



2014 TNT Trainer Expectations and Application Guidelines TNT: October 6 - 8, 2014 Atlanta, Georgia

History of the TNT Trainer Selection Process

In 2010, MINT created an open application process for MINT members interested in serving as a TNT Trainer. A committee of past TNT Trainers was formed to review applications and make recommendations to the Board. We created this process in response to inquiries from the membership, asking about how MINT members could become a TNT Trainer. To preserve institutional memory, and enhance our pool of TNT Trainers, we have historically paired a returning TNT Trainer with a new TNT Trainer, based on skills and qualities the Committee feels would best complement one another.

The expectations and application questions listed below have evolved over the past few years, based on our experience of reviewing applications, selecting TNT trainers, and receiving feedback from TNT trainers and participants.

This application process is open to **TNT Co-trainers** and **TNT trainer supports**. The Lead trainers will be separately selected randomly from a list of interested returning trainers. They will in turn, with the TNT coordinator, represent the TNT co-trainer and trainer support application review committee with the role of reviewing applications and making recommendations to the board.

I. Expectations of a TNT Co-trainer – TNT Co-trainers must be willing and able to:

1. Dedicate Time to TNT Development – to contribute several hours of work per week for 8-9 months *before* the TNT and for 2 or more months *afterwards*:

- a. Work on developing the TNT agenda, Powerpoint slides and other materials for the TNT,
- b. Update the TNT Training Manual to reflect changes in MI-3, for use in this year's TNT– (this may require soliciting ideas from other MINT committees and members)

2. Work on occasion with the Whole TNT Team to Develop the Event.

- a. Trainers are expected to work collaboratively with one another, across different sections, to create a standardized workshop agenda of the highest standards.
- b. This includes availability and flexibility to “meet” (virtually through conference calls or Skype) with colleagues across time zones and different cultures. Commit to a 90-120 minute conference call 1- 2x/month to work as a team.
- c. You are also expected to work collaboratively with the TNT Coordinator, responding to emails and providing updates in a timely manner, as requested.
- d. You must be willing and able to adhere to the Timeline below, as well as the more specific timeline that will evolve, once more details are known.

3. Assume a Leadership Role in One or More Tasks. There are numerous tasks that need to be coordinated amongst the trainers.



- a. You must be willing to take the lead on certain tasks, and be responsible for communication between and among the other Trainers and supporting groups and committees, as needed.

4. Satisfy the Evaluation Criteria Below.

- a. You must demonstrate how you will be able to successfully deliver a high quality MI Train-the-Trainer Workshop, based on current training knowledge and available resources.

II. Proposed/Estimated Timeline – TNT Trainers Must be Able to Adhere to this Timeline

Task	Deadline/Timeframe
Trainer Application Due	Jan 31, 2014
Trainers Selected and Notified	Feb 21, 2014
Trainers and Supports meet by Skype to get to know one another	Week of March 3, 2014
Trainers and Supports begin preparing agenda, exercises, hand-outs	Week of March 10, 2014

III. What Resources are Available to the TNT Trainers?

1. **Access to the TNT Trainer Emeriti group for guidance.** A TNT Trainer Emeriti group, consisting of the TNT trainers from Krakow, Poland, will be available as advisors, as required, to the TNT Trainers in Atlanta, Georgia, and the various, materials used will be made available. This advisory group will offer current knowledge and recent experience in facilitating TNT workshops to ensure a smooth transition from past years to this one. They will also share all materials used to help this year's trainers modify and adapt materials as needed, while minimizing need to duplicate efforts.
2. **Access to a TNT Coordinator.** In addition to the advisory group, TNT Trainers will have ready access to a TNT Coordinator, Colin O'Driscoll, who will serve as liaison to help ensure that all aspects of the TNT are being developed based on the highest standards and that all timelines are being met. The TNT Coordinator will assist with communication between Trainers, MITI Coders, MINT Board of Directors, MINT Operations Managers and Local Host Organizing Committee and will provide customer support to TNT applicants.

IV. Reimbursement of expenses.

MINT recognizes the tremendous effort that is required of a TNT Trainer, along with the meaningful contribution to the organization. MINT therefore offers TNT Trainers expense reimbursement for:

1. Round-trip travel to and from home to the event (if air travel is required, the cost of a round-trip lowest cost economy flight).
2. 5 nights hotel stay at or near the conference centre to cover time to travel to the location and participate in any pre TNT planning (recently this has been Sat-Weds eve inclusive).
3. Breakfast, lunch, coffee/tea breaks and dinner for the duration of the TNT.
4. Registration fee waiver to attend the MINT Forum.



V. What Evaluation Criteria will be Used to Assess My Application?

1. **Breadth and Depth of Experience in delivering MI** (length of “clinical” use of MI, populations worked with, supervision or coding of your own practice).
2. **Breadth and Depth of Experience in delivering MI training** (years and frequency of MI training, audiences, types of training [brief, workshop, consultancy, supervision, coaching etc.], co-training experience, curriculum development skills).
3. **Fluency in English for the TNTs delivered in English** (i.e., comfort TRAINING in English, knowledge of English idioms commonly used to describe MI, etc.).
4. **Ability to articulate personalized ideas you have learned over time about training people in MI** (e.g., training philosophy, how to foster adult education, pearls of wisdom, training tips).
5. **Willingness and ability to serve in a leadership role** (i.e., provide examples of recent leadership roles and skills that will help you to coordinate the many activities).
6. **Prior contributions/service to MINT** (i.e., the extent to which you have *demonstrated* your MI skills (both training and method delivery) to the MINT community is highly considered; commitment to MINT through past service is also a highly valued characteristic (e.g., What contributions have you made to MINT Forum events, to local and regional MINT events, or to MINT by service on working groups, committees, etc.? What contributions have you made on the listserv? What other related contributions to MINT or MI have you made?))
7. **Willingness to respond to emails from the TNT Trainer group and TNT Coordinator in a timely manner** (at least within 4-5 days of the email)

What Other Criteria are Considered when Reviewing Applications?

1. As a diverse, international organization, MINT strives to strike a balance of TNT trainers to deliver workshops that are applicable and relevant to the wide range of TNT participants. This may include selecting trainers who represent varying geographic regions, areas of expertise, and unique training-related experiences.
2. One returning TNT trainer is paired with a first-time TNT trainer in order to preserve institutional memory and ensure basic standardization and mentorship from year to year. Not only are applicants evaluated based on their potential to contribute their individual talents, but consideration is also given to which trainer pairs might have the best likelihood for creating trainer chemistry and balance across a broad array of qualifications.

In Sum: the reviewers consider a mix of factors, depending upon the pool of TNT Trainer applicants, when making the annual selections.



TNT Support Role

At the past few TNT workshops, TNT Trainers have requested the assistance of seasoned MINT members to provide supportive coaching and supervision during breakout sessions. In keeping with our goal to provide a mentoring track for TNT Trainers, we are further developing an approach that was started in 2011. In addition to selecting 2 TNT Trainers for each section of 40 participants, we will be selecting 2 TNT Supports to provide assistance during the TNT.

Beyond helping to provide coaching and feedback during breakout session on Day 2 of the TNT, Trainers are expected to provide their Supports with additional experiences that will offer a great learning opportunity and enhance the Support's understanding of what a quality TNT entails. For example, Trainers may invite Supports to lead or debrief an exercise during the TNT. Trainers may also involve Supports in other aspects of the TNT preparation or delivery, as negotiated, to provide a rich mentoring experience, while also receiving help and support in delivering a quality TNT.

Supports will receive complimentary lunch and refreshments during the 3 training days; other expenses will not be reimbursed.

TNT Supports will be selected from a separate application process. However, if you are applying to serve as a TNT Trainer and ARE NOT selected, you may elect to be considered for a TNT Support position on the TNT Trainer Application. **Being selected as a TNT Support offers no guarantee of being selected as a future TNT Trainer, though it does provide further involvement in MINT, which is a strong criterion.**

Application Review Process

1. Candidates **must answer all questions in the order presented** in the TNT Trainer Application Form with sufficient detail for the review committee to assess experiences and qualifications.
2. Candidates will **solicit 2 letters of recommendation from different MINT members** who are familiar with the applicants' MI training and service to MINT, and **these letters must be received before the application deadline of January 31, 2014** for the application to be considered complete.
3. TNT Trainers will be selected first; TNT Supports will be selected immediately following.
4. The review committee consists of the TNT coordinator and the returning lead trainers (who will have been selected randomly from a list of interested parties).

Members of the committee independently review and rate each application before discussing their reviews and making recommendations for selections. Final decisions are made by the MINT Board, based on the selection committee's recommendation for trainer pairs that best satisfy the above criteria.

Send completed applications to: tntrainer@gmail.com, attached to an e-mail, by January 31st, 2014.



Please include your name in the Subject Line: e.g., Jane Doe, TNT Trainer Application

To download an attachment of the TNT Trainer Application Form, go to <http://www.motivationalinterviewing.org> and under the Membership tab go to Board Announcements.

If you have any further questions, please email tntrainer@gmail.com