## Facilitator Training Workshop Overview

### Overview of the Workshop

| Goals of the workshop | * Participants can articulate the purpose of Crianza con Conciencia+ * Participants are familiar with the Crianza con Conciencia+ chatbot technology * Participants have observed the demonstration of the in-person onboarding session for Crianza con Conciencia+ * Participants can use the Formando Conciencia+ App to connect parents’ unique identifier, and report attendance * Participants can facilitate chat session on self-talk * Participants can provide parents support with troubleshooting and safeguarding | | | | |
| --- | --- | --- | --- | --- | --- |
| Materiales | * Laptop, Internet Connection, Zoom Webinar Credentials | | | | |
| Preparación | * Check all the relevant technology before the session. * All the participants should have access to the Crianza con Conciencia+ chatbot and Formando Conciencia+ App * Polls and quizzes for the workshop should be set up in advance * All participants should have access to a laptop, stable internet connection, and a smartphone | | | | |

| Day 1 Session Agenda | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Módulo | | Actividades | | Zoom Preparation | Tiempo | |
| Module 1: Introduction to the Programme | | * Bienvenida e Introducciones * Overview of Facilitator Training Workshop and Crianza con Conciencia+ | | Encuesta en Zoom para conocerse mejor | 30 min | |
|
| Module 2: Accept, Explore, Connect, Practice | | * Accept * Explore * Connect * Practise | | Pop Quiz on Accept  Pop Quiz on Explore  Pop Quiz on Connect | 25 min | |
| Let’s get moving - Energizer Break (5 min) | | | | | | |
| Module 3: Live Demo of Onboarding Session | | * Introduction to onboarding session * Live Demonstration of Getting Started with Crianza con Conciencia+ chatbot | | Check-in on onboarding session experience zoom poll | 45 min | |
|
| Module 4: Setting up Formando Conciencia+ App | | * Introduction to the Formando Conciencia+ App * Overview of the Formando Conciencia+ App Interface | |  | 5 min | |
|
| Cierre | | * Reflexión * Home Assignment * Preguntas | |  | 10 min | |
|
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| Day 2 Session Agenda | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Módulo | | Activity | | Zoom Preparation | Time | |
| Beginning of the Day Two Activities | | * Te damos la bienvenida * Reminders * Check-in * Take a Pause * Questions and Reflections from Day One | | Emotional Check-in zoom poll | 15 min | |
|
| Module 5: Preparing for the Chat Session | | * Setting up the WhatsApp Group * Setting up Ground Rules for WhatsApp Chat Session * Setting Expectations for Facilitator’s Role * Adding Parents to Formando Conciencia+ * How to report attendance | |  | 25 min | |
| Module 6: Conducting WhatsApp Chat Session | | * Introduction to WhatsApp Chat Session * A-E-C-P in WhatsApp Chat Session * Pop Quiz | | A-E-C-P in WhatsApp Pop Quiz | 35 min | |
|
| Looking Around - Energizer (5 min) | | | | | | |
| Module 7: Safeguarding | | * ¿Qué significa salvaguardar? * Comprender el abuso, la negligencia y la explotación * Safeguarding in Crianza con Conciencia+ chatbot * Safeguarding in in-person and online sessions * Role of Facilitator in safeguarding | |  | 10 min | |
| Module 8: Addressing Challenges | | * Addressing common challenges * Preguntas | |  | 20 min | |
| Cierre | | * Loving Kindness Exercise * Circle of Appreciation * Siguientes Pasos | |  | 15 min | |
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### Preparation Needed

1. Read through the Crianza con Conciencia+ Facilitator Guide in the Formando Conciencia+ App.
2. Review the PowerPoint slides.
3. Make sure that the Crianza con Conciencia+ chatbot and Formando Conciencia+ are loaded on your phone and/or computer
4. Arrive at least 15 minutes early to ensure the virtual space is set up correctly so you can welcome the trainees, modelling how they will welcome the parents to their sessions;
5. Choose the right environment
   * Sit in a well-lit area, ideally with light shining on your face and not behind, to avoid creating a silhouette. Do a test meeting with a colleague to get the camera position and lighting correct.
   * Simple backgrounds and neat, tidy rooms tend to look most professional in business meetings.
   * Places with minimal background noise work best.
6. Ensure that any technology that you need is prepared: your phone is charged, internet connection is secure. Make a backup plan for any technology failures.
   * If you’re on Wi-Fi, create a test meeting to make sure you have a strong signal from the location you’ll be working at. Having a direct line of sight to your router often gives you the strongest signal.
   * If your connection seems slow, run a speed test to make sure you have at least 3.2 Mbps upload and download speed.
   * When you’re on a video conference, limit other internet activity in your house to make sure you have enough bandwidth.
   * Consider wearing headphones or earbuds to create optimal audio and to reduce any potential echo in the meeting.
7. Ensure you and your co-trainer have conducted a test run of the workshop.
8. Review the polls, quizzes and surveys needed during the session and create them before the session. [Click here on how to create a poll on zoom before the meeting](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0066150#h_01H9RW67820KFTQ6BT9FRMP8JN)
9. [Set up the chat for the webinar](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0058981) 
   * Allow panellists to chat with everyone
   * Allow participants to chat with hosts and panellists only. This will ensure that participants are not chatting with each other in the background of the workshop/

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## Day 1: Facilitator Workshop

### Session Overview

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| Materiales | * Laptop, Internet Connection, Zoom Webinar Credentials | | | | |
| Preparación | * Check all the relevant technology before the session. * All the participants should have access to the Crianza con Conciencia+ chatbot and Formando Conciencia+ App * Polls and quizzes for the workshop should be set up in advance * All participants should have access to a laptop, stable internet connection, and a smartphone | | | | |

| Day 1 Session Agenda | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Módulo | | Actividades | | Zoom Preparation | Tiempo | |
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| Module 2: Accept, Explore, Connect, Practice | | * Accept * Explore * Connect * Practise | | Pop Quiz on Accept  Pop Quiz on Explore  Pop Quiz on Connect | 25 min | |
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| Module 3: Live Demo of Onboarding Session | | * Introduction to onboarding session * Live Demonstration of Getting Started with Crianza con Conciencia+ chatbot | | Check-in on onboarding session experience zoom poll | 45 min | |
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| Module 4: Setting up Formando Conciencia+ App | | * Introduction to the Formando Conciencia+ App * Overview of the Formando Conciencia+ App Interface | |  | 5 min | |
|
| Cierre | | * Reflexión * Home Assignment * Preguntas | |  | 10 min | |
|
|

During the Crianza con Conciencia+ Facilitator Training Workshop, you will introduce trainees to the in-person onboarding session of the programme, as well as how to conduct WhatsApp chat sessions. The session begins by welcoming participants to the workshop in the same way they will begin a Crianza con Conciencia+ in-person session.

These include introductions and an overview of the workshop. You will then demonstrate, practice, and engage in discussions with facilitators regarding the activities within the in-person onboarding session, focusing on getting started on Crianza con Conciencia+ chatbot.

It is critical that throughout the workshop, you model the building blocks of effective facilitation. Remember that the way you deliver the workshop is how facilitators deliver the programme to the parents. This is also how the parents interact with their boys, girls, or teens.

It is the Social Learning Principle in action!

Important facilitator building blocks to remember to include:

1. Praising participation in a positive and enthusiastic way as often as possible!
2. Using specific, positive, and realistic instructions (i.e., Say the behaviour you want to see, not the behaviour you do not want to see!);
3. Establishing ground rules in a collaborative way and being consistent with them;
4. Listening attentively and actively – paraphrasing responses;
5. Having an open attitude and accepting the responses and ideas of participants;
6. Being on time and well prepared for the session;
7. Managing your time effectively so that you can cover all of the activities in the manual;
8. Making Crianza con Conciencia+ a fun and engaging place to be!

### Module 1: Introduction to Crianza con Conciencia+ (30 min)

#### Welcome and Introductions (20 min)

##### Arrival of Participants (5 min)

###### Instructions [(Slide)](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p1)

Welcome each participant warmly and enthusiastically when they arrive at the session. Praise them for their effort to find the time to come to the workshop. Many of them will have a lot of other work and responsibilities. It is not easy to set aside 4 hours for an intensive workshop!

At the beginning of the session, you should allow everyone to introduce themselves briefly in the chat. Participants should share the following:

* Their names, organisation, and position within the organisation;
* Whether or not they are parents and how many boys, girls, or teens they take care of at home.

Share with the participants:

* Display their name to full name, name of the organisation, and their city
* Their audio is automatically muted when they enter the session. If they would like to speak, they can raise their hand.
* This session is being recorded for documentation purposes. The participants are giving permission to be recorded by attending the session.
* They can use the Chat feature to respond to the questions asked by the trainer.
* They can use the Q&A feature to ask questions to the trainer and co-trainer about Crianza con Conciencia+.

Introduce yourself and your team to the participants.

It might be helpful to explain that there will be lots of other opportunities to share. You and your co-trainer should also share a little background about yourselves!

##### Getting to know each other (5 min)

###### Resumen

The ice-breaker is designed to help facilitators appreciate the diversity in the room and discover connections between each other.

###### Instructions ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p6))

Set up the Zoom poll before the training session with the following questions and responses. Launch the poll during the session:

| Preguntas | Responses |
| --- | --- |
| I feel \_\_\_\_\_ as a parent. | Proud | Joyful | Overwhelmed | Scared |
| I have had a positive relationship with my parents. | Yes | No |
| I am a parent to a \_\_\_\_\_\_\_ | Girl | Boy | Teen |
| My parents have been verbally or physically angry when I misbehaved as a child. | Yes | No |
| Where do you find joy in parenting? | Celebrating achievements | Daily moments of connection | Helping with homework | All of the above |

Run the poll with the participants. Allow 30 seconds to 1 minute for participants to respond to each question before moving on to the next. At the end of the poll, share the results with the participants. Highlight the richness of the collective backgrounds of the participants in the workshop.

##### 

##### Setting Ground Rules (10 min)

###### Resumen

During the Facilitator Workshop, you will be making ground rules for the online workshop. However, facilitators will be making ground rules for the online WhatsApp group during the onboarding session.

###### Instructions ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p7))

* In the chat, ask the participants to share what is essential for them to feel comfortable, respected, safe, and supported in this virtual group.
* You and your co-trainer will highlight and discuss some of the rules mentioned.
* Pick a ground rule to showcase how ground rules should describe positive behaviours rather than negative behaviours.
* You can prompt for rules on specific issues like cell phone use, respect, video, raising a hand, etc.
* You can repeat what you see and ask the participants to react with emojis on their screen if they agree.

Algunas reglas básicas útiles pueden incluir:

Puedes agregarlas después de que los participantes hayan compartido sus propias reglas (ahora o más adelante en la sesión, cuando los participantes conozcan mejor los componentes del programa).

* Préstale toda tu atención a la sesión: ¡sé un participante activo!
* Sé considerado y respetuoso con las diversas perspectivas.
* Practica el escuchar activamente manteniendo la cámara encendida siempre que sea posible.
* Usa las diferentes funciones como el chat o levantar la mano para contribuir en la sesión.
* Pon tu micrófono en silencio cuando estés escuchando a los demás.
* Únete al curso a tiempo.
* What we say in the group stays in the group;
* Share only what you feel comfortable to be shared;
* Accept and respect that people hold different rules;

Add any additional ground rules from the comments in the slide.

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#### Overview of Facilitator Training Workshop and Crianza con Conciencia+ (10 min)

##### Share your community experience and challenges

###### Resumen

This section is designed to help facilitators establish a meaningful connection between their personal experiences and the overarching objectives of the program. By sharing insights, challenges, and reflections, facilitators can align their journey with the broader goals of our community-building initiative.

###### Instruction [(Slide)](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p9)

* Ask the facilitators to reflect on their engagement with the parents in their community.
* Ask them to take a moment and think about their personal experiences in engaging with the parents in their community. How have these interactions resonated with you on a personal level. Ask the participants to share in the chat a moment that left a lasting impact on them.
* Give the participants a minute to respond. Highlight 2-3 responses from the chat for the whole group.
* Now, ask the participants to share in the chat some of the challenges they have faced while engaging with the parents in the community.
* Give the participants a minute to respond. Highlight 2-3 responses from the chat for the whole group.

##### Connecting Participant’s experiences to Crianza con Conciencia+ objectives

###### Instruction ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p9))

As you go through the background of Crianza con Conciencia+ objectives, connect it to the experiences and the challenges shared by the participants.

Use the slides in the Facilitator Workshop PowerPoint to introduce participants to the theoretical background, structure, and content of the Crianza con Conciencia+ programme.

The PowerPoint covers the following topics:

* Background on girl, boy or teen development and violence against boys, girls, or teens
* Background and description of Crianza con Conciencia+.
* Overview and agenda of the Facilitator Training Workshop

| ⭐Note:  This might be their first exposure to the programme, so go through each slide at a slow pace, making sure that everyone understands you. You should also allow participants to ask questions after each slide and at the end of the presentation. |
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### Module 2: Accept, Explore, Connect, Practice (AECP) (25 min)

Resumen

El método Aceptar, Explorar, Conectar y Practicar (A-E-C-P) es la técnica principal de facilitación usada en el programa Crianza con Conciencia+. Implica escuchar activamente, la facilitación colaborativa, el fomento de la autoconciencia, el énfasis hacia los principios básicos y la oportunidad de practicar las habilidades aprendidas.

Note: Although A-E-C-P is mostly used during in-person delivery, it can also be applied to providing remote support through WhatsApp groups. Day 2 will focus on how to help facilitators adapt A-E-C-P to chat groups.

We introduce trainees to the A-E-C-P approach using an active learning exercise that also models the A-E-C-P process. ¡También es importante que tú modeles este enfoque a lo largo de la capacitación de los facilitadores!

You will follow the following structure to walk through each element of A-E-C-P:

1. You and your co-trainer will model accept, explore or connect
2. You will ask the participants to share what they saw via quiz
3. You will share “Why” this approach is important

Instructions ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p30))

Start the activity with trainees by telling them that they will now be introduced to the main facilitation technique used in Crianza con Conciencia+: **Accept-Explore-Connect-Practice, or A-E-C-P.**

#### ACEPTAR

1. Modelling Accept
   * Model the following scenario with your co-trainer. You and your co-trainer will take the role of “facilitator” and “parent”. The “facilitator” practices showing **ACCEPT** while the participant briefly shares.
   * Make sure that the “facilitator” remembers the following **3 main building blocks** for **ACCEPT**:
     + Use nonverbal cues or physical gestures;
     + Praise the contribution of the participant;
     + Paraphrase or reflect back on what they heard the participant say.
   * Keep the practising very short!

The “facilitator” should only allow the parent to talk for about 30 seconds before respectfully interrupting to thank and paraphrase what they heard. The sharing should also only be a few sentences. Otherwise, they will find themselves **EXPLORING** before they know it!

| Script for ACCEPT role-play:  Parent: “I was a bad parent today. I yelled at my teen for eating the last plate of rice and beans."  Facilitator (lean forward): “Thank you, [Insert the name of co-trainer] for sharing with me. Remember, there are no bad parents, only less *skillful parenting!* It takes a lot of courage to share when we have not done our best. So, if I understand you correctly, you yelled at your teen for finishing the rice and beans. Is that right?”  Parent: “Yes, that’s right. I was angry, but now I feel awful. It was right before one-on-one time, too! I feel like I ruined everything.”  As the parent shares, the facilitator nods and nonverbally vocalises.  Facilitator: “You know, we all lose our temper sometimes, especially when we are stressed. It is also completely natural to feel bad about it afterwards. The important thing is to remind ourselves that we can change the way we respond…” |
| --- |

1. Pop Quiz:

Share with the participants that we will do a short quiz to highlight how the facilitator used the 'ACCEPT' model in the role-play with the parent.

Set up the following quiz as **multiple-choice questions:**

| Question | Responses | Correct Answer |
| --- | --- | --- |
| How does the parent non-verbally ACCEPT the participant’s experience? | * Leans forward * Nods * Uses non-verbal localisation like Mmm * Frowns | * Leans forward * Nods * Uses non-verbal localisation like Mmm |
| How does the parent verbally ACCEPT the participant’s experience? | * Thanks the parent * Says their name * Praise the parent * Repeats what the parent shared | * Thanks the parent * Says their name * Praise the parent * Repeats what the parent shared |
| How does the facilitator respond as the parent shares their story? | * Immediately provides feedback * Ignores the parents' feelings * Confirms their feelings are okay * Tells the parent that they are wrong * Reminds the parent that it happens to everyone | * Immediately provides feedback * Confirms their feelings are okay * Reminds the parent that it happens to everyone |

1. Summarise ACCEPT
   * Share the correct answer with the participants.
   * Share the different ways of ACCEPT:
     + **Physical gestures:** Nodding, smiling, leaning forward, looking at the participant, eye contact, etc.;
     + **Vocalización no verbal:** Mmmm…, Ajá, Ah…, etc;
     + **Afirmaciones verbales:** Usar el nombre del participante, darle las gracias, reconocer su contribución, etc.;
     + **Usar afirmaciones reflexivas:** Parafrasear o repetir lo que ha dicho el participante para demostrar que realmente escuchaste lo que dijo. ¡Este es un aspecto clave de escuchar activamente!
   * Share that when facilitators ACCEPT participants’ experience, the facilitator”
     + Makes parents feel welcome;
     + Encourages people to participate more, especially those who are shy;
     + Shows that you respect and value their responses and contributions as important;
     + Builds trust and a positive relationship between you and the parents;
   * Ask if there are any questions before moving on.

#### 

#### EXPLORAR

1. Modelling Explore
   * Explore the experiences, attitudes, feelings, and challenges shared by parents.
   * Model the following scenario with your co-trainer. Continue the same conversation from the ACCEPT role play.
   * The facilitator models **EXPLORING** the experience of the “parent”
   * Make sure that the “facilitator” uses the following 3 main building blocks for **EXPLORE**:
     + Ask open-ended questions;
     + Explores the emotions of the participant;
     + Explores the perspective of others in the participant’s story.
   * **Remember to continue to ACCEPT even when you are EXPLORING.**

| Script for EXPLORE role play (picking up where left off):  Facilitator: “Let us walk through the situation together. Can you tell me more about what happened right before you yelled at your teen? What led to that situation?”  Parent: “I just came home from work. I had saved the last plate of rice and beans for dinner as I didn’t get time to go to the grocery store. I saw that my teen had finished the last plate of rice and beans, and I just lost my temper.”  Facilitator: “Mmm..it sounds like you had a challenging day, and you had a specific plan for dinner that didn’t work out. Can you share what you were feeling at that moment? Were there any specific things that added to your frustration?”  Parent: “Work has been really stressful lately. I felt I messed up when I couldn’t go to the store. That’s why I was really looking forward to some quiet time with my teen during our one-on-one time. When my teen finished the food, I felt very overwhelmed and took it out on my teen.”  Facilitator: “It sounds like you had a lot to do, and that moment with dinner added to your stress. How did your teen react when you yelled?”  Parent: “He looked surprised and hurt. I think he was expecting me to react very differently. I guess he also might have felt like he ruined our one-on-one time together.”  Facilitator: “I can imagine how challenging that must have been for both of you. It’s clear that you care a lot about one-on-one time with your teen. Understanding our own emotions and our teen’s emotions is very important. You did great in recognizing your teen’s feelings. You were stressed, looking forward to one-on-one time, and feeling like things were not going your way. Your teen also felt hurt and disappointed. Let’s think about how you can approach similar situations in the future.” |
| --- |

1. Pop Quiz:

Share with the participants that we will do a short quiz to highlight how the facilitator used the EXPLORE model in the role-play with the parent.

Set up the following quiz as **multiple-choice questions:**

| Question | Responses | Correct Answer |
| --- | --- | --- |
| How did the facilitator EXPLORE the parent’s experience? | * Asked questions * Provided solutions * Shared personal, relatable experience * Listened quietly and let the parent vent | * Asked questions |
| What type of questions did the facilitator ask during EXPLORE? | * Questions that need a yes or no answer * Questions like who, what, when, where, why, and how * Questions that have a specific answer * Questions about the parent and teen’s emotions * Questions about imaginary parenting problems | * Questions like who, what, when, where, why, and how * Questions about the parent and teen’s emotions |
| What did the facilitator achieve by asking open-ended questions (what, when, where, why, and how)? | * Solved the problem immediately * Got more details about the situation * Helped the parents see the teen’s perspective * Helped the parent recognize their own challenges | * Got more details about the situation * Helped the parents see the teen’s perspective * Helped the parent recognize their own challenges |

1. Summarise EXPLORE
   * Share the correct answer with the participants.
   * Share the different ways of EXPLORE:
     + Open-ended questions: Who, what, when, where, why, and how;
     + Questions that elicit more details: Tell me more…. ¿Puedes ser más específico? ¿Qué quieres decir?
     + The perspective of the girl, boy or teen as well as the parent;
     + Emotions of parents and boys, girls, or teens;
     + Challenges that they experience at home;
   * Share that when facilitators EXPLORE participants’ experience, the facilitator
     + Da una idea más completa de lo que pasó exactamente en casa o de lo que piensan los padres, madres o cuidadores;
     + Ayuda a los padres, madres o cuidadores a describir su experiencia y a verla desde una perspectiva diferente;
     + Ayuda a los padres, madres o cuidadores a comprender por qué ellos o sus niños, niñas o adolescentes respondieron de esa manera en una situación concreta;
     + Ayuda a los padres, madres o cuidadores a ser más conscientes del impacto de sus decisiones y comportamientos y a pensar críticamente en la crianza de sus niñas, niños y adolescentes;
     + Ayuda a los padres, madres o cuidadores a compartir sus desafíos, a comprender por qué se produjo el reto y a identificar posibles soluciones para sus retos.
   * Ask if there are any questions before moving on.

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#### CONECTAR

1. Modeling Connect
   * **CONNECT** is sometimes the hardest part of the **AECP** method. Its purpose is to help parents connect their experience to one of the core parenting skills or principles they are learning in the course.
   * **CONNECT** also helps participants identify reasons **WHY** something is important. You have already been modelling this activity during the previous discussions about **ACCEPT** and **EXPLORE.**
   * Model the following scenario with your co-trainer.
   * You will continue the same conversation that you did with **ACCEPT** and **EXPLORE**;
   * The “facilitator” practices **CONNECTING** the experience of the “participant” to a larger principle about WHY it is important to take care of ourselves.
   * Ensure that the “facilitator” continues using the main building blocks for **ACCEPT** and **EXPLORE;**

| Script for CONNECT role play (picking up from where they last left off):  Facilitator: “Let’s think about how you can approach similar situations in the future.”  Parent: “It’s hard to be calm when I feel like I am always messing up. I feel like an awful parent.”  Facilitator: “I hear you. Parenting is a hard job, even in the best of situations. It's okay to acknowledge these difficult moments. You’re not alone in feeling this way. You know, how we talk to ourselves also plays an important role in how we perceive stress and handle parenting challenges. Do you remember the chat session we had on self-talk?”  Parent: “Yes, right before I lost my temper, I was telling myself I messed up by not going to the grocery store. That was a pretty negative thought.”  Facilitator: “ Exactly. The first step is recognizing these negative thoughts. Then we can change them into something that is kind or caring. What do you think you could have told yourself instead?”  Parent: “Well, today was tough because I have been stressed and overwhelmed. I yelled at my teen, knowing it was an honest mistake. Next time, I’ll pause before responding. This way I will be calm and in control.”  Facilitator: “That’s a great idea. Giving yourself that pause can make a significant difference. It’s all about progress. Parenting is a journey, and you are doing your best. I can see you really care about your teen.” |
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1. Pop Quiz:

Share with the participants that we will do a short quiz to highlight how the facilitator used the CONNECT model in the role-play with the parent.

Set up the following quiz as **multiple-choice questions:**

| Question | Responses | Correct Answer |
| --- | --- | --- |
| How did the facilitator guide the parent to CONNECT their experience to positive parenting skills? | * By providing immediate solutions * By asking questions to help the parent find their own solution * By ignoring parents’ feelings * By sharing how other parents handled a similar situation | * By asking questions to help the parent find their own solution |
| What did the parent EXPLORE while CONNECTing? | * How this might be beneficial to them as a parent * How this will help them handle a similar situation * How this will help them become a perfect parent * How this relates to some of they skills they learnt in the programme | * How this might be beneficial to them as a parent * How this will help them handle a similar situation * How this relates to some of they skills they learnt in the programme |
| Which positive parenting principle did the facilitator CONNECT the parent’s experience? | * Taking a pause before responding * Turning negative self-talk to positive self-talk * Managing stress as a parent * Noticing our emotions | * Taking a pause before responding * Turning negative self-talk to positive self-talk * Managing stress as a parent * Noticing our emotions |

1. Summarise CONNECT
   * Share the correct answer with the participants.
   * Share the different ways of CONNECT:
     + Explora cómo su experiencia podría relacionarse con sus vidas o la relación con sus niños, niñas o adolescentes;
     + Explora cómo su experiencia podría relacionarse con algunos de los principios o habilidades que están aprendiendo durante el programa;
     + Explora por qué puede ser importante o beneficioso para ellos como padres, madres o cuidadores;
     + Explora por qué puede ser importante o beneficioso para sus niños, niñas o adolescentes;
   * Share that when facilitators CONNECT participants’ experience, the facilitator
     + Ayuda a los padres, madres o cuidadores a comprender, en sus propias palabras, las razones por las que podrían querer usar una habilidad específica;
     + Ayuda a los padres, madres o cuidadores a comprender los beneficios para ellos y para sus niños, niñas o adolescentes;
     + Refuerza la aceptación de una habilidad de crianza específica.
   * Ask if there are any questions before moving on.

#### 

#### PRACTISE

1. Model PRACTISE
   * The last step of A-E-C-P is **PRACTISE.**
   * **PRACTISE** allows participants to experience skills directly before having to apply them at home. The home activities in the Crianza con Conciencia+ chatbot encourage parents to practise parenting skills daily.
   * Model the following scenario with your co-trainer.
   * You will continue the same conversation that you did with **ACCEPT**, **EXPLORE** and **CONNECT**;
   * Ensure that the “facilitator” continues using the main building blocks for **ACCEPT, EXPLORE** and **CONNECT;**

| Script for PRACTISE role play (picking up from where they last left off):  Facilitator: “Let’s practise how you can approach similar situations in the future. magine you've just come home after a hectic day. Your teen, eager to share something, accidentally spills a drink on the floor. I will be the teen and you will be the parent. ”  Parent (takes a deep breath): Are you okay my dear? Let’s clean this up together and then, you can tell me what you wanted to tell me.  Facilitator: “Great job! You took a pause, offered a solution to your teen, and came back to one-on-one time. Good luck trying it the next time something like this happens. Even if you end up losing your temper, remember to be kind and caring to yourself.” |
| --- |

1. Summarise PRACTISE
   * Practise is important because
     1. Fomenta la confianza a la hora de poner en práctica habilidades nuevas;
     2. Les permite a los padres, madres y cuidadores ensayar habilidades nuevas con el apoyo y la orientación de los facilitadores;
     3. Refuerza la aceptación de una habilidad de crianza específica.
   * Ask the participants to share in the chat how they will PRACTICE the facilitation skills for Crianza con Conciencia+

### 

### Let’s get moving - Energiser Break (5 min)

###### Resumen

This is an energiser break for the group to get moving before diving into the second half of the workshop. Make sure you and your co-trainer demonstrates the physical exercise. Encourage all the participants to switch on their video for the energiser break.

Make sure that you take into consideration any movement limitations or disabilities that may be present in the group. It is very important to make sure the movements are smooth and the breath relaxed. It is also important that the participants’ bodies are relaxed – especially arms, legs, neck, shoulders.

You demonstrate and read out loud the following text below or use the drawing to help you lead the physical exercise.

###### Instructions [(Slide)](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p45)

1. Stretching our bodies
   * Stretch arms straight up as if you want to touch the sky.
   * Stretch to both sides. Stretch to the front. Stretch to the back.
2. Head and Neck
   * Stretch your right arm up and put your head on your right shoulder, then put your hand on your ear. Hold for four breaths.
   * Stretch your left arm up and put your head on your left shoulder, then put your hand on your ear. Hold for four breaths.
   * Place your chin on your chest. Slowly roll your head gently up so that your right ear is near your right shoulder. Slowly roll your head back to your chin. Do the same to your left shoulder. Do this four times in each direction.
   * Slowly allow your head to roll around in a circle. Listen to the crackling sounds in your neck. Do this four times in each direction.
3. Shoulders
   * Roll your shoulders around to the front (four times). Roll your shoulders around to the back (four times).
   * Squeeze your shoulders tightly up to your ears as you breathe in, scrunch your eyes, and hold your breath. Release your shoulders as you relax your body (four times).
4. Arms
   * Relax your arms and let them swing. The arms should swing from your shoulders NOT your elbows. This is good for your lower back.
   * Relax your arms and let your arms swing sideways, and turn your upper body. Your arms should gently hit your back as you twist from side to side.
5. Waist
   * Hold your waist and make small circles going in both directions (four circles each direction).
6. Knees
   * Bend your knees a little and hold them with both hands, and make small circles to both sides. Make sure the circles are smooth and that you do not lock your knees (four circles each direction).
7. Feet and Ankles
   * Place one foot in front of the other and make small circles from ankles, and remember to turn to both sides. Do each foot with four circles in each direction.
8. Hands and Wrists
   * Turn your wrist as if you are painting, with both sides in and out.
9. Shake the whole body: move your body high, low, centre, all around. Have fun!
10. Notice how your body feels. Remind participants to breathe in a relaxed way!









#### 

### Module 3: Live Demo of Onboarding Session (45 min)

#### Introduction to the onboarding session (5 min)

###### Resumen

You and your co-trainer will lead a live demo for the onboarding session with facilitators. During this demo, you'll play the role of the "facilitator," and the facilitator will act as the "parents."

Remember to follow the A-E-C-P approach during the demonstration.

###### Instruction ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p47))

Share with the facilitators that now you will be demonstrating the onboarding session were you will play the role of “facilitators” and they will play the role of “parents”.

During the demonstration, ask the parents to reflect on:

* The facilitation skills used by the trainer and co-trainer
* How was their experience as parents?
* What are the areas that parents might find challenging during the onboarding session?

Using the powerpoint slides, share the:

* Objectives of the onboarding session
* Onboarding Session agenda

#### 

#### Live Demonstration of Getting Started with Crianza con Conciencia+ chatbot (40 min)

##### Demonstration: Introduction to Phone Use (5 min)

###### Resumen

The overview and instructions for this activity can be found in Getting Started with Crianza con Conciencia+ chatbot in your Facilitator Guide.

###### Instructions ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p49))

Share with the participants that:

* The facilitators should model all the basics of operating a mobile phone (even if they can do it already).
* This activity will help parents understand the basics of operating a mobile phone (if they cannot do that already) and start interacting with the Crianza con Conciencia+ Chatbot chatbot.

Share the checklist of the demonstrations facilitators should make

* Switching the phone on and off
* Navigating through phone settings - brightness, installing/uninstalling apps, taking and sharing screenshots
* Navigating through WhatsApp Settings - responding to messages
* Charging the phone
* Switching the data bundle on and off
* Managing internal phone storage
* Digital safety
* Preventing damage from the phone

Remind the participants to provide assistance based on individual needs, especially for those who may not be familiar with using a mobile phone.

Ask the participants if they have any questions.

##### Demonstration of Crianza con Conciencia+ Chatbot Onboarding (20 min)

###### Resumen

The overview and instructions for this activity can be found in Getting Started with Crianza con Conciencia+ Chatbot in your Facilitator Guide.

* Help participants access Crianza con Conciencia+ Chatbot via WhatsApp. The trigger mentioned in the slide may be different from the ones parents will be using. Please check the facilitator manual on Formando Conciencia+ for the correct trigger word.
* You should model how to begin their interaction with the Crianza con Conciencia+ chatbot
* This activity will help participants start interacting with the Crianza con Conciencia+ Chatbot chatbot.

Instrucciones

Follow the instructions in the Facilitator Guide:

Acompáñales en los siguientes pasos y responde a cualquier pregunta o desafío que surja. Asegúrate de que todos han completado el paso anterior antes de pasar al siguiente.

1. Inicia un chat de WhatsApp con Crianza con Conciencia+ chatbot

Dale las siguientes instrucciones a los participantes:

* Abre tu teléfono.
* Save the Crianza con Conciencia+ chatbot phone number (56 5100 6984) as a contact.
* Open WhatsApp, search for ‘Crianza con Conciencia+’ and start a chat by typing **ENTRENAR.** Remind the participants that this trigger word is different from the one they will use with the parents. Ask them to consult the Facilitator onboarding guide for the correct trigger word.

| Nota  Antes del siguiente paso, Crianza con Conciencia+ chatbot generará un número de 6 dígitos como identificador único para cada padre, madre y persona cuidadora. Al final de la sesión de integración, los facilitadores asociarán el identificador único del padre, madre y cuidador con el facilitador de Formando Conciencia+.  Consulta la sección "Cómo Informar la Implementación del Programa" de la Guía del Facilitador de Formando Conciencia+ para obtener orientación sobre este proceso. |
| --- |

1. Ajustes:

Dile a los participantes que sigan las indicaciones de Crianza con Conciencia+. Crianza con Conciencia+ les pedirá que:

* Escriban su nombre y apellidos
* Elijan su sexo
* Choose their state
* Elijan su estado civil
* Escriban el nombre de su niña o niño.
* Género de la niña o niño
* Fecha de nacimiento de la niña o niño

1. Video de introducción:

Pídele a los participantes que hagan una pausa cuando aparezca en su chat automatizado el video introductorio de 5 minutos que explica cómo funciona Crianza con Conciencia+.

Reproduce el video en la pantalla. Pregúntale a los participantes si tienen alguna duda.

1. Información de usuario

Dile a los participantes que sigan las indicaciones de Crianza con Conciencia+. Crianza con Conciencia+ les pedirá que:

* + Elijan cómo quieren recibir los mensajes
    - Texto, Imágenes y Videos
    - Texto, Imágenes y Audio
    - Solo Texto e Imágenes

| Nota  Si el padre, madre o cuidador tiene varios niños, niñas o adolescentes, pídele que al inscribirse en el programa elija a la niña, niño o adolescente que presente más problemas de conducta. Recuérdale que las lecciones que adquieran a través del programa pueden aplicarse a todos los niños, niñas o adolescentes. Sin embargo, durante la duración del programa, pídele que se centre solo en una niña o niño. |
| --- |

1. Self-care

Aprenderemos un breve ejercicio de relajación que los participantes podrán utilizar siempre que se sientan estresados o enojados. Es una gran herramienta de crianza y una habilidad para la vida.

Dile a los participantes que sigan las indicaciones de Crianza con Conciencia+. Crianza con Conciencia+ les pedirá que hagan el ejercicio de autocuidado.

Reproduce el video o el audio para todo el grupo y practiquen juntos el ejercicio.

Pregúntale a los padres, madres y personas cuidadoras si tienen alguna duda sobre el ejercicio.

1. Alto

Asegúrate de que los padres, madres y personas cuidadoras dejen de utilizar Crianza con Conciencia+ antes de pasar a la primera lección.

¡Halaga a los participantes por completar sus primeras actividades de Crianza con Conciencia+!

##### 

##### Demonstration of Resolving Challenges with Crianza con Conciencia+ (10 min)

Resumen

Los participantes pueden encontrarse con algunos desafíos al interactuar con Crianza con Conciencia+ chatbot. Enséñales a los participantes cómo solucionar problemas con el chat automatizado.

Instructions ([Slides](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p54))

Pídele a los participantes que muestren unos a otros cómo resolver los siguientes desafíos:

* Estoy atorado en Crianza con Conciencia+, o no aparece el botón "Siguiente".
  + Escribe SIGUIENTE para navegar a tu siguiente actividad.
* No sé cómo acceder al Menú principal ni qué hace el Menú.
  + Escribe MENÚ en cualquier momento para:
    - Seguir tu progreso
    - Cambiar la configuración (cómo/cuándo recibir mensajes, actualizar tus datos para contenido personalizado)
    - Volver a ver el video de integración y obtener consejos para navegar Crianza con Conciencia+.
    - Obtener ayuda para superar desafíos específicos en la aplicación de nuevas habilidades.
* Tengo una urgencia y necesito ayuda inmediata.
  + Escribe AYUDA en cualquier momento para acceder a recursos y datos de contacto en tu comunidad si necesitas ayuda en relación con violencia familiar, violencia sexual, salud mental u otras emergencias.

##### Preguntas (5 min)

###### Instrucciones

Ask the following questions. Wait for 1-2 minutes before moving on to the next question. Wait for a few minutes for everyone to share before moving on to the next question. Use A-E-C-P while reading the responses of the participants.   
  
You can also ask participants to raise their hands if they want to share. Allow 2-3 participants to share. Make sure they are brief in their responses.

* Launch the poll in the zoom with the following question:

How was your experience as parents experiencing the onboarding session?

Responses

* 😄 Loved it!
* 😊 Informative and Nice
* 😐 Okay, Mixed Feelings
* 😢 Had Some Challenges
* 🥰 Absolutely Enjoyed!
* Plática sobre la primera experiencia con Crianza con Conciencia+

Ask participants to share in the chat if they have any questions after taking a pause. Puedes incitarles preguntándoles lo siguiente:

* + ¿Cómo fue tu experiencia interactuando con Crianza con Conciencia+?
  + ¿Tienes alguna pregunta sobre cómo interactuar con Crianza con Conciencia+?
  + ¿Te preocupa cómo vas a interactuar con Crianza con Conciencia+ cuando estés en casa?

**Note:** You only have to ask a few of these questions. The main point is to get them to start thinking about their role as a facilitator!

### 

### Module 4: Setting up Formando Conciencia+ App (5 min)

Formando Conciencia+ is designed especially for facilitators to deliver Crianza con Conciencia+ and simplify their efforts in providing online support to the parents. With Formando Conciencia+, facilitators can efficiently deliver weekly content and gather the necessary data with minimal hassle. The structured layout and intuitive design of Formando Conciencia+ ensure that all essential functions are easily accessible.

A key feature of the App is the scripted message that provides the structure for the WhatsApp chat session. The WhatsApp groups led by trained facilitators are designed to support parent engagement in the Crianza con Conciencia+ chatbot. The role of the facilitator is to draw parents into the chatbot and create a safe space that encourages meaningful sharing among them. This requires facilitators to share pre-scripted messages via the Formando Conciencia+ App.

Formando Conciencia+ also contains a Facilitator Guide that provides guidance to facilitators on how they should conduct the in-person session, and report attendance and safeguarding issues.

Please search for Formando Conciencia+ from the Google Play store. If you do not have access to the Google Play store, you can access the web version of Formando Conciencia+ [here](https://plh-facilitator-mx.web.app/template/home_screen).

Open the Formando Conciencia+ on your computer and share the screen with the facilitators for this module.

Instructions ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p58))

* Introduce Formando Conciencia+ App to the facilitators:
  + Formando Conciencia+ App is designed to support facilitators during the Crianza con Conciencia+ Programme Delivery.
  + Facilitators will use the Formando Conciencia+ App to:
    - Add parents to Formando Conciencia+ App
    - Access Facilitator Guide for delivering in-person session
    - Conduct chat session
    - Tratar cuestiones de salvaguarda o protección
* Play the video of setting up the profile of the facilitator on the App. Ask the facilitators to follow the video (Slide)
* Open [the web version of Formando Conciencia+ App](https://plh-facilitator-mx.web.app/template/home_screen) on your computer device and share it on the webinar.
* Ask all the participants to open the app on their phones.
* Guide the participants in setting up their profile on the App.
* Provide an overview of the Formando Conciencia+ App interface, covering the following key sections
  + The three buttons at the bottom of the App for Reporting Attendance, Home, and Profile:



* + The five sections of the home screen
    - Facilitator Guide
    - Chat Sessions
    - Frequently Asked Questions
    - Common Challenges
    - Safeguarding
  + The Menu bar on top right is for giving feedback.

### 

### Closing (10 min)

Instrucciones

Review what you have covered in the workshop so far:

* Background, overview, and structure of Crianza con Conciencia+
* Accept, Explore, Connect, and Practise as facilitation skills
* Configurar la App Formando Conciencia+
* Live Demo of the onboarding session (the rest of the demo will continue tomorrow)

Assign the following home activities to the facilitators:

* Repasa las habilidades de facilitación que aprendiste hoy, especialmente el método AECP.
* Ask the participants to go through all the lessons in Crianza con Conciencia+ chatbot. Al final de cada sesión, pídeles que escriban NUEVO para empezar una sesión nueva.
* Si los participantes tienen algún problema, pueden reiniciar el chat automatizado escribiendo REANUDAR.
* Recuérdales a los participantes que estas palabras clave solo son para usarse durante la capacitación, y que NO deben compartirlos con los padres, madres o cuidadores durante la sesión de integración.
* Share the agenda of Day 2 of the workshop

Ask the facilitators to share in Q&A if they have any questions about the workshop.

## 

## Day 2: Facilitator Training Workshop

### Overview of the Session

| Goals of the session | * Participants can use the Formando Conciencia+ App to connect parents’ unique identifier, and report attendance. * Participants can facilitate chat sessions on self-talk * Participants can provide parents support with troubleshooting and safeguarding | | | | |
| --- | --- | --- | --- | --- | --- |
| Materiales | * Laptop, Internet Connection, Zoom Webinar Credentials | | | | |
| Preparación | * Check all the relevant technology before the session. * All the participants should have access to the Crianza con Conciencia+ chatbot and Formando Conciencia+ App * Polls and quizzes for the workshop should be set up in advance * All participants should have access to a laptop, stable internet connection, and a smartphone | | | | |

| Day 2 Session Agenda | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Módulo | | Activity | | Zoom Preparation | Time | |
| Beginning of the Day Two Activities | | * Te damos la bienvenida * Reminders * Check-in * Take a Pause * Questions and Reflections from Day One | | Emotional Check-in zoom poll | 15 min | |
|
| Module 5: Preparing for the Chat Session | | * Setting up the WhatsApp Group * Setting up Ground Rules for WhatsApp Chat Session * Setting Expectations for Facilitator’s Role * Adding Parents to Formando Conciencia+ * How to report attendance | |  | 25 min | |
| Module 6: Conducting WhatsApp Chat Session | | * Introduction to WhatsApp Chat Session * A-E-C-P in WhatsApp Chat Session * Pop Quiz | | A-E-C-P in WhatsApp Pop Quiz | 35 min | |
|
| Looking Around - Energizer (5 min) | | | | | | |
| Module 7: Safeguarding | | * ¿Qué significa salvaguardar? * Comprender el abuso, la negligencia y la explotación * Safeguarding in Crianza con Conciencia+ chatbot * Safeguarding in in-person and online sessions * Role of Facilitator in safeguarding | |  | 10 min | |
| Module 8: Addressing Challenges | | * Addressing common challenges * Preguntas | |  | 20 min | |
| Cierre | | * Loving Kindness Exercise * Circle of Appreciation * Siguientes Pasos | |  | 15 min | |
|
|

### Beginning of Day Two Activities (15 min)

###### Instructions ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p67))

Begin Day Two of the Facilitator Training Workshop with the following activities:

1. Welcome each participant as they arrive – try to learn their names!
2. Welcome the entire group to begin the session:
   * Praise the participants for making the effort to come to the session amidst their busy lives;
   * Try to start on time to model this for their own groups.
3. Remind the trainees:
   * Display their name to full name, name of the organisation, and their city
   * Their audio is automatically muted when they enter the session. If they would like to speak, they can raise their hand.
   * This session is being recorded for documentation purposes. The participants are giving permission to be recorded by attending the session.
   * They can use the Chat feature to respond to the questions asked by the trainer.
   * They can use the Q&A feature to ask questions to the trainer and co-trainer about Crianza con Conciencia+.
4. Begin the working by taking the pause - play the Take a Pause video.
5. Launch the emotional check-in zoom poll

How are you feeling today?

Responses:

* ☹️ *Not great*
* 😐 *Just okay*
* 😊 *Feeling good*
* 🌟 *Feeling amazing!*

1. Ask the participants to take a moment and reflect from their learnings from yesterday. Ask them to share one key takeaway from yesterday’s sesion in the chat.

As the participants are sharing, prompt them with the following guiding questions:

* How does the skills you learnt yesterday help you with your facilitator role?
* How was it experience the Crianza con Conciencia+ chatbot?
* Do you have any concerns or challenges you anticipate as your continue to implement the strategies you learnt?

Spend a few minutes reviewing and discussing key responses from the chat. Remind the participants that they are free to engage with others' reflections and share their own insights.

Remember that you are modelling how to deliver the programme to parents, so try to be active, engaging, and positive!

### 

### Module 5: Preparing for the Chat Session (25 min)

###### Resumen

You have demonstrated to the facilitators how to guide parents through onboarding into the chatbot. In this section, you will guide facilitators to set up for their WhatsApp chat session. For providing online support, Formando Conciencia+ App contains all the information needed by the facilitators.

In this section, you will walk the facilitators through the steps to prep for the weekly chat sessions:

* Setting up the WhatsApp Group
* Setting up Ground Rules for WhatsApp Group
* Setting expectations of the Facilitator’s role
* Connecting Formando Conciencia+ with Parent’s UID
* Reporting attendance on Formando Conciencia+ App

#### 

#### Setting up the WhatsApp Group (3 min)

###### Instruction ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p75)):

Remind the participants that they should aim to set up their WhatsApp Group before the onboarding session.

Por favor, asegúrate de que has hecho lo siguiente antes de que empiece la sesión de integración:

* Guarda en tu teléfono los nombres y números de WhatsApp de los padres, madres y personas cuidadoras que te asignen (si los tienes) para que puedas confirmar fácilmente los detalles durante la sesión de integración.
* Crea tu grupo de WhatsApp (con un nombre de grupo temporal, un ícono y una descripción). El nombre de cada grupo de WhatsApp tiene la misma estructura:
  1. "Crianza con Conciencia+"
  2. Un nombre seleccionado por el grupo.

Cuando crees el nombre temporal de tu grupo, utilizarás "Crianza con Conciencia+".

Puedes mantener tu nombre temporal de grupo o agregar un nombre al nombre temporal de grupo.   
Por ejemplo, "Crianza con Conciencia+\_FamiliasFelices".

#### 

#### Setting up Ground Rules for WhatsApp Chat Session (5 min)

###### Instructions ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p76))

Share the following instructions on how the facilitators will be setting the ground rules for the WhatsApp Chat Session:

Para que el grupo de WhatsApp sea un espacio seguro y cómodo para todos, pídele a los participantes que piensen para ellos qué es importante para sentirse cómodos, respetados, seguros y apoyados en el grupo.

¡Crianza con Conciencia+ es un programa especial! Reúne a las familias para que aprendan y compartan experiencias comunes.

Al hablar de las Reglas Básicas, puedes utilizar el siguiente formato:

* Coloca un rotafolio y en la parte superior escribe: Reglas básicas
* Pídele a los participantes que compartan sus sugerencias.
* Escribe las reglas y los comentarios en el rotafolio para conservarlos como referencia después.
* **Asegúrate de que las Reglas Básicas describen comportamientos positivos.** Puedes pedir reglas sobre temas concretos, como el uso del celular, el respeto, etc.
* Puedes repetir lo que oyes y explorar las reglas para asegurarte de que todos los miembros del grupo están de acuerdo y entienden.
* Por ejemplo, si alguien menciona "Respeto", pregúntale qué significa para él o ella. ¿Qué tipo de comportamiento demuestra "Respeto"?
* Asegúrate de que todo el mundo está de acuerdo y tiene la oportunidad de contribuir antes de pasar a otra sugerencia.

Some ideas for ground rules for WhatsApp Group:

* Respeta la privacidad de las fotos y videos personales que se envíen al chat del grupo.
* Cada persona es diferente y tendrá distintas experiencias que compartir.
* Respétense mutuamente prestando atención y tomando turnos para compartir y escuchar.
* Lo que decimos en el grupo se queda en el grupo, tanto en persona como en línea.
* Comparte solo aquello con lo que te sientas cómodo.
* El debate en el grupo de WhatsApp se centrará únicamente en criar a un niño o niña, adolescente.
* ¡Siéntente libre de hacernos cualquier pregunta!

Remind the participants to update the Group’s Description after the ground rules are agreed upon during the onboarding session.

Invite participants to suggest additional ground rules in the chat for an online chat session. Spotlight 2-3 noteworthy suggestions from the chat and share them with the broader group for consideration and discussion.

#### Setting Expectations for Facilitator’s Role (2 min)

###### Instruction [(Slide)](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p79)

After the onboarding session, the facilitator’s role is to:

* Ponerte en contacto y ve cómo va todo cada par de días hasta el final del curso
* Asegurarte de que todos los padres, madres y personas cuidadoras siguen las reglas básicas mencionadas anteriormente
* Plantear preguntas de discusión sobre la crianza de niños, niñas y adolescentes
* Reportar cualquier caso de abuso de niñas, niños, adolescentes y adultos
* Salir del grupo una vez terminado el programa. Sin embargo, los padres, madres y cuidadores pueden seguir aprendiendo a través de Crianza con Conciencia+. Al final del año, habrá nuevos cursos de Crianza con Conciencia+.

#### Adding Parents to Formando Conciencia+ (10 min)

* Show the video of demonstration on Formando Conciencia+ App on how to add a parent and how to add a co-parent.
* Facilitators can find this information in Formando Conciencia+ under “How to Add Parents & Report Attendance” in the Facilitator Guide section
* Share the parent and co-parent profile from the slide and ask the facilitator to add them to their group.
* Instructions on adding a parent and co-parent
  + How to Add a parent:
    - Select the profile icon from the bottom navigation bar.
    - Elige "Añadir Padre, Madre y Cuidador"
    - Introduce los datos de los padres, madres y cuidadores en el formulario. To enter the parent’s unique identifier (UID), ask them to text “ID” on Crianza con Conciencia+ Chatbot. Copy the 6-digit number into the parent profile
  + How to Add a Co-Parent
    - If two parents are participating in the programme, together, you must link their accounts.
    - Once you have added the first parent profile, to add a second parent, select “Add Parent.”
    - Introduce los datos de los padres, madres y cuidadores en el formulario. To enter the parent’s unique identifier (UID), ask them to text “ID” on Crianza con Conciencia+ Chatbot. Copia el número de 6 dígitos en el perfil del padre, madre o cuidador.
    - Selecciona "Añadir Compañero de Crianza"
    - Select the co-parent from available parent user profiles.
    - Select “Save.”
    - Both parent profiles will be updated to note the co-parent.
  + Give the participants a few minutes to follow the video.
* Ask the participants to try it on their App using the hypothetical parent’s information on the slides

#### How to Report Attendance (5 min)

* Play the video on the slides and demonstrate the following on the Formando Conciencia+ App
  + Select the pencil icon from the bottom navigation bar.
  + Select whether you are reporting on an in-person or WhatsApp session with your parents.
  + Remind the participants that they must report attendance for their parents after every in-person and WhatsApp session.
  + Complete the report.
  + In case the facilitator wants to edit the report:
    - Select the pencil icon from the bottom of the navigation bar.
    - Select whether the session you want to edit was an in-person or WhatsApp session.
    - Select the session that you want to edit.
    - Your previous selections will appear. You can now edit your selections and select “Save”
  + Ask the participants if they have any questions about reporting attendance
  + Tell facilitators that there will also be a checklist where they can report whether they have done all the activities

### 

### Module 6: Conducting WhatsApp Chat Session (30 min)

#### Introduction to WhatsApp Chat Session (5 min)

I**nstructions (**[**Slide**](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p84)**):**

* Explain to facilitators that the WhatsApp groups in Crianza con Conciencia+ are to provide parents with additional support on parenting skills during the programme
* Ask the participants to look for the "Chat session" section on Formando Conciencia+ homepage
* Show participants the chat sessions:
  + After onboarding session
  + Day 3: Self-talk
  + Day 5: Saying Goodbye
* Play the video of how facilitators share messages using the Formando Conciencia+:
  + Once you're on the content for that week, locate the "Share" icon. It's typically represented as an arrow pointing upward or a box with an arrow, and it's used to share content.
  + Click on the "Share" icon.
  + In the menu that appears, select "WhatsApp" as your sharing option. Choose your WhatsApp group from the list.
  + Before you hit the "Send" button, make sure to add any necessary information
  + Finally, click the "Send" button to share the content with your WhatsApp Group.

#### A-E-C-P in WhatsApp Chat Session (15 min)

###### Resumen

In this section, you will demonstrate the core facilitation skills of Accept, Explore, Connect, and Practise in the whatsapp chat session.

###### Instruction ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p86))

* Walk the facilitators through the WhatsApp interaction between a facilitator and parent. You can read the facilitator’s message, while your co-trainer reads the parent’s message.
* Highlight the ways in which the facilitator used Accept, Explore, Connect, and Practice.

#### Pop Quiz (10 min)

###### Resumen

This multiple choice pop quiz will help the facilitators check their understanding of Accept, Explore, Connect, and Practice in a WhatsApp chat format.

The participants will be posed with a parent statement, and they have to choose the best facilitator response from the options:

###### Instructions:

Set up the following quiz as **multiple-choice questions:**

| Question | Responses | Correct Answer |
| --- | --- | --- |
| Parent: I can’t help feeling overwhelmed when my child misbehaves. | * It’s a very common feeling and every parent learns to deal with it over time. * It’s tough when your child misbehaves. Can you share more about what overwhelms you in those moments? * La sensación de abrumación irá pasando a medida que tu niño o niña crezca. Sigue así y te irá bien. | * It’s tough when your child misbehaves. Can you share more about what overwhelms you in those moments? |
| Parent: I don’t understand why my teenager is so irritable lately! | * Ya sabes cómo son los adolescentes, es solo una fase. * Eso suena desafiante. ¿Puedes compartir algún momento en el que estuvieron de mal humor? * No lo pienses de más. Alégrate de que no estén haciendo algo arriesgado. | * Eso suena desafiante. ¿Puedes compartir algún momento en el que estuvieron de mal humor? |
| Parent: I think this course is not related to my life and my problems. | * Tal vez no puedas entenderlo. Sigue intentándolo. * Es normal que te sientas así, sigue adelante con el curso. * Entiendo que pueda parecer algo nuevo. ¿Puedes compartir más información sobre los problemas con los que estás luchando? | * Entiendo que pueda parecer algo nuevo. ¿Puedes compartir más información sobre los problemas con los que estás luchando? |
| Parent: Thanks for the chat. Agradezco el apoyo. | * Me alegro de haber podido ayudar. Recuerda que cuentas con apoyo, no pasa nada si pides ayuda. * Con el tiempo vas a ir aprendiendo a resolver las dificultades. * No hay problema, eres una persona fuerte. No necesitas mucha ayuda. | * Me alegro de haber podido ayudar. Recuerda que cuentas con apoyo, no pasa nada si pides ayuda. |

After the quiz is ended, highlight the principles behind the correct response.

| Responses | Correct Answer | A-E-C-P Principles |
| --- | --- | --- |
| Q: Parent: I can’t help feeling overwhelmed when my child misbehaves. | | |
| * No te preocupes. Todos los padres, madres y cuidadores aprenden a enfrentarse a estas cosas con el tiempo. * Es normal sentirse abrumado cuando tu niño o niña se porta mal. ¿Nos puedes compartir un poco más sobre lo que hace tu niño o niña en esos momentos? * La sensación de abrumación irá pasando a medida que tu niño o niña crezca. Sigue así y te irá bien. | * Es normal sentirse abrumado cuando tu niño o niña se porta mal. ¿Nos puedes compartir un poco más sobre lo que hace tu niño o niña en esos momentos? | Es importante reconocer y ACEPTAR las emociones de los padres, madres y cuidadores cuando se enfrentan a situaciones difíciles con su niño o niña. Ignorar o menospreciar estos sentimientos puede no ayudar a comprender y resolver los problemas. Entonces, podrás EXPLORAR la situación más detalladamente con el padre, madre o persona cuidadora. |
| P: Padre, madre o cuidador: ¡No entiendo por qué mi adolescente está tan de mal humor últimamente! | | |
| * Ya sabes cómo son los adolescentes, es solo una fase. * Eso suena desafiante. ¿Puedes compartir algún momento en el que estuvieron de mal humor? * No lo pienses de más. Alégrate de que no estén haciendo algo arriesgado. | * Eso suena desafiante. ¿Puedes compartir algún momento en el que estuvieron de mal humor? | Cuando el adolescente parece distanciarse, dedicar tiempo a entender los motivos por los que se comporta así es crucial para los padres, madres o cuidadores. Explora cómo podría haberse sentido el adolescente usando preguntas abiertas.  Simple solutions might not cover the complexities of their feelings and situations, and may lead to poor relationship between the teen and the parent. |
| P: Padre, madre o cuidador: Creo que este curso no está relacionado con mi vida y mis problemas. | | |
| * Tal vez no puedas entenderlo. Sigue intentándolo. * Es normal que te sientas así, sigue adelante con el curso. * Entiendo que pueda parecer algo nuevo. ¿Puedes compartir más información sobre los problemas con los que estás luchando? | * Entiendo que pueda parecer algo nuevo. ¿Puedes compartir más información sobre los problemas con los que estás luchando? | Si los participantes sienten que los conceptos del programa están desconectados de su vida, no pasa nada. Explorar sus luchas puede ayudar a reducir esa distancia y hacer que el programa sea más relevante para sus experiencias. |
| Q: Padre, madre o cuidador: Gracias por la plática. Agradezco el apoyo. | | |
| * Me alegro de haber podido ayudar. Recuerda que cuentas con apoyo, no pasa nada si pides ayuda. * Con el tiempo vas a ir aprendiendo a resolver las dificultades. * No hay problema, eres una persona fuerte. No necesitas mucha ayuda. | * Me alegro de haber podido ayudar. Recuerda que cuentas con apoyo, no pasa nada si pides ayuda. | Al enfatizar la empatía en nuestras respuestas, creamos un espacio en el que las personas se sienten escuchadas, apoyadas y motivadas a buscar ayuda cuando es necesario. |

### 

### Energizer - Looking Around (5 min)

###### Resumen

This is an energiser break for the group to get moving before diving into the second half of the workshop. Make sure you and your co-trainer demonstrates the physical exercise. Encourage all the participants to switch on their video for the energiser break.

Make sure that you take into consideration any movement limitations or disabilities that may be present in the group. It is very important to make sure the movements are smooth and the breath relaxed. It is also important that the participants’ bodies are relaxed – especially arms, legs, neck, shoulders.

You read out loud the following text below.

###### Instructions [(Slide)](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p106)

* Ask all participants to stand up. Tell them that you are going to give them instructions on which direction to look. They have to turn their head (only their head, not the body) and look in the appropriate direction.
* Explain the details. When you say, “Up”, the participants should tilt their head and look at the ceiling (or the sky). When you say, “Down”, the participants should lower their head and look at the floor (or their feet). When you say, “Left”, the participants should turn their head to their left. When you say, “Right”, the participants should turn their head to the right.
* Give directions. Say the words up, down, left, and right in a random order and encourage the participants to follow your instructions. Keep giving directions at a fairly rapid pace.
* Change the meaning of the words. After about a minute, tell the participants that you are going to make a change. From now on, up will mean down and vice versa. So when you say “Down”, the participants should look up at the ceiling. Similarly, when you say “Up”, the participants should look down at their feet.
* Explain that the meaning of the words left and right remain the same. Call out the four directions in a random order and ask the participants to follow instructions. Remind them, however, that they have to remember the new meaning of the words up and down. You will see many “mistakes” and lots of embarrassed laughter.
* Conclude the session. Announce the end of the activity after about another minute.

### 

### Module 7: Safeguarding (10 min)

###### Overview

In this section, you will walk the facilitators through how to ensure a safe and supportive environment for all the parents in Crianza con Conciencia+.

You will cover:

* ¿Qué significa salvaguardar?
* Comprender el abuso, la negligencia y la explotación
* Reporting Sexual Exploitation and Abuse allegations against PLH employees
* Safeguarding in Crianza con Conciencia+ chatbot
* Safeguarding in in-person and online sessions
* Role of Facilitator in safeguarding

###### Instruction ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.g2b6ebb0ae01_0_178))

Follow the slides to cover the following information:

Safeguarding means protecting the health, well-being, and human rights of people and enabling them to live free from harm, abuse and neglect. Regardless of age, gender identity, disability, sexual orientation, religious or ethnic origin, everyone we come into contact with has the right to be protected from all forms of harm, abuse, neglect and exploitation by any person associated with this programme.

Understand abuse, neglect and exploitation:

* Abuse refers to a deliberate act of maltreatment that can damage a child’s security, wellbeing, dignity and development. El abuso incluye todas las formas de maltrato físico, sexual, psicológico y emocional. (Definición de Save the Children)
* Violence against children is defined as forms of physical or mental violence, damage and abuse, neglect or neglectful treatment or maltreatment or exploitation, including sexual abuse. (Oficina del Alto Comisionado para los Derechos Humanos, 1990, Artículo 19)
* Child exploitation refers to using the child for economical or sexual benefit, for gratification or profit, often resulting in unjust, cruel and harmful treatment of the child. (Definición de Save the Children)

Safeguarding Support in Crianza con Conciencia+ chatbot:

Crianza con Conciencia+ chatbot is automated to recognise high-risk keywords and detect disclosure of dangerous and violent situations. After detection, an empathetic and empowering response is offered along with the contact details of where to access professional or urgent help (e.g., police, ambulance, hotline) also includes information on local support resources and hotlines to further support self-referral for users. Parents can also access the safeguarding support by typing HELP in the ParentText chatbot.

Safeguarding Support in in-person and online sessions:

It is also important for you and the facilitators to know the following guidelines for handling disclosures of abuse, neglect, and violence from participants during in-person and online sessions:

Know your organisation’s child safeguarding policies and referral procedures

* All organisations should have or develop child rights safeguarding policies and referral procedures, including details on how to respond appropriately when a parent or child discloses abuse.
* You and the facilitators should have accurate knowledge of all protocols and response plans. These will tell them what to do within your organisation if a parent or child reports abuse (e.g. who to report to, internal resources for supporting the child), as well as how to engage outside resources (e.g. local referral pathways, when to engage with authorities).
* It is the facilitators’ responsibility to act regardless of whether they are responding to disclosures of past and/or present abuse. However, they are not responsible for resolving the situation on your own. It is important that they discuss the situation with their supervisor to agree on what steps to take next.

Ensure parents know that you are someone who can help.

* Parents participating in the sessions need to know that they can come to the facilitators for help, regardless of when abuse occurred.
* Facilitators should make sure that the parents know that they can trust them and that they will listen and support the parents without judgement or any further harm.

What should the Facilitator do during the disclosure of abuse, neglect, or exploitation?

* Proporcionar un entorno seguro en el que el participante pueda compartir su historia.
* Listen carefully to the participant and take notes: what/when/where/who.
* Determinar si el participante está en peligro inmediato y qué ayuda está disponible.
* Asegurar que el participante siente que el facilitador le cree.
* Hacerle saber que ha hecho lo correcto compartiendo su historia con el facilitador.
* Be supportive and free of judgment in their responses – avoid blaming at all times!
* Let the participant know that the facilitator will share what he/she told them with their supervisor to find a way to support and protect him/her.
* Explain what the facilitator is going to do next.
* Notificar a su supervisor.

### 

### Module 8: Addressing Challenges (20 min)

###### Resumen

As facilitators, they might encounter various challenges during the delivery of Crianza con Conciencia+. In this section, your goal is to support the facilitators by acknowledging some of the real-life issues and exploring some suggested solutions to navigate through them.

You will walk through some of the challenges and share suggested solutions with the facilitators.

###### Instructions ([Slide](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p115))

Share with the facilitators that beyond the challenges discussed today, if they need support, there are ways to find solution:

* Explorar la sección de Preguntas Frecuentes de Formando Conciencia+
* Explorar la sección Desafíos Comunes de Formando Conciencia+
* Explore Safeguarding section of Formando Conciencia+
* Ponerte en contacto con tu supervisor

**Challenge 1:** A parent needs support accessing ParentText, and I'm not sure how to answer their question.

**Suggestion:** Reach out to your supervisor.

**Challenge 2:** A parent struggles to participate in WhatsApp Group

**Suggestions:** Explore FAQ on:

* Solo algunos padres, madres y personas cuidadoras participan activamente en las sesiones de chat mientras que otros no responden.
* ¿Y si nadie participa?

**Challenge 3:** A parent triggered you emotionally in person or in a WhatsApp group.

Suggestions:

* Es normal que nos afecten las experiencias de los padres, madres o cuidadores o las cosas que dicen durante el programa, sobre todo si se relacionan con nuestras propias vidas.
* ¡Haz una pausa! Un par respiraciones profundas pueden ser útiles para asegurarte de que respondas de manera constructiva en lugar de reaccionar negativamente en el momento.
* Busca apoyo. Habla sobre el tema con tu supervisor o con un compañero de trabajo con el que te sientas cómodo haciéndolo.

**Challenge 4:** You are feeling nervous and anxious to deliver Crianza con Conciencia

**Suggestions:**

* Siempre puedes hacer una pausa para controlar el nerviosismo o ansiedad.
* Prepare thoroughly by reviewing the materials, rehearsing the onboarding session, and thinking about potential questions the parents could ask.

**Challenge 5:** A parent can not commit to the ground rules

**Suggestion:** Follow guidance under “A parent cannot commit to the ground rules” in Formando Conciencia+

Encourage participants to reflect on potential challenges they may foresee in implementing safeguarding measures and share their thoughts in the chat. Trainers will then spotlight 3-5 prominent challenges and engage in a discussion to explore and propose effective solutions collaboratively.

##### Questions (10 min)

Ask the participants to share in Q&A if they have any questions about

* Preparing for the WhatsApp Chat Session
* Using A-E-C-P in the chat session
* Safeguarding
* Addressing common challenges
* Any other questions about the program.

#### 

#### Closing (15 minute)

##### Loving Kindness Exercise (5 min)

Resumen

At the end of the session, participants learn one last stress reduction activity – a Loving Kindness exercise. This activity helps participants connect with a sense of loving-kindness towards themselves and their families. It brings closure to the culminating activity while reconnecting participants to a sense of wellbeing and calmness.

###### Instructions [(Slide)](https://docs.google.com/presentation/d/1EXuJBIEbd-WohBCFeso0FmL0TNwOnl8fi36HQT_hrsE/edit#slide=id.p124)

| ⭐Note  Use the below text as a guide for leading the activity. You can pause for about 5 seconds at each [Pause] in the text. It is helpful to follow your own instructions during the pause. |
| --- |

Step 1: Preparation

* Sometimes when we are experiencing stress, feeling alone, or just needing support, it can be helpful to send thoughts of loving kindness to ourselves.
* This exercise helps us to become more grounded and present – which increases well being and balance - helping us to manage stress, illness and difficulty. [Pause]
* Find a comfortable sitting position, your feet flat on the floor, your hands resting in your lap. [Pause]
* Close your eyes if you feel comfortable. [Pause]

Step 2: Becoming Aware

* Ask yourself, “What is my experience at this moment?” [Pause]
* Notice what thoughts you are experiencing. Notice if they are negative or positive. [Pause]
* Notice how you feel emotionally. Notice if your feelings are pleasant or unpleasant. [Pause]
* Notice how your body feels. Notice any discomfort or tension. [Pause]

Step 3: Opening to Loving Kindness

* Connect to your heart in a kind and gentle way. You may want to place one hand on your heart or chest. [Pause]
* You can then say the following words silently to yourself [Pause]

May I be peaceful. [Pause]

May I be safe. [Pause]

May I be healthy. [Pause]

May I be happy. [Pause]

May I feel loved. [Pause]

Repeat slowly once or twice taking your time between each phrase.

* If you feel comfortable, you can also send thoughts of loving-kindness to your child, your partner, your family, and anyone else who is close to you in your life. [Pause]

May you be peaceful. [Pause]

May you be safe. [Pause]

May you be healthy. [Pause]

May you be happy. [Pause] May you feel loved. [Pause]

Repeat slowly once or twice taking your time between each phrase.

Step 4: Expanding Awareness

* Allow your focus to expand to the whole body. [Pause]
* Allow your focus to expand to the sounds in the room. [Pause]

Step 5: Reflecting

* Take a moment to reflect on your experience.
* When you are ready, open your eyes. [Pause]

*Remember that you can do this activity at any time whenever you feel like you need extra support.*

##### Circle of Appreciation (5 min)

**Instrucciones**

This is the final Circle of Appreciation.

Encourage participants to write one thing they are proud of doing in this worksop, and compliment themselves.

##### Next Steps (5 min)

Praise the participants for attending the workshop and share the next steps with them:

* Recibirás un certificado por completar el entrenamiento
* Recibirás un correo electrónico con el enlace para la App del Facilitador y el chat automatizado
* Dirigirás la sesión de integración e informarás sobre la asistencia a la sesión de integración
* Nos pondremos en contacto contigo para llevar a cabo algunas entrevistas con el fin de conocer tu experiencia al participar en la primera edición de Crianza con Conciencia+

Thank all the facilitators for participating in the workshop! Praise them for their efforts and contributions!

## 

## 

## 

## Appendix

### List of Triggers for Crianza con Conciencia+ Chatbot

#### For Facilitator Training

| ENTRENAR | Initiates programme |
| --- | --- |
| NUEVO | New Day |
| REANUDAR | Restart |
| SIGUIENTE | Next |
| MENÚ | Menú |

#### For Users

| INICIAR | Initiates programme |
| --- | --- |
| ID | Share research ID |
| SIGUIENTE | Next |
| MENÚ | Menú |
|  |  |

**Note:** Facilitators should not use the triggers intended for users, and vice-a-versa. It could lead to complications in engagement data.