

*Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.*

## **Living Your Policy:**

### **Education**

#### **Questions to Ask a Potential Trainer**

In the last few years, there has been a rapid increase in vendors offering training in anti-harassment and discrimination, with varied levels of sophistication and quality. Organizations should use due diligence to learn about the backgrounds and qualifications of trainers (and not just the authors of the training) and ensure the trainings are evidence-based and follow adult learning principles to maximize their effectiveness.

Below are questions that can help you identify the right trainer(s) for your organization and work with them to create an effective training plan.

#### **Vetting**

- What experience do your trainers have? What is their training?
  - Ex: Have they worked with faith communities? Do they have expertise in training on harassment and discrimination?
- Can you provide us with references/contacts at other organizations where you have recently conducted training?

#### **Content**

- Which topics do your trainings cover?
- Can you send us materials or an outline of your training to review?
- Do you provide handouts or resources as a component of your training (e.g., summary tip sheet or short quizzes to test comprehension)?
- Do you provide refresher materials for review (e.g. online videos) or advanced training to repeat attendees?
- Do you collect data to evaluate the success of your training and how well the participants have understood and internalized the training? Is there a follow-up evaluation?

## Logistics

- Is your training style didactic (e.g., lecture) or interactive (e.g. role play)?
- Is there an online component of your training?
- Are you available to provide guidance after the training, if issues arise?
- How much will the training cost?
- (If needed) Are there any ways for our organization to lower the costs? Some possibilities might include:
  - Grants or subsidies from the training organization, their affiliates, or governmental agencies or representatives
  - Purchasing a multi-year training package
  - Co-hosting the training with other organizations
  - Asking for a train the trainer model, whereby the training organization also trains a member of the staff who will then be able to conduct some or all of the trainings in future years