

SparkPro Training DPP Group Lifestyle Balance Master Training Overview - 2022

A key component for successful DPP Group Lifestyle Balance (GLB) program delivery is standardized and comprehensive training for health providers who are delivering the program.

As a DPP GLB Master Trainer, you are being provided with electronic versions of all presentations and materials needed to conduct a GLB training workshop. SparkPro Training will ensure that the presentations and materials are up to date and make you aware of any modifications as they occur. You will be provided access to all of the materials necessary to provide training workshops, i.e. recipes, suggested readings, etc.

Below is a list of all materials that are provided in the SparkDPP [Portal](#) for DPP-GLB Master Trainers:

DPP Group Lifestyle Balance Complete Manual of Operations for Print

Complete Manual of Operations

Handouts for Power Point Presentations

DPP-DPPOS Background Rationale
DPP-DPPOS Dietary Rationale
DPP-DPPOS PA Rationale
DPP Translation
Leading Effective Groups
Implementing in Local Setting

Power Point Presentations (including notes)

DPP-DPPOS Background Rationale
DPP-DPPOS Dietary Rationale
DPP-DPPOS PA Rationale
DPP Translation
Leading Effective Groups
Implementing in Local Setting

Master Trainer Documents

Blank Bio sketch for GLB
GLB Master Trainer Guide and Workbook
GLB Master Trainer Overview-Agreement 2020
General Evaluation Form
Sample Agenda with Session Times
Sample Agenda

Sign-In Sheets

General Sign-In Example
RN Sign-In Example
RDN Sign-in Example

Workshop Materials

GLB Keeping Track Sample 1 and Guidelines
GLB Keeping Track Sample 2 and Guidelines
GLB Keeping Track Sample 3 and Guidelines
GLB Workshop Announcement

Under General Workshop Tab:

Recipe-Lentils Ole
Ordering Supplies

SparkPro Training DPP Group Lifestyle Balance Master Trainer Agreement

It is expected that all DPP GLB Master Trainers will adhere to the following guidelines:

1. Individuals wishing to provide DPP GLB in-person/live virtual training workshops must have a signed agreement with SparkPro Training prior to provision of such workshops, which will be renewed annually for a fee of \$500 (first year included in training with agreement completed at Master Training Workshop).
 1. DPP GLB Master Trainers may only provide DPP GLB training workshops for health care providers employed by, or affiliated with (i.e. contractor) their organization, for provision of the program within that organization.
 2. DPP GLB Master Trainers who are interested in providing training outside of their organization may contact SparkPro Training to initiate a contract to do so.
2. DPP GLB workshop presentations/materials may not be shared in any other manner than as relate to delivery of the DPP GLB training workshop or as is otherwise permitted under the DPP GLB copyright.
3. Individuals invited to attend DPP GLB workshops should be health care providers with a minimum of a Bachelor's (or working on completing a Bachelor's degree) in a health-related or educational field, or have a health-related professional background such as RN, health educator, or another field. This would include many health-related fields such as nutrition, nursing, health education, etc. (Please contact SparkPro Training if unsure whether an individual is appropriate for training.)
4. DPP GLB workshops may be conducted for groups of up to 15 individuals per workshop. DPP GLB Master Trainers may provide a total of two training workshops/year. If additional workshops are required, please contact SparkPro Training for guidance.
5. It is required that DPP GLB Master Trainers will cover all topics and materials on the sample agenda provided in each workshop within the allotted time. The workshop may be delivered over more than two days when necessary.
6. All components of the training workshop and all DPP GLB workshop presentations/materials may not be modified without the written permission of SparkPro Training. Changes may be requested by contacting SparkPro Training but may not be implemented until approval is received.

Workshop Quality Control Requirements:

- SparkPro Training must be informed of and receive the agenda for an upcoming DPP GLB workshop at least **10 weeks prior** to provision of a training workshop. *Failure to follow this procedure may result in cancelation of the workshop.*
- It is the responsibility of the DPP GLB Master Trainer to ensure that the training agenda is accurate and that the times allotted for each session are correct.
- Workshop attendees **MUST** complete registration.
- Sign-in sheets must be completed each day of the workshop, and attendees must attend and sign in both days in order to receive a certificate of completion. Attendees must be present for both full days to receive a certificate of completion (check boxes are not permitted on sign-in sheets, **signature is required**)
- All DPP GLB workshop attendees **MUST** complete the evaluation.
- A bound version of the DPP GLB Manual of Operations is available through SparkPro Training for a cost of \$35/manual (includes shipping). Payment for manuals must be received prior to the training workshop. Please contact engage@sparkprotraining.com for more information.
- All original workshop documents must be kept on file by the Master Trainer, with scanned copies e-mailed to the SparkPro Training. This includes the agenda, sign-in sheets for both days, and evaluations (when applicable).
- As soon as possible following the workshop, e-mail or fax the sign-in sheets to SparkPro Training.

My signature below indicates that I agree to follow the DPP-GLB Master Trainer guidelines as directed. In the event that these guidelines are not followed I understand that my agreement may not be renewed, in which case I will no longer be recognized as a DPP Group Lifestyle Balance Master Trainer, and will not have access to the training materials.

Name

Date