

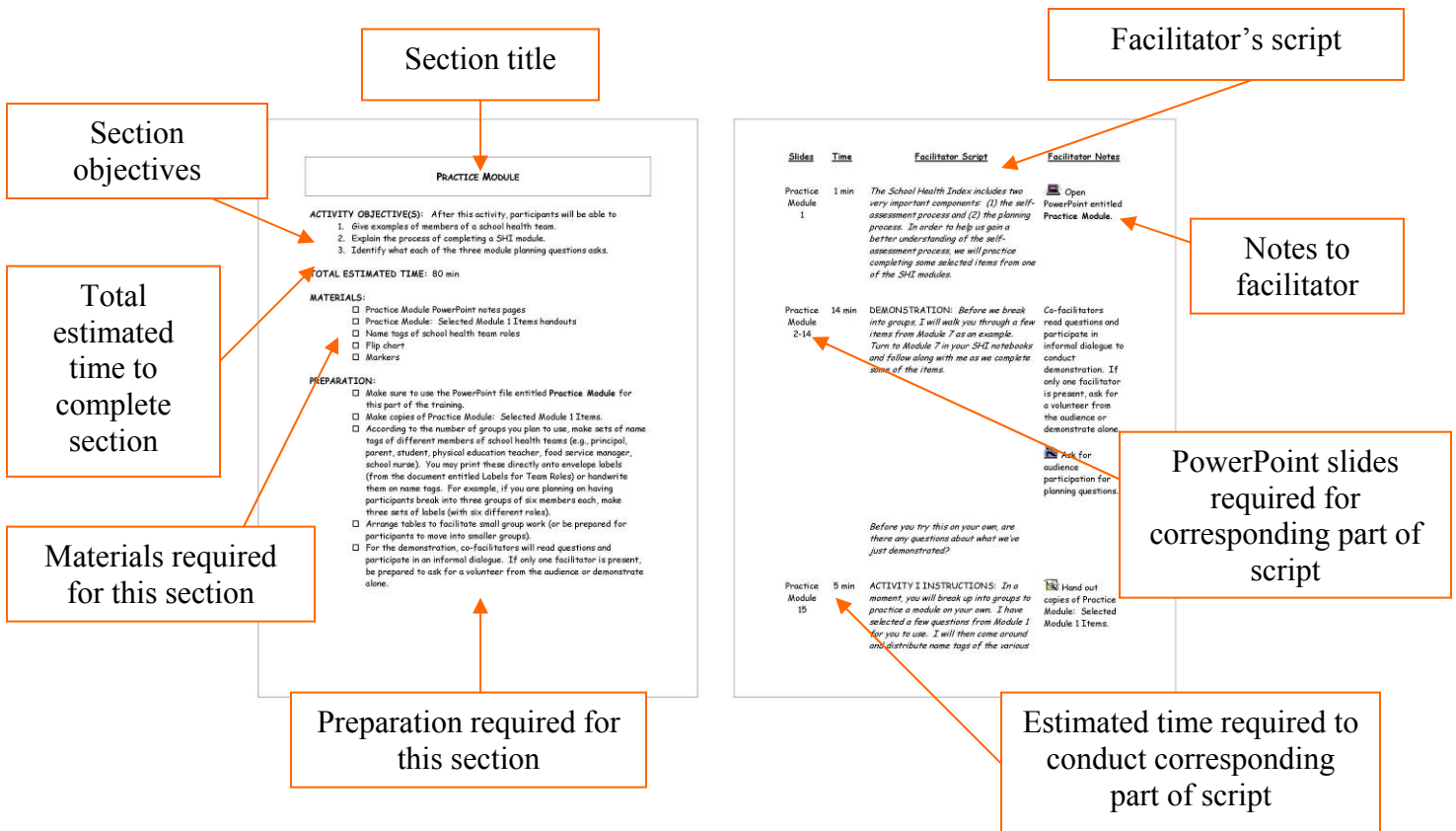
INSTRUCTIONS: USING THE TRAINING MANUAL

PURPOSE

The School Health Index (SHI) Training Manual is a packaged set of materials for conducting trainings or presentations on the *School Health Index: A Self-Assessment and Planning Guide*. This manual provides detailed materials and resources on how to implement the SHI in schools. Users can select the most appropriate sections of the training manual and customize those components to best suit their needs. This manual is intended to be used in conjunction with the School Health Index which can be completed interactively, downloaded, or printed from the CDC Web site at <http://www.cdc.gov/HealthyYouth/SHI>.

FORMAT

Each section of this training manual begins with an Activity Plan (as shown below). Directly following the Activity Plan are the PowerPoint slides with notes and corresponding handouts.



ICON GLOSSARY



= PowerPoint file



= Handout



= Activity

INSTRUCTIONS

1. **Background** - Carefully read through the *School Health Index: A Self-Assessment and Planning Guide* and this SHI Training Manual.
2. **Select Your Agenda** - The School Health Index can be presented in a variety of settings. Select one of the three agendas below that is most appropriate for your audience and situation.

For example, if you are a parent who wants to present the SHI at a school board meeting, you may want to choose "The Pitch." This type of agenda will allow you to provide the audience with a short orientation to the SHI to help them gain a preliminary understanding of your intent. If you are a health educator from a state or local health department wanting to train school nurses on how to implement the SHI, you may choose to conduct a workshop or training session, depending on the amount of time that is available to you. Obviously, the more time you have, the more comprehensive a training you can provide.

| Training Sections | Time (min) | Training Agendas | | |
|--------------------------|------------|--------------------|--------------------|---------------------|
| | | The Pitch (30 min) | Workshop (1/2 day) | Training (full day) |
| Purpose and Overview | 30 | | ✓ | ✓ |
| Orientation | 30 | ✓ | ✓ | ✓ |
| Test Your Knowledge | 15 | | | ✓ |
| Consensus Building | 5 | | ✓ | ✓ |
| Practice Module | 80 | | ✓ | ✓ |
| Planning for Improvement | 60 | | ✓ | ✓ |
| Tools for Schools | 15 | | | ✓ |
| Role of SHI Coordinator | 15 | | | ✓ |

3. **Pull Out the Sections** - Once you have identified the agenda that is most appropriate for your situation, pull out those sections of the training manual to conduct your presentation/training. If you will be using several PowerPoint presentations, you may want to merge the slides into one slide show for ease of presentation.

4. **Localize the Information** - Spend some time reviewing the materials. Then think about any local stories, policies, or issues that you may want to include to localize your presentation/training. Consider incorporating local or regional data on adolescent health risk behaviors (perhaps findings from the Youth Risk Behavior Survey at www.cdc.gov/HealthyYouth/yrbs). This manual was created to provide guidance to people using the SHI all over the country and in a variety of settings. It is important to remember that *you know your audience and community best*: feel free to adapt components of this manual to suit your particular situation.