

Healing Communities Training Guide



<h2>Healing Communities</h2>
A Project of the Philadelphia Leadership Foundation And The National Women's Prison Project, Inc., Baltimore, MD.

Introduction

1. Purpose

The vision of Healing Communities is that Christians and their churches faith will reach out and support individuals and families in their own congregations that are affected by the criminal justice system, which include those victimized by crime, those arrested, those in jail or prison, those reintegrating and the family members of each. When they do this, they become a Station of Hope – a place where the stigma and shame of the crime is eased and the congregation offers a place of love, forgiveness, redemption and reconciliation. This curriculum focuses on how faith communities can create formal and information support networks for people involved at any point in the continuum of the criminal justice system. The goals are reintegration, redemption, restoration, renewal, reconciliation and forgiveness.

2. Training Schedule

The Healing Community Model is available for presentation, as invited by various congregations. The goal is to introduce the model to every congregation and faith in Baltimore City that is involved with prison ministry, or that has the desire to begin one. Once the introductory session is provided(an education outreach opportunity) , a full Healing Community training will be held on the 3rd Saturday, every other month totaling six training(s) per year. On the alternate 3rd Saturday, or as scheduled, a training will take place for those interested in being trainers for the model. Trainers will also avail themselves to go out to various denominations to share the introductory outreach lesson on Healing Communities. Once trained, trainers will be responsible to train others in their own faith, as well as outreach to share this model with others. The actual training can be modified to fit the schedule of the congregation being shared with, in that it can be done either for one full day, two half days, or an evening schedule over a one week period.

3. Training Criteria

For each training, there must be at least 5 persons identified that will commit to a three hour training. Each person must then:

- (a) Read the entire Healing Communities curriculum.*
- (b) Identify the chapter that they are most comfortable teaching to.*
- (c) Present a lesson on the chapter selected. Power Point Presentations can be used, but not mandatory. Persons can use the prepared power point presentation also.*
- (d) Be sure to stick to the original chapter content for your lesson.*

© Nat. Women's Prison Project		
Author: A. Robinson-Dawkins		

**Project Name: Healing Communities
Training Guide**

- (e) Be original in your delivery, and add any information you feel would be useful in bringing out the main points of each chapter, especially as it pertains to the geographic area of training.*
- (f) Additional handouts that may highlight important parts of the lesson can be provided.*
- (g) Communicate on availability of lesson presentation in conjunction with the other members who will be presenting to ensure each chapter is covered.*
- (h) Share the logistics and persons names being trained at least one week prior to scheduled training date.*
- (i) Identify one person in the group to take the lead in orchestrating the training logistics.*
- (j) Upon completion of the actual curriculum presentation and the training session, the power point lesson will be presented to each trainer.*
- (k) For additional outreach presentations, notify Alfreda of outreach, number of participants, location of training, how invited, sign in and evaluation forms.*
- (l) If additional trainers are needed, contact Alfreda.*
- (m) If any special activities are provided that compliment the vision and mission of the Healing Communities focus, contact Alfreda to inform the entire Healing Communities group.*

4. Date(s) for 2010 - 2011

June 19th – Train Trainers
Training

July 17th – Healing Communities

Aug. 21st – Train Trainers
Training

Sept. 18th – Healing Communities

Oct. 16th – Train Trainers
Training

Nov. 20th – Healing Communities

Dec. 4th – Train Trainers
Training

Jan. 18th – Healing Communities

5. Suggestions Provided

Some considerations that have been gleaned from other training (s) suggest:

- A member of the group can be identified to ensure there are the suggested number of persons available for the next training date, usually known from the Healing Communities training, the prerequisite for Train the Trainers.
- Identify one member of the group who is IT comfortable, who may take the lead on preparing materials for the training.

© Nat. Women's Prison Project		
Author: A. Robinson-Dawkins		

Project Name: Healing Communities
Training Guide

- Create a list of churches you know may be interested in this training and provide information to NWPP.
- Develop a flyer for your team to utilize to market the training, or collaborate with the existing training schedule.
- Make a list of any needed supplies to ensure each team is ready for any invitation to provide Healing Communities information.
- As additional community resources are provided at the end of each large training, add to the HC Resource guide that we will make available to any churches who participate in the training(s).
- Feedback will be provided after any training to continually improve the model, as well as to know what efforts are being made to continue sharing the model throughout the city.
- Be sure sign in sheets are made available at each training event.
- Create a plan to determine who will be assigned to task for an orderly training (ie: Sign in table, setting up refreshments, time keeper, evaluation form collection)
- After each training or outreach, provide summary information to Alfreda asap.

6. Materials Available

Work Packages¹ – pending authorization, in execution, and completed in the time period. The goal is that no one would produce any material to be duplicated or used that is not official H.C. materials.

Work Package Name	Status	Completion Date (as per Stage Plan)	Forecast Date (if different from Stage Plan)
HC Power Point Presentation - Full	Email copy	Completion of TT workshop	
HC Overview Power Point	Email copy		
Notebook handouts	Email copy		
Community Resource Kit	Email copy		

7. Presentation Preparation

1. The group will prepare a “Frequently Asked Question” section. Begin to note any questions that repeat themselves so we can be better prepared.

© Nat. Women’s Prison Project		
Author: A. Robinson-Dawkins		

**Project Name: Healing Communities
Training Guide**

2. Look for ways to identify whether it would be beneficial to create or engage small discussion groups as a way to continue dialogue within the community.
3. The trainers should have a clear understanding about why criminal
4. statistics section is so important. Have recent statistics that cover specific geographical areas, and if adding to our resource data base, please always send to NWPP.
5. It is very important to discuss with every group "Pastoral Buy-In". If the Pastor is not in support of the Healing Communities model, it will be difficult to move the vision. Identify Pastors who may be able to speak to other pastors.
6. The group will identify personal biases and feelings while in training. Confidentiality is always stressed, and every meeting will begin and end with prayer.

8. Supporting Information / Training

1. Familiarize all concerned with the Healing Communities Model. The Progressive National Baptist Convention model will be used, but several models are available. Be familiar with all of the models provided. If one feels it better to utilize another model, such as the Balancing Justice Interfaith Model, please contact NWPP. [i](#)



2. Contextualize Healing Communities within what is happening locally and nationally.
3. Become informed about the challenges of incarceration and re-entry, and create own data base of persons you may be able to invite to your church(es) for presentations.
4. Create a calendar of events that may include opportunities to include Healing Communities.
5. Always think of methods to collaborate energies and share Healing Communities in your community.
6. Discuss with training team strategy to outreach and market to local churches.
7. Share invitations with the group and begin to train each person with informational sessions with every trainer.
8. Share information for the entire Healing Communities collaborative by sharing articles for websites, activities that may demonstrate the creation of “Stations of Hope”, and other success stories.
9. Be prepared to collaborate with other Healing Communities with major “HC Projects”.

© Nat. Women's Prison Project		
Author: A. Robinson-Dawkins		

Healing Communities Presentation Evaluation Form

Group (Project) name:

Presenter Name:

Evaluator:

(Quality Index: 5: Excellent, 4: Very Good, 3: Good, 2: Needs Improvement , 1: Needs lot of improvement)

Quality of Presentation

Training Materials Check List

Equipment:

Laptop
Projector
Screen
CD Player for Praise and Worship

Supplies:

Notebooks
Power point copies
Sign In sheets
Note paper
Flip pad or dry erase board
Extra full curriculum(s)
Reentry Resource Materials
Evaluation forms
Flyers to place on outer door

Refreshments:

Breakfast items
Lunch
Beverages
Fruit
Ice Chest
Paperware (napkins, plates, utensils, cups, etc.)

Misc.:

Hand sanitizer

© Nat. Women's Prison Project		
Author: A. Robinson-Dawkins		

Project Name: Healing Communities Training Guide

* Be sure the room is comfortable and can accommodate the number of persons expected. Room temperature must be acceptable also.

Sample Evaluation Form:

BALTIMORE HEALING COMMUNITY
LOCATION: GOSPEL TABERNACLE

COURSE EVALUATION FORM

Date: _____

Session: 1

The Baltimore Healing Community training team welcomes your input on this session of the Healing Community course training. Please help us ensure that we continue to offer quality course experiences by completing the evaluation form below. Please leave this Course Evaluation Form on the table as you leave. Your name is optional.

1. Please rate the overall effectiveness of the instructors.

Not Effective 1 2 3 4 5 Very Effective

2. Please rate the overall effectiveness of the session.

Not Effective 1 2 3 4 5 Very Effective

3. Please rate the course materials provided.

Not Effective 1 2 3 4 5 Very Effective

4. Please rate the physical setting.

Not Acceptable 1 2 3 4 5 Very Acceptable

5. What did you like best about the session? _____

6. How can you benefit from this session?

7. What might you do to include this in your church?

8. What would you suggest to improve this session? _____

© Nat. Women's Prison Project		
Author: A. Robinson-Dawkins		

9. If you are interested in becoming a trainer or would like to offer your church as a training site, please write your name so you can be contacted:

10. Please include any additional comments you would like to make: _____

Sample Certificate of Completion:

BALTIMORE HEALING COMMUNITIES TRAINING

THIS CERTIFIES THAT

(Name of Person)

has successfully completed 6.0 hours of Healing Communities Instruction approved by the Philadelphia Leadership Foundation created via the Annie E. Casey Foundation and is therefore awarded this:

CERTIFICATE OF COMPLETION

Given this ____th day of July, 2010

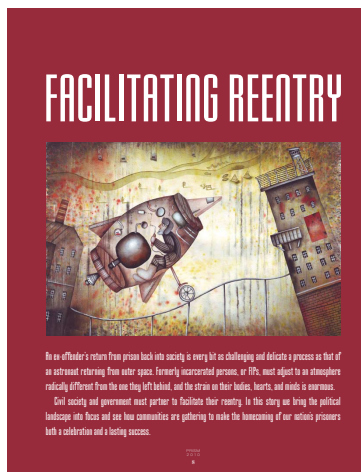
Alfreda Robinson-Dawkins; Lead Trainer
Communities, Phil., PA

Dr. Harold D. Trulear, Director, Healing

© Nat. Women's Prison Project		
Author: A. Robinson-Dawkins		

**Project Name: Healing Communities
Training Guide**

Supplemental Reading:



To download copies of the Coaching Packets, please visit the Center's website at

<http://www.cepp.com/coaching.htm>. To obtain further information on the use or content of

this or any of the Coaching Packets, or on the 2007 PRI Training and Technical Assistance

Program.

* A guide For States Reentry Partnership for Faith-Based and Community Organizations: Reentry Partnership Web

© Nat. Women's Prison Project		
Author: A. Robinson-Dawkins		