

Brief Action Planning

Brief Action Planning is a self-management support approach to help people make action plans to address the aspects of their health or situation that are most important to them. It is a practical and highly structured technique that is based on the literature and evolving understanding of what works and doesn't to help people change.

Brief Action Planning is designed to:

- Incorporate the Spirit of Motivational Interviewing (compassion, acceptance, partnership, and evocation)
- Uses a stepped care approach
- Use a person- and family-centred health care approach
- Build Self-Efficacy
- Develop skills for independent self-management
- Create concrete and realistic plans in under 10 minutes

CCMI Offering	Pre-Requisites	Capacity	Duration	Additional Training options to be combined	Units
Brief Action Planning* Face-to-Face Workshops	None	6-24/ instructor	1 day of training, followed by 2-3 hours of practice and feedback.	BAP Certification: BAP certification demonstrates a trainee's competence in BAP skills through a structured and recorded interaction with a CCMI Standardized Patient.	1 (no BAP Certification) 1.5 (including BAP certification)
Brief Action Planning* Webinar Series	None	6-24/ instructor	4 x 90 minute webinars over 4 weeks (6 hours total), followed by 2-3 hours of practice and feedback.	BAP Certification: BAP certification demonstrates a trainee's competence in BAP skills through a structured and recorded interaction with a CCMI Standardized Patient.	1 (no BAP Certification) 1.5 (including BAP certification)
Brief Action Planning* Online Course	None	Unlimited	Self-paced. Approximately 2 hours online modules, learning checks, and feedback followed by 2-3 hours practice and feedback.	BAP Certification: BAP certification demonstrates a trainee's competence in BAP skills through a structured and recorded interaction with a CCMI Standardized Patient.	1 per 24 people (no BAP Certification) 1.5 per 24 people (including BAP certification)

* See [Page 11](#) for BAP Trainer Training Option

Motivational Interviewing

Motivational Interviewing is a strengths-based approach to conversations that helps draw out people’s motivation and commitment to change. It is a skill that works well for supporting people to work through ambivalence or complex situations so that they can move towards the changes that are important to them. The core skills can be learned by anyone interested in supporting others to make change.

CCMI Offering	Pre-Requisites	Capacity	Duration	Units
<p>Foundations of MI Skills Workshop:* The Foundations skills workshop focuses on building an understanding of the Spirit of MI and developing core skills, including using OARS (open-ended questions, affirmations, reflections, and summaries), recognizing change talk, helping people to make Brief Action Plans, and understanding ‘resistance.’</p> <p>For 12 weeks after the workshop, participants receive ongoing support, including small group practice and feedback calls, cohort-wide application to practice calls, and a series of weekly emails with resources and examples, prompting them to practice a specific skill in their work that week and then check in with a study partner or team.</p>	None	6-12/ instructor	2 Days face to face workshop followed by Foundations of MI Skills Practice and Feedback calls and application to practice calls and emails spread out over 12 weeks	1.5
<p>Foundations of MI Customized Skill Integration Support: A CCMI MI trainer will work with your organization to develop a plan to provide additional skill integration support for your cohort after a Foundations of MI training. Examples of support might include additional practice and feedback calls, MI skills demonstration recordings, or additional application to practice calls in cohorts or smaller teams to discuss new skills or questions.</p>	Foundation of MI Skills Workshop or equivalent.	Depending on scope of request		
<p>AVAILABLE JANUARY 2020</p> <p>MI: Going Beyond the Foundations: Prior to the workshop, we will facilitate skills demonstration recordings with each participant so that we can assess their current grasp of foundational level MI skills. The 2 day face-to-face workshop will go beyond foundational skills, delving deeper into the Spirit of MI, the four processes of MI and working with people who may not seem ready or interested in making changes. Following the workshop, participants will receive a series of weekly emails with resources and examples, prompting them to practice a specific skill in their work that week and then check in with a study partner or team.</p>	Foundation of MI Skills Workshop or equivalent	6-12/ instructor	2 Days face to face followed by Motivational Interviewing: Going Beyond the Foundations Skills Practice and feedback calls (3 x 1 hour call)	1.75

* See [Page 11](#) for Foundations of MI Trainer Training Option

Health Literacy

CCMI's Health Literacy offerings emphasize the importance of being able to support patients and communicate clearly so that patients and family members can truly participate in care. Participants will gain an understating of health literacy concepts and learn practical skills for engaging with patients to ensure clear and effective communication.

CCMI Offering	Pre-Requisites	Capacity	Duration	Additional Training options to be combined	Units
<p>Health Literacy Face to Face Overview: This level of training is applicable to a wide range of professionals and peer helpers and is a foundation for additional training. It provides training in the concept of health literacy and teaches participants how to use teach-back to check for understanding.</p>	None	Unlimited	30-90 mins	May be combined with other content overviews	Face to Face: 1 Webinar: .5
<p>Health Literacy Workshop for Front-Line Clinicians: This half-day workshop provides training in fundamental concepts from the health literacy universal precautions and teaches cores skills including how to use resources, teach-back, and ask-tell-ask.</p>	None	6-24/ instructor	half-day (3.5 hrs)	May be combined with the diversity half-day workshop (see page 6)	1
<p>Health Literacy Workshop for Clinical Educators and Health Literacy Leads:* This one-day workshop is appropriate for Educators and Leads who have opportunities to assess and enhance their organization's health literacy program's at a system level. In addition to the concepts and skills that are included in the Health Literacy Workshop for Front-Line Clinicians (above), this workshop also includes content on Plain language and design (PEMAT), health literacy and medication adherence, and health literacy assessment at organizational and community levels.</p>	None	6-24/ instructor	1 day	N/A	1

* See [Page 11](#) for Health Literacy Trainer Training Option

Informed Decision Making

Informed decision making is a way to engage patients, clients, and peers in their own care by working in partnership with them to identify the best course of action. Training focuses on a conceptual understanding and structured approach to an informed decision making conversation. Informed decision making is a conversation about patient and family values, potential benefits and risks of available options, and possible next steps.

CCMI Offering	Pre-Requisites	Capacity	Duration	Additional Training options to be combined	Units
<p>Informed Decision Making Overview: This overview highlights key concepts for informed decision making and the foundation for working together. The workshop includes skills practice and opportunities to consider application to practice. It is designed for front line clinicians and public groups with a range of backgrounds.</p>	None	Unlimited	1-1.5 hrs	May be combined with other content overviews or half-day workshops	Face to Face: 1 Webinar: .5
<p>Informed Decision Making Workshops – Professionals: This workshop is designed for front line clinicians who are involved in diagnostic or treatment decisions, and it focuses on skills needed to create successful partnerships that support patients in making decisions consistent with their desire to be involved and the values that influence that decision. The workshop includes skills practice and opportunities to consider application to practice</p>	None	6-24/ instructor	half-day (4.5 hrs)	May be combined with other content overviews.	1
<p>AVAILABLE SEPTEMBER 2019</p> <p>Improving Interactions: This workshop focuses on developing effective two-way communication with families, patients, and colleagues. Participants will discuss concepts of communication and the communication process so that they can assess the ways that conflict and miscommunication might occur in their own work. Then they learn skills so that they can address conflict and miscommunication or avoid it altogether. Skills include ask-tell-ask, teach-back, open-ended or evocative questions, and reflections. This is an interactive skills-based workshop that is designed for participants who want to consider practical applications for their work.</p>	None	6-12/ instructor	half-day (4-4.5 hrs)	May be extended to include customized content about how to host a family meeting.	1

Trainer Training

CCMI's Train the Trainer Courses help people who are already proficient in a content area to gain the skills and confidence to conduct learning sessions of their own. Trainees are taught by CCMI Master Trainers and are provided with transformative learning approaches designed to help learners apply new skills in practice. Successful trainees will come away with hard copies and online access to resources for conducting their own workshops (including a PowerPoint presentation, handouts, and a customizable training plan).

CCMI Offering	Pre-Requisites	Capacity	Duration	Units
BAP Trainer Course This workshop will prepare educators to deliver the Brief Action Planning Face-to-Face Workshop (see page 2).	<ul style="list-style-type: none"> BAP Certification (within one year of the Train the Trainer course) 	6-12/ instructor	2.5 Days	2
Foundations of MI and BAP Skills Trainer Course Combined This workshop will prepare educators to deliver the Foundations of MI Skills Workshop (see page 3) and the Brief Action Planning Face-to-Face Workshop (see pages 2).	<ul style="list-style-type: none"> Current BAP certification (within one year of the Train the Trainer course) Successful completion of a 16 week Train the Trainer Preparation Program (including an application). 	6-12/ instructor	4 Days	4
Health Literacy Trainer Course: This workshop will prepare educators to deliver the Health Literacy Overview, the half-day Workshop for Front-Line Clinicians and the one day Workshop for Clinical Educators and Health Literacy Leads (see page 4).	none	6-12/ instructor	2 Days	2