” about FDP, their own event, etc.</p> <p>b. Share! Discuss.</p> <p>2. Review of our Approach to Communications (10 minutes)</p> <p>a. Discussion about our approach.</p> <p>b. Show examples of different kinds of FDP communications.</p> <p>c. Remind participants what TFDP’s core values are and what to be mindful of in communications.</p>	<p><i>Champion Handbook</i></p> <p><i>Champion Handbook: Appendix II</i></p>
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Session 5: Program evaluation and feedback

By the end of this session, participants will...

- ✓ Learn how to *reflect* about their events, work and progress as TFDP ambassadors and community leaders
- ✓ Learn about what information TFDP would like from them, post-events
- ✓ Learn not to be hard on themselves - that starting “small” is A-OK!

Instructions for the trainer to prepare for this session:

1. Read the instructions for conducting the session, below.
2. Review the PowerPoint slides for this session.
3. Gather the required materials (see list below).

Time	Trainer instructions for conducting the session	Required materials
25 min.	<p>1. Intro to... How to Reflect (10 minutes)</p> <p>a. Discuss the Help, Thanks, Wow routine.</p> <p>b. Ask participants to complete these pieces about the virtual Community Dinner or the day’s training so far. You can share, or not.</p> <p>2. Case Studies: Starting Small is OK! (10 minutes)</p>	<p>PowerPoint slides for this session</p> <p>Discussion Questions</p> <p><i>Champion Handbook</i></p>

	<p>a. Take the time to explore, read, discuss each of the case studies on page 31 of the Champion Handbook.</p> <p>b. Trainer Tip: If you have extra time and a big enough group, divide them into two and assign each group a case study. Then have one group teach the others what they learned from their case.</p> <p>3. Reflection (5 minutes)</p> <p>a. Guide participants through the reflection activity, as they set goals for themselves.</p> <p>b. Have each participant share their goals with the group.</p> <p style="padding-left: 40px;">i. Trainer Tip: Make note of all the goals so that you can send them out in the follow-up email for the training.</p>	
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III. LINKS TO TRAINING RESOURCES

TFDP Training PowerPoint:

https://www.dropbox.com/scl/fi/fo9eh4bryqx0rqh2jrf5f/TFDP_webinar_training_virtual_CDs.pptx?dl=0&rlkey=qqyasmdgwi9dykkm4cy1dxykm

Trainer Forms:

- Training evaluation survey: <https://www.surveymonkey.com/r/BJNCNY9>

Training Materials:

- Champion Handbook: https://www.dropbox.com/s/cbmvxzyuvbus8lw/TFDP-Champion-Handbook_2019%20%281%29.pdf?dl=0
- Guide to Hosting Community Dinners: Virtual Edition: https://www.dropbox.com/s/x5cbb6kffev97qm/FDP_virtual_community_dinner_guide.pdf?dl=0
- Facilitator’s Guide: <https://www.dropbox.com/s/y7w57me86yhvs8r/TFDP-Facilitators-Guide-2016.pdf?dl=0>

- Research Handout:
https://www.dropbox.com/s/g53blv4ohdiz14i/FDP%20Research%20handout_2017.pdf?dl=0
- TFDP Overview:
https://www.dropbox.com/s/skbl6gbkfwtblvv/FDP_one_pager_2017.pdf?dl=0
- TFDP Program Overview:
https://www.dropbox.com/s/0dnru78q0gww85c/FDP_program_overview_2017.pdf?dl=0

Participant Materials:

- Sample resources for community dinner event
 - Dinner Tonight: <https://www.dropbox.com/s/tutwybxu7sqoztx/TFDP-DT-On-the-Table-Chef-Nate.pdf?dl=0>
 - Dinner Games: <https://www.dropbox.com/s/6on5sd2wz0xzmtk/TFDP-Games-2017-1.pdf?dl=0>
 - Benefits of Family Dinner Handout:
<https://www.dropbox.com/s/lusqn5l50azpkhd/TFDP-Benefits-of-Family-Dinner.pdf?dl=0>
 - Conversation Starters:
<https://www.dropbox.com/sh/68cok2qbuz9vdws/AABXyqmX3Vp8WWOnzURs3tHja?dl=0>
 - Tips for Military Families:
https://www.dropbox.com/s/g7dmsiu0nuumee9/military_families_tip_sheet.pdf?dl=0
 - Kids' Activities:
<https://www.dropbox.com/sh/ok0h47ntsu32m87/AADuX5FQYR5GarvBZgtDWIaFa?dl=0>