

The following document outlines the suggested protocol to screen and register potential leaders into Peer Leader Trainings for SMRC Programs and is part of the overall quality assurance and improvement strategies used by HAP Partners.

Peer Leaders are key to quality programming. Recruiting and training the right people to lead workshops represents the first opportunity to both assure program quality, fidelity, and to make good use of resources committed to this effort.

It is the responsibility of the partner organization's Living Well Coordinator to screen each potential leader prior to their registration in a Peer Leader Training. The HAP requires that every potential leader review the Peer Leader Position Description and sign a Peer Leader Agreement prior to registering in a Leader Training. Any questions or concerns from the potential leader should be addressed early on by the Living Well Coordinator or by the HAP.

The suggested screening process is as follows:

1. Living Well Coordinator provides a Peer Leader Position Description when a potential trainee shows interest in becoming a Living Well Peer Leader.
 - » Ask them to review the documents and schedule a follow-up call
2. (Optional) Living Well Coordinator provides Peer Leader Application and schedules an interview in-person, or by phone.
 - » See Peer Leader Application and suggested screening questions
3. Sign the Peer Leader Agreement. After potential leaders have reviewed the Peer Leader Position Description, and optionally submitted a Peer Leader Application and answered the screening questions:
 - » Provide them with the Peer Leader Agreement to sign and return. Applicant should keep a personal copy and give a signed copy to their Living Well Coordinator.
 - » The Living Well Coordinator will send copy of the Peer Leader Agreement to HAP to register the individual for the Peer Leader Training.