

Training Guide:

Health Literacy Study Circle+ Facilitators Training

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National Center for the Study of Adult Learning and Literacy

Harvard Graduate School of Education
101 Nichols House, Appian Way
Cambridge, MA 02138

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ABOUT NCSALL HEALTH LITERACY STUDY CIRCLE+ FACILITATORS TRAINING

Who created this Health Literacy Study Circle+ Facilitators Training?

This training guide was created by the National Center for the Study of Adult Learning and Literacy (NCSALL). The guide is part of NCSALL's effort to help connect research and practice in the field of adult education and family literacy. The *Training Guide: Health Literacy Study Circle+ Facilitators* is one of a series of teaching and training materials that NCSALL has developed.

A Health and Adult Literacy and Learning (HALL)/NCSALL Health Literacy Study Circle+ is a professional development activity for adult basic education (ABE), adult secondary education (ASE), or adult English for Speakers of Other Languages (ESOL) practitioners. The Health Literacy Study Circles+ are designed to bring practitioners together to:

- Develop a deeper understanding of health literacy, health literacy research, and health literacy skills
- Expand their repertoire of cooperative learning tools
- Review, create, and teach health literacy lessons and units
- Develop ideas and activities to improve their students' ability to access and navigate health care systems, to understand chronic disease management, or to use disease prevention and screening systems
- Discuss how to build links between adult education and public health programs

The goal of NCSALL is to improve the quality of practice in adult education through research. We want to ensure that practitioners—teachers, counselors, program administrators, and others—have an opportunity to access, understand, judge, and use research in their work. Therefore, the goal of the NCSALL Health Literacy Study Circle+ Facilitators Training is to train new facilitators. Participants will understand NCSALL efforts to connect

research and practice, understand how study circles support these efforts, and learn how to facilitate a study circle.

Why was this Health Literacy Study Circle+ Facilitators Training created?

HALL/NCSALL Health Literacy Study Circles+ are designed to be facilitated by any experienced adult education practitioner. While facilitator training is not necessary, the training offers practice and support.

The purpose of this guide is to help experienced professional developers and others organize and conduct a one-day session to train and orient those who will serve as facilitators of a HALL/NCSALL Health Literacy Study Circle+. Facilitators of the Health Literacy Study Circle+ Facilitators Training should be experienced trainers. This guide includes the information and materials you will need to conduct the training, but not background information on planning and facilitating training.

What is the Health Literacy Study Circle+ Facilitators Training?

The Health Literacy Study Circle+ Facilitators Training is a professional development activity to train facilitators about the HALL/NCSALL Health Literacy Study Circle+. The facilitators will then facilitate a Health Literacy Study Circle+ for practitioners (teachers, tutors, counselors, support staff, and program administrators) from programs that provide adult students with adult basic education (ABE), adult secondary education (ASE), and English for Speakers of Other Languages (ESOL) education services.

This training prepares participants to facilitate the *Skills for Health Care Access and Navigation Health Literacy Study Circle+*. With modifications this design could be used for other Health Literacy Study Circles+, but since most practitioners will want to begin with the *Skills for Health Care Access and Navigation Study Circle+*, we anticipate that this training will be used initially to orient facilitators. Experienced facilitators should be able to prepare to facilitate the

other two Health Literacy Study Circles+, *Health Literacy Study Circle+ Skills for Chronic Disease Management* and *Skills for Disease Prevention and Screening*, by reading through the facilitators' guides and perhaps consulting with other facilitators.

The Health Literacy Study Circle+ Facilitators Training on the topic of health care access and navigation includes the following activities:

- Build the understanding of health literacy, health literacy research, and health
- Consider roles as facilitators—managing the study circle+ process and supporting teachers in their learning and lesson planning
- Examine the HALL/NCSALL *Health Literacy Study Circle+ Facilitator's Guide: Skills for Health Care Access and Navigation* (or a Health Literacy Study Circle+ Facilitator's Guide on another topic)
- Participate in and talk about typical Health Literacy Study Circle+ activities—introductions, discussion of own experiences, jigsaw, brainstorming, force-field analysis, dance and balcony, planning for next steps, and evaluation
- Consider how to support teachers' learning and planning by modeling participatory adult education principles and looking at a way to give and receive feedback
- Review the next steps and logistics for facilitating a study circle in their programs, regions, and/or states

What should the outcomes of the Health Literacy Study Circle+ Facilitators Training be?

We hope that the participants will understand NCSALL efforts to connect research and practice and how study circles support these efforts. Also, we hope the participants will learn how to facilitate a HALL/NCSALL Health Literacy Study Circle+.

If participants leave the group with a clear plan for facilitating a health literacy study circle+, the study circle+ facilitator training is a success.

Who should participate?

The Health Literacy Study Circle+ Facilitators Training is designed for any practitioner who works in an adult education program: teachers, program directors, counselors, volunteers, or others. It is broad enough to be of interest to ABE, ASE, and ESOL practitioners who work in a variety of delivery settings: community-based organizations, local educational authorities, libraries, correctional facilities, etc. The design of the Health Literacy Study Circle+ Facilitators Training and the readings should be appropriate for both new and experienced practitioners.

The training is designed for approximately 20 participants who will be serving as study circle facilitators.

How long is the Health Literacy Study Circle+ Facilitators Training?

The study circle+ facilitator training is designed for one, six-hour session and includes one hour for lunch.

How do I recruit participants?

NCSALL has produced a sample flyer that provides information about this NCSALL Health Literacy Study Circle+ Facilitators Training, which you can find on p. 7. The flyer presents an overview of the topic and a brief description about what will be covered in the training. It also includes a registration form for practitioners to mail back to you.

You are welcome to use the flyer to send out via mail or on a Web site to let practitioners know when and where the study circle facilitator training will be taking place. Or, you can create your own flyer, using the NCSALL flyer as an example.

How do I organize the training?

When you feel that you have solid commitments from the number of participants you are seeking, contact them to confirm their participation in the Health Literacy Study Circle+ Facilitators Training. At this time, reconfirm the times, date, and location of the Health Literacy Study Circle+ Facilitators Training with the participants.

As mentioned above, this Health Literacy Study Circle+ Facilitators Training has been designed for a group of practitioners to meet for one session that is a day long. Because one session's worth of time is such a limited period for a group to meet, we suggest that several short readings and a brief cover letter with information about the Health Literacy Study Circle+ Facilitators Training be sent to practitioners to read before the session.

After confirming their participation, send each participant the packet of information and materials to read before the session (Pre-Meeting Packet of readings and handouts on pp. 17–30). Participants need to receive this packet at least 10 days before the training.

You, as the facilitator, will also want to review the entire guide and read over the Pre-Meeting Packet so that you are ready for the training and for questions that participants may have. You need to be familiar with all of the readings and with facilitating the Health Literacy Study Circle+.

One of the final activities in this training is a review of the plans for a Health Literacy Study Circle+ in the participants' particular programs, regions, or states. You will need to be certain that you have the planning information or that someone who does participates in the training.

Be sure that you arrive early for the training in order to set up the room; arrange your newsprint; and organize handouts, pens, tapes, etc. It's nice to have some sort of refreshment, such as juice, coffee, or water. Check out where the restrooms are so you can tell participants where they are located, and make sure the heating or cooling in the room is appropriate.

Always bring at least two or three extra copies of the readings for participants who forget to bring their own. You should have (or compile during the training) a list of participants and their telephone numbers or e-mail addresses so participants can contact one another after the training.

What kind of support can I expect?

If you want to discuss the Health Literacy Study Circle+ Facilitators Training beforehand with someone from NCSALL, we'd be happy to do so. We can be reached at:

NCSALL/World Education
44 Farnsworth Street
Boston, MA 02210-1211
(617) 482-9485
ncsall@worlded.org

We'd love to hear how it went so that we can improve this training. We welcome your feedback about how the NCSALL *Training Guide: Health Literacy Study Circle+ Facilitators* worked and how it could be improved. Contact us (telephone, e-mail, or letter) and tell us how it went and what you'd do differently next time.

(SAMPLE FLYER)

**Health
Literacy Study
Circle+
Facilitators
Training**

Interested in facilitating a Health Literacy Study Circle+ on health care access and navigation (or another topic)?

Questions about health literacy, health literacy research, and health literacy skills are particularly relevant as programs and teachers struggle with choosing the most effective ways to develop adults' skills. **[Insert name of your organization]** is sponsoring a Health Literacy Study Circle+ Facilitators Training to train participants to conduct study circles+.

In this Health Literacy Study Circle+ Facilitators Training, you will understand NCSALL's efforts to connect research and practice and how study circles+ support these efforts. You, together with other practitioners, will meet to:

- Build your understanding of health literacy, health literacy research, and health literacy skills
- Consider your role as a facilitator—managing the study circle+ process and supporting teachers in their learning and lesson planning
- Examine NCSALL's *Health Literacy Study Circle+ Facilitator's Guide: Skills for Health Care Access and Navigation* (or a Health Literacy Study Circle+ Facilitator's Guide on another topic)
- Participate in and talk about typical Health Literacy Study Circle+ activities—introductions, discussion of own experiences, jigsaw, brainstorming, force-field analysis, dance and balcony, planning for next steps, and evaluation
- Consider how to support teachers' learning and planning by modeling participatory adult education principles and looking at a way to give and receive feedback
- Review the next steps and logistics for facilitating a study circle in their programs, regions, and/or states

The Health Literacy Study Circle+ Facilitators Training is organized into one, six-hour training. We ask that you attend the entire training.

During the training you will explore the Health Literacy Study Circle+ Facilitator's Guide on skills health care access and navigation, review sample lessons,

brainstorm ways to support teachers in using theme-based instruction, and address some facilitation challenges.

The Health Literacy Study Circle+ Facilitators Training is a staff development activity. Continuing Education Credits (CEUs) or Professional Development Points (PDPs) may be available.

The date and location of the Health Literacy Study Circle+ Facilitators Training is:

If you would like to join the Health Literacy Study Circle+ Facilitators Training, please complete this form and send it to: **[insert facilitator's name]**, **[insert facilitator's address]** by **[insert deadline]**. I can also be reached at **[insert facilitator's telephone number]** and **[insert facilitator's e-mail]**.

Name: _____ Position: _____

Home address: _____

Home telephone: _____ Work telephone: _____ E-mail: _____