



# Considerations When Hiring a Trainer

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**Purpose:** There are people throughout Oregon who are available to train on a variety of TIC related topics (see Trainer Database link). Trainers may be found within organizations, communities, universities, colleges and may be part of a national organization or a private practitioner. This document provides both reflective questions and interview questions to help you find the best

**Pre-Interview Reflection.** Consider these questions prior to exploring training options to help focus your search. Sharing some of your responses with potential trainers is often helpful.

- Who has already been trained, on what topics, and how recently?
- Who do you want trained (providers, administration, partners, service participants)?
- How much time can you give (One day, one hour, multiple trainings over time)?
- What are your hopes for training?
  - Get people excited about TIC (internal staff and/or community partners)
  - Have participants knowledgeable in foundation content?
  - Provide in-depth knowledge on a specific topic (epigenetics, PTSD)?
  - Participants can practice skills?
  - Learn a trauma specific practice?
- What resources do you have (money, space, technology)?
- What are audience preferences/needs to promote a successful training (language, culture, method of presenting information, time of day, length, child care needs, food)?

**Interview Questions.** Use the following questions as a guide when you talk to a potential trainer to assess if they are the right fit.

- Which core *components* are/are not included in your training (how in-depth)?
- Have you trained on this before and if so where?
- What do you recommend for a successful training?
- For whom are your trainings most relevant?
- What can the audience expect to learn from your training?
- Can you provide references?
- Logistics: how many can attend (min/ max), cost and what this includes, technology needed?
- How do you create a safe, TI training environment? Anything you need from us?
- How can you make the training relevant for my staff?

- Can you provide a bio and description of the training, including learning objectives?
- Do you have suggestions for how we should market the training?
- Have you trained audiences (insert information about your audience e.g. receptionists, bus drivers, bi-lingual staff, youth)?

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