

TRAINING SUBMISSION BREAKDOWN (EXAMPLE)

Please complete the following document for **ALL training courses** seeking approval from MABPCB related to the Peer Recovery workforce. This will assist with review and timely processing of each training course.

Each section is identified as follows:

- **Agenda Item** – information to be covered (i.e. welcome, introductions, course topic of discussion)
- **Timing** – identify the length of time for this section
- **Domain & Knowledge, Skills & Abilities (KSA)** – identify the domain this section will be covering, and the knowledge, skills and abilities associated with that particular domain (i.e. Mentoring/Education – #13 Apply principles of empowerment).
- **Time** – Identify the start and end time of this section of the training

Agenda Item	Timing	DOMAIN & KSA Number	Time
Welcome	5 mins		9:00-9:05
Introductions	15 mins		9:05-9:20
TOPIC	15 mins	M/E #4	9:25-9:35
TOPIC	45 mins	ETHIC #12	9:35-10:20
BREAK	15 mins		10:20 - 10:35
TOPIC	45 mins	ETHIC #4	10:35 - 11:20
TOPIC	15 mins	R/W #5	11:20 - 11:35
TOPIC	30 mins	ADVOCACY #2	11:35 - 12:05
LUNCH	55 mins		12:05-1:00
TOPIC	45 mins	R/W #	1:00-1:45
TOPIC	15 mins	ETHICS #15	1:45-2:00
TOPIC	45 mins	R/W #11	2:00-2:45
BREAK	15 mins		2:45-3:00
TOPIC	45 mins	R/W #13	3:00-3:45
Closing	15 mins	R/W #13	3:45-4:00

TOTAL DOMAIN HOUR COUNT

DOMAIN	TIME
ADVOCACY	.5 HOURS
ETHICAL RESPONSIBILITY	1.75 HOURS
MENTORING/EDUCATION	.25 HOURS
RECOVERY/WELLNESS	2.75 HOURS
TOTAL TRAINING HOURS	5.25 HOURS