**Wessex Making Every Contact Count Trainer Best Practice Agreement**

This Best Practice Agreement is for Wessex Making Every Contact Count Trainers. This agreement formalises the role and expectations of being a Wessex MECC Trainer. This is a key part of the quality assurance process for the Wessex School of Public Health as required by the RSPH. By signing up to this agreement it allows the Trainer to deliver the RSPH accredited MECC training.

The Best Practice Agreement has been developed to clarify what the expectations are of the Trainer; the Organisation; and the Wessex School of Public Health (as required by the RSPH).

**Expectations of Trainer**

All MECC Trainers will be expected to demonstrate the following in order to be eligible:

* Relevance to role
* How Making Every Contact Count training will be rolled out by them
* Previous experience in delivering training
* Be confident in group facilitation

**Expectations of Organisation**

In order to ensure affiliation as a Making Every Contact Count trainer individual members are required to obtain organisational support to deliver Making Every Contact Count training and to contribute to the implementation of Making Every Contact Count in their organisations.

Organisations will be expected to support the Trainer as follows:

* To complete the Making Every Contact Count Healthy Conversations Skills Train-the-Trainer training
* To deliver Making Every Contact Count Healthy Conversations Skills to others in Wessex (if applicable?)
* To ensure Making Every Contact Count Train the Trainer skills are maintained by attending additional Continuing Professional Development (CPD) sessions.
* Ensuring wider MECC implementation for the organisational setting/area referring to the Implementation toolkit.

**Expectation of Wessex School of Public Health**

The Wessex School of Public Health provides overall coordination and support for MECC implementation in Wessex. Therefore the School will support the Trainer and the Organisation by:

* Providing the MECC Train the Trainer programme
* Providing regular CPD on MECC training in order to maintain Trainer Skills.
* Providing a Wessex MECC Trainer network/forum to provide opportunities for Trainers to share and access peer support.
* Provide individual guidance to Trainers on setting up and delivering training in Wessex.

**Making Every Contact Count Trainer Best Practice Agreement**

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| **I understand that trainers are expected to:** | Trainer | Line Manager |
|  |  |
| 1 | **Keep their skills up to date** by delivering Making Every Contact Count, Healthy Conversation Skills training. |  |  |
| 2 | **Keep up to date with Making Every Contact Count training practices** through reflection, supervision and/or peer supervision of training delivered using the tools in the Wessex Healthy Conversation Skills Training Manual. |  |  |
| 3 | **Champion and promote Making Every Contact Count** in your employing organisation and beyond. |  |  |
| 4 | **Contribute to the Wessex Making Every Contact Count Network**, this may be by supporting the development of other trainers, offering supervision and/or peer supervision and possibly supporting individuals outside of your organisation where appropriate. |  |  |
| 5 | Provide their name, organisation and contact to be placed on a **MECC Trainer register.** |  |  |
| 6 | Have their names published on the **Wessex PH Network website** as a MECC Trainer. |  |  |
| 7 | To deliver the MECC Healthy Conversation Skills training which is comprised of **two half day sessions** (Session 1 and Session 2) |  |  |
| 8 | Deliver at least **two MECC training course per year** to maintain their MECC Trainer status. |  |  |
| 9 | **Work with the Wessex School of Public Health** to explore delivery of MECC training requests. |  |  |
| 10 | **Adhere to the roles and responsibilities** of being a MECC Trainer. |  |  |
| 11 | **Adhere to the standard guidance** on cost if MECC training is being charged for. |  |  |

By attending Wessex Making Every Contact Count Healthy Conversation Skills training and being on the Wessex Making Every Contact Count trainer register you undertake to adhere to this Best Practice Agreement.

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| Trainer Name |  | Manager Name |  |
| Sign |  | Sign |  |
| Date |  | Date |  |