

Guiding Principles for Activists Who Wish to Become Trainers

BASIC RULES TO BECOME A UCCO-SACC-CSN TRAINER

1. Recruitment Process

- a. Nomination call to all activists.
- b. Information form to be filled out by every activist who wants to become trainer.
- c. Preselection by the RVPs of the UTJC (review of forms¹ and inquiries).
- d. Review of the forms¹ and interview (approximately an hour long) with the union advisor responsible for this file at the LR Training module.
- e. Evaluation of the candidacies and ranking by the union advisor at the LRD-Training Unit.
- f. Report to be made to the Union Training Joint Committee and final selection by the UTJC.
- g. Commitment from the future trainer to attend training of trainers.
- h. There will be a nomination call for candidates every three years.

2. Training of Trainers in Adult Learning

- a. All activists retained to deliver training must attend the five-day trainers training within six months following their engagement in the UCCO-SACC-CSN training network on: The Adult Learning process, Trainer's Role, Group Training Techniques.

3. Technical Transfers

- a. Most of the training sessions require a two to four day technical transfer, depending on the complexity of the training to be delivered to activists.
- b. The responsible LR Training union advisor monitors training sessions given by the new trainers and assesses the needs.
- c. The committee can also provide continuing education to the trainers.
- d. If a problem occurs, the LRD Training union advisor meets with the training committee and the committee takes a decision regarding the continued involvement of the activist as a UCCO-SACC-CSN trainer.

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¹ Evaluation to be made according to the criteria mentioned on the next page.

Selection Criteria

Criteria	Rating Scale
1. Union experience (within UCCO-SACC-CSN or beyond) - Proficient with basic union skills	15
2. Adherence to the union values being taught - Understanding them and being able to apply them to everyday life	15
3. Proven personal skills - Ability to communicate and to convince - Ability to facilitate and manage a group	15
4. Learning ability and desire to learn more - Looking forward to attend Training of Trainers - Adaptability, listening ability, openness	10
5. Other qualities: - Respected member, with well-established credibility - Member showing interest, conviction and devotion	10
6. A real availability (including travel) and a commitment for at least three years. Verify real availability if candidate has other union responsibilities	15
	100%

Example of ranking for every candidate

Name	Phone or face-to-face interview	Ranking
Candidate no 1	Phone interviews (3)	64%
Candidate no 2	Phone interview	82%
Candidate no 3	Interview at my office	75%
Candidate no 4	Interview in Québec City	78%
Candidate no 5	Phone interviews (2)	60%

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