**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.

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**Section title**

**Total estimated time to complete section**

**Materials required for this section**

**Preparation required for this section**

**Facilitator’s script**

**Notes to facilitator**

**PowerPoint slides required for corresponding part of script**

**Estimated time required to conduct corresponding part of script**

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**PREPARATION**
- Make sure to use the PowerPoint file named Practice Module (as shown below).
- Make sure to have the selected module (S6) and have a list of names of different members of school health teams (e.g., principal, parent, student, physical education teacher, and service manager or school nurse). You may pair these directly with mission-based tasks. Have this document and the listed for those blended or blended teams. For example, if you are planning on using a participatory workshop, have those groups of six members each, write out the questions before the workshop begins.
- Arrange tables in facilitator and group work (be prepared for participants to use in smaller groups).
- For the demonstration, or facilitate all read questions and provide an informal dialogue. If only one facilitator is present, be prepared to ask for a volunteer from the audience or demonstrate a task.

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**ACTIVITY REQUIREMENTS**
- The School Health Index includes two primary requirements: 1) the self-assessment process and 2) the planning process. In order to achieve greater understanding of the self-assessment process, we include completing the self-assessment form and analyzing the form of the SHI module.
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.

<table>
<thead>
<tr>
<th>Training Sections</th>
<th>Time (min)</th>
<th>The Pitch (30 min)</th>
<th>Workshop (1/2 day)</th>
<th>Training (full day)</th>
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<tbody>
<tr>
<td>Purpose and Overview</td>
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<td>Orientation</td>
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<td>Test Your Knowledge</td>
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<td>Consensus Building</td>
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<tr>
<td>Tools for Schools</td>
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<td>Role of SHI Coordinator</td>
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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.