



### ***Powerful Tools for Caregivers Can Help***

Caring for a family member or friend with a chronic condition can be physically, emotionally, and financially draining. This highly effective, evidence-based, self-care education program for family caregivers, builds the skills caregivers need to take better care of themselves as they provide care for others. Caregiver participants learn to minimize the potentially negative impacts of caregiving in a six-week program emphasizing self-care and empowerment. Research on *Powerful Tools for Caregivers* has consistently shown increased self-efficacy for caregiver participants.

### ***Become a Certified PTC Class Leader***

This two-day leader training prepares and certifies PTC class leaders to successfully co-lead the six-week *Powerful Tools for Caregivers* class series. The training program includes:

- Scripted curriculum for both the caregivers of adults with chronic conditions as well as the caregivers of children with special needs classes
- Intensive, experiential, and interactive training provided by a team of certified PTC Master Trainers
- Learning and practicing group leadership and facilitation skills
- DVDs used in caregiver classes
- Continental breakfast and lunch
- One-time certification fee

Certified PTC Master Trainers will conduct the class leader training so you may bring *Powerful Tools for Caregivers* to your community. Class leaders will be fully prepared to co-lead *Powerful Tools for Caregivers* classes to groups of up to 15 family caregivers.

### ***Improve the Lives of Family Caregivers in Your Community***

*Powerful Tools for Caregivers* has served caregivers of adults with chronic conditions since 1998. After successful pilot classes, PTC is pleased to expand the population of caregivers served to include caregivers of children with special health and behavioral needs (including minors and adult care receivers with special needs). Please note separate scripts for these distinct caregiving populations are used. The program's self-care emphasis remains the same. The examples and scenarios with the tools and a new DVD have been tailored to address the specific needs of each caregiver population.

Caregivers benefit from the PTC 6-week series of classes whether they are:

- Spouses/partners of an adult with a chronic condition
- Adult children of aging parents
- Parents of children with special health and behavioral needs
- Grandparents raising grandchildren with special needs
- Long-distance caregivers
- In differing stages in their caregiving role
- From diverse rural, urban, or ethnic communities
- English, Spanish, and/or Korean speaking



## ***Powerful Tools for Caregivers is:***

- Proven to produce results
- Easily implemented
- Attractive to funding sources
- Based on solid research
- Comprehensive and well packaged



## ***What do you have to offer?***

Class leaders may be professionals or volunteers from healthcare, social services, or faith based-organizations. Class Leaders are encouraged to enroll as local teams of two but may also team with previously trained *Powerful Tools for Caregivers* class leaders to conduct six-week class series in their community.

Potential class leaders must have:

- Excellent communication and organizational skills
- Flexibility, openness, and a genuine interest in facilitating positive change for family caregivers
- A sponsor organization to support ongoing program sustainability
- Commitment to co-leading two, 6-week series of classes within a year of becoming trained

## ***Powerful Tools for Caregivers Class Leader Training***

- ***Dates:*** October 29-30, 2018
- ***Time:*** 8 a.m. to 5:00 p.m.
- ***Location:*** Sound Generations, 2208 2<sup>nd</sup> Avenue, Seattle, WA 98121
- ***COST:*** \$50

### ***PLEASE CONTACT:***

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*Phone:* 206-268-6715

*Email:* [camilleg@soundgenerations.org](mailto:camilleg@soundgenerations.org)

## ***What people are saying about Powerful Tools for Caregivers***

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*“Thank you for having developed an incredibly simple program where family caregivers can find the tools they need to manage their lives and care for those they love!”*  
— PTC Class Leader

*“Some of the finest hours I’ve had in the past years were leading PTC classes and conducting Class Leader trainings for people who have gone on to conduct numerous classes for caregivers.”*  
— PTC Master Trainer

*“There was a common bond, we were all dealing with some of the same issues. We shared our stories and learned ways to cope. I learned that it was important to take care of me.”*  
— PTC Caregiver Class Participant

**Additional information about the program may be found on the [powerfultoolsforcaregivers.org](http://powerfultoolsforcaregivers.org) website**

## Class Descriptions

### **Class #1: Taking Care of You**

This class sets the stage for the entire course. It emphasizes that the focus is on “YOU, the caregiver, not on the family member receiving care,” and that caregivers will develop a “box of self-care tools.” The challenges of caregiving and significance of caregiver self-care are dramatized through a video. Beginning in this class, caregivers make a weekly action plan for self-care.

### **Class #2: Identifying and Reducing Personal Stress**

Four steps are presented for effective stress management: (1) Identifying early warning signs, (2) Identifying personal sources of stress, (3) Changing what you can change and accepting what you cannot change, and (4) Taking action. Tools to reduce stress are discussed. Participants learn how to change negative self-talk – which increases stress and erodes confidence – to positive self-talk. Beginning in this class, caregivers learn relaxation activities that are easy to incorporate into their daily lives.

### **Class #3: Communicating Feelings, Needs, and Concerns**

Participants learn how to communicate their feelings, needs and concerns more effectively by using “I” messages. Through brief dramatizations, participants experience the impact of both “I” messages and “You” messages (which tend to sound blaming and put people on the defensive). They practice changing “You” messages to “I” messages, and identifying when statements beginning with the word “I” are actually “Hidden You” messages.

### **Class #4: Communicating in Challenging Situations**

Participants practice two communication tools – assertiveness and Aikido – which are helpful in difficult situations. They learn a four-step process, called DESC (**D**escribe, **E**xpress, **S**pecify, and **C**onsequence) for using the assertive style of communication. With Aikido, participants learn how to align and find “common ground” with a person who is distressed. A segment highlights guidelines for communicating with a person who is memory impaired.

### **Class #5: Learning From Our Emotions**

The overriding theme of this class is “our emotions are messages we need to listen to.” It emphasizes that feelings occur for a reason and that feelings are neither good nor bad. Focus is on identifying constructive ways for dealing with difficult feelings – especially anger, guilt, and depression – and resources for professional help.

### **Class #6: Mastering Caregiving Decisions**

Focus is on the internal emotional process caregivers go through when they experience a life change. Tools for dealing with changes and for making tough decisions – including a seven-step decision-making model and the family meeting – are discussed.

For information about the PTC program: [www.powerfultoolsforcaregivers.org](http://www.powerfultoolsforcaregivers.org)



# Class Leader Application

Name: \_\_\_\_\_

Powerful Tools for Caregivers aims to be inclusive with our ongoing efforts to honor diversity. Please circle your pronoun/s.

he/him          she/her          they/them          other pronoun/s \_\_\_\_\_

**Home Address**

**Work Address**

Street: \_\_\_\_\_

Business: \_\_\_\_\_

City: \_\_\_\_\_

Street: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Sponsoring Agency: \_\_\_\_\_

Are you:                      Staff member? \_\_\_\_\_

Volunteer? \_\_\_\_\_

Sponsoring Agency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Agency Contact Phone: \_\_\_\_\_ Agency Fax: \_\_\_\_\_

Agency Contact E-Mail: \_\_\_\_\_

County of Sponsoring Agency: \_\_\_\_\_

**Why are you interested in becoming a Class Leader for the *Powerful Tools for Caregivers* Program?**

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\_\_\_\_\_  
\_\_\_\_\_

**What other evidence-based programs, if any, have you led?**

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**Please describe any personal caregiving experience (if applicable):**

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**Please describe any professional experience working with family caregivers (if applicable).**

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**Please describe any experience facilitating or leading a group of adults (including the size and diversity of the group (e.g. cultural, educational, income, age, physical or mental health challenges)).**

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**Years of group facilitation experience:**

1 yr. or less                       2-5 yrs.                       5-10 yrs.  
 10-15 yrs.                       15+ yrs.

**The PTC classes must be conducted by 2 leaders. With whom do you plan to co-lead the 6-week PTC class?** (please note that individuals must attend the PTC leader training in pairs, unless you already have a trained PTC class leader with whom to co-lead the classes).

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**Please describe any mobility issues or food allergies.**

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I agree to co-facilitate two, PTC 6-week class series within a year of being certified as a PTC Class Leader.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Class Leader Sponsoring Agency Commitment Form

- I believe that \_\_\_\_\_ has the necessary qualifications to become a *Powerful Tools for Caregivers* Class Leader.
- Our organization is willing to sponsor this candidate and assist him/her in building sustainability for the *Powerful Tools for Caregivers* program in our local community.
- Please check the ways your organization plans to support this Class Leader applicant and the PTC program’s on-going viability.

- \_\_\_\_\_ Sponsor individual’s time to participate in 2-day Class Leader Training.
- \_\_\_\_\_ Sponsor the individual by paying their leader training fee.
- \_\_\_\_\_ Produce PTC Class Leader Scripts and Class Leader Tips Manuals once the individual becomes certified.
- \_\_\_\_\_ Provide space for the six-week class to meet.
- \_\_\_\_\_ Distribute brochures or flyers to publicize classes.
- \_\_\_\_\_ Provide staff time to register class participants.
- \_\_\_\_\_ Provide staff time to class preparation and teaching the class.
- \_\_\_\_\_ Support outreach, coordination, and community collaboration efforts.
- \_\_\_\_\_ Sponsor a class series by purchasing copies of *The Caregiver Helpbook*.
- \_\_\_\_\_ Other: Please describe \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsoring Agency Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email address