

# Organization Commitment and Learning Contract for Participation in the Train the Trainer (TOT) Program

This Learning Contract represents an understanding between TOT participants, their organizational leadership and the PEER Center about the participant's commitment to the TOT Program. Please complete this form with your supervisor and submit with your application.

I have reviewed the TOT Program prerequisites, requirements and objectives, and have discussed them with my manager. I understand the commitment for the TOT Program and agree that I can fulfill the obligations.

Applicant's Name (print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*The following section is completed by the applicant's director or manager.*

I confirm that I have reviewed the requirements and objectives of the TOT Program and that our organization authorizes the participation of the above-mentioned applicant to participate in the TOT Program. Our organization has the intent and resources to support the applicant in attending and completing all TOT Program activities, including:

- ▶ Up to 8-10 hours of pre-work
- ▶ Full attendance of all days during off-site TOT session
- ▶ Planning, preparing and conducting at least one peer training workshop by a specified date (TBD)
- ▶ Follow-up reporting training activities that allow PEER Center to determine Program progress
- ▶ Participate in post-TOT workshop feedback.

Manager/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_