

LIGHT THE WAY / TRAIN THE TRAINER

Facilitator Guide

A practical guide to delivering Light the Way Foundations with knowledge, dignity, and responsible action.

Purpose: Prepare approved adults to teach the seven-module Light the Way Foundations program within their organizations and communities. The facilitator's role is to explain the approved content, guide reflection, maintain healthy boundaries, and recognize when immediate safeguarding or formal reporting is needed.

Who this is for: Educators, counselors, agency staff, faith leaders, and other accountable professionals or organizational representatives. This is an adult training, not a program for children.

Trainer status: Completing the course is not automatic authorization to teach. Project Worth reviews a short teach-back and confirms permission to deliver the approved materials. External facilitators represent their own organizations, not Project Worth, unless separately authorized.

Delivery at a glance: Approved Foundations delivery: 110 minutes of instruction across seven modules plus a separate 10-minute break (120 minutes scheduled). The course is not automatically eligible for continuing-education credit.

Module	Focus and facilitator prompt
1. Every Child Has Worth 10 min	Shift responsibility from children to adults and systems. DISCUSS: What makes an adult someone a child can count on?
2. Recognizing What Hides in Plain Sight 20 min	Notice observable grooming and boundary concerns without assuming guilt. DISCUSS: What behavior is observable, and what boundary applies?
3. The Courage to Speak 15 min	Practice a calm, non-investigative first response. DISCUSS: What would you say first to a person sharing a concern?
4. The Courage to Act 20 min	Apply Document • Report • Preserve • Support • Safeguard. DISCUSS: What is the next responsible step within your role?
5. When Systems Fail to Act 15 min	Distinguish agency roles and outcomes; avoid losing concerns between systems. DISCUSS: What safeguarding duties remain after an agency response?

6. Creating Spaces Where Children Are Safer 20 min	Translate rules into consistent boundaries and accountability. DISCUSS: What one practice would make your setting safer?
7. Be the Light 10 min	Commit to practical, collaborative follow-through. DISCUSS: What will you change in your sphere of influence?

Course wording and module durations follow the Project Worth Professional & Community Light the Way Foundations materials (October 2026).

Facilitate, don't investigate: Create a respectful, reflective learning environment. The aim is knowledge and professional action- not collecting stories, conducting investigations, diagnosing trauma, or deciding whether a specific person is guilty.

Opening script: "Some topics today may connect with personal experiences. You can pass on any activity, step out, or return when ready. Please avoid sharing names or identifying details from actual cases in the group. We will focus on what adults and organizations can do. If you have a child-safety concern, we can help you find the appropriate reporting information privately; this training and Project Worth are not reporting services."

A simple discussion method

- Ask one open question rooted in the slide or hypothetical scenario.
- Pause, invite more than one voice, and allow participants to pass.
- Bring responses back to observable behavior, the person's professional role, and the next safe action.
- Summarize the learning point and transition; do not debate or solve specific cases.

Useful redirection language

When...	Say...
Someone describes a detailed real case	"Thank you for trusting us. To protect privacy, let's not discuss identifying details in the group. We can talk privately about appropriate reporting and support options."
Discussion becomes blaming or accusatory	"Our focus is observable behavior, safeguarding, and appropriate response, not determining guilt."
A participant dominates	"I appreciate that perspective. Let's make room for others, including those who have not spoken."
A complex law or policy question arises	"That depends on your role and jurisdiction. Let's use official guidance rather than guess."
Conversation becomes too intense	"We can pause, take a break, or return to the core question: what is the next responsible step?"

When a concern or disclosure arises: Protect the person and act lawfully. A training session must never become a substitute for reporting, investigative interviewing, or crisis services.

- If someone is in immediate danger or abuse is happening now, call 911 or local emergency services.
- Pause public discussion. Speak discreetly, remain calm, thank the person, and explain the limits of confidentiality. Do not promise secrecy.
- Ask only what is needed to identify the next safety/reporting step. Do not interview witnesses, seek proof, confront an accused person, or press for details.
- Make any external report required by law without delay. A supervisor, organizational leader, or Project Worth contact does not replace a mandated report.
- Document and preserve relevant information appropriately, following applicable law, privacy requirements, and your organization's protocols. Do not circulate confidential details in attendance records or general email.
- Offer reporting and support resources; optional Project Worth follow-up is separate and must not delay a required report.

Wisconsin resources: dcf.wisconsin.gov/reportabuse (county or tribal CPS contacts) and dcf.wisconsin.gov/cps/mandatedreporters. Outside Wisconsin, use the applicable local authority and reporting rules.

Before, during, and after the session

Before

- Use the approved current slide deck, speaker notes, scenario prompts, and participant resources; do not alter legal or research claims.

- Confirm the organization, adult audience, room/accessibility, timing, privacy expectations, and local child-protection reporting information.
- Know who will handle participant support, organizational safeguarding concerns, and optional follow-up.

During

- Introduce the seven modules and content notice; allow passing, stepping out, and privately reflecting.
- Use hypothetical cases; don't solicit survivor stories or identifying information. Keep modules on time.
- Model Project Worth values: Integrity, Dignity, Courage, Collaboration, Stewardship, and Hope.

After

- Share official reporting links and voluntary support resources.
- Provide Project Worth contact information for training or collaboration questions; obtain consent before referring an individual.
- Submit a basic session record: organization, date, trainer, number of participants, approved material version, and feedback—not personal disclosures.

Approved resources and contact

Project Worth: info@projectworthwi.org | projectworthwi.org

Wisconsin child protection reporting: dcf.wisconsin.gov/reportabuse

Immediate danger: 911 (U.S.)

Survivor support: RAINN at rainn.org/hotline; the 988 Lifeline at 988lifeline.org.

Project Worth is not an emergency-response or abuse-reporting agency. Facilitators should use current authoritative local rules when delivering outside Wisconsin.

PORTAL COURSE BLUEPRINT

Train the Trainer: approval pathway

Make the portal course concise and practice-based. Applicants should complete the separate Professional & Community Light the Way Foundations training first; the Project Worth volunteer-orientation course is not a substitute for the professional seven-module program.

Portal unit	Content	Time
1. Your role	Facilitator vs. Project Worth staff; authorized use of materials; six values and boundaries.	5 min
2. Know the seven modules	One learning objective and one suitable discussion question per module.	7 min

3. Facilitate with care	Opening script, open questions, redirection, timekeeping, accessibility, trauma-informed boundaries.	10 min
4. Concerns and reports	Scenario practice: disclosure, immediate safety, required external reporting, documentation and privacy.	10 min
5. Deliver consistently	Approved slides, reporting links, contact details, session tracking, no unapproved CE claims.	5 min
6. Knowledge check	Ten scenario-based questions covering seven modules and critical boundaries.	8 min

Course time: approximately 45 minutes, plus a separately submitted 5–8 minute teach-back and Project Worth review.

Approval requirements

- Finish the professional seven-module Foundations program.
- Pass a 10-question Train the Trainer knowledge assessment at 90% (9/10), with all critical reporting/confidentiality items answered correctly; permit up to three attempts with review.
- Submit a 5–8 minute demonstration teaching one assigned concept and responding appropriately to one facilitator scenario. An approved Project Worth reviewer uses the rubric below.
- Accept the Facilitator Agreement covering accurate material use, confidentiality, safeguarding, reporting, permissions, and organizational representation.
- Receive explicit “Approved to Facilitate” status in the portal before independently delivering the program.

Teach-back rubric

Criterion	Reviewer looks for
Accurate content	Explains concept consistent with the approved slide and notes; does not invent research or legal claims.
Engagement	Asks a short, open question; invites participation without pressuring disclosure.
Boundaries	Does not request real cases or personal trauma details; models confidentiality limits.
Safety and reporting	Names timely external reporting when required; does not investigate or substitute internal notification.
Tone and stewardship	Calm, respectful, collaborative; keeps within scope, time, and approved content.

Approval rule: all five criteria must be demonstrated. If one is missing, offer targeted feedback and one focused resubmission rather than making the person repeat the entire training.

Facilitator Agreement-short form

“I will deliver approved Project Worth Light the Way materials accurately and respectfully. I will protect participant privacy; never solicit identifying or traumatic case details; follow applicable reporting laws without delay; and remain within my professional role. I understand that trainer approval is not an appointment as a Project Worth employee, official spokesperson, or continuing-education provider. I will obtain authorization before changing, rebranding, distributing, or charging for Project Worth materials, and I will follow Project Worth’s instructions if my approval is paused or withdrawn.”

Portal implementation notes

- Track: professional Foundations completed; knowledge score; teach-back submitted; reviewer decision; agreement signed; authorization date; authorized organization; materials version.
- Provide trainers a resource hub with approved slides, speaker notes, reporting links, opening script, redirects, attendance template, and post-training feedback form.
- Issue “Project Worth Approved Light the Way Foundations Facilitator” only after manual approval; do not call it professional licensure, external accreditation, or CE approval.
- Use an annual policy/materials refresh and pause access to superseded slide versions.

Working program design • Prepared October 16, 2026. Based on Project Worth’s current Professional & Community Light the Way Foundations presentation and full facilitator narrative. Reporting references checked against Wisconsin DCF guidance. Project Worth should approve trainer terms and any copyright/license provisions before issuing credentials.