



Lay Leader Responsibilities

The Self-Management Resource Center's (SMRC) programs are workshops held for two and a half hours, once a week, for six weeks, in community settings such as a community center, recreation center (YMCA), churches, libraries or health care centers. Workshops may also be held virtually via Zoom. The programs were developed for people with chronic health problems and their significant others or caregivers. Two trained Leaders facilitate workshops and are usually non-healthcare professionals.

Leaders always follow a scripted Leader's Training Manual. The workshop creators have scripted every minute of the workshop for content as well as interactions of the Leaders with the workshop participants. Leaders must follow the manual and not add, change or delete material or activities. They can and should use their own words while still following the script in order to make it relevant and culturally appropriate for their community, and not just read what is written verbatim.

The State of Delaware is licensed to provide the following self-management programs (SMPs):

- Chronic Disease Self-Management Program (CDSMP)
- Diabetes Self-Management Program (DSMP)
- Cancer: Thriving and Surviving (CTS)
- Chronic Pain Self-Management Program (CPSMP)

It is preferred that Leaders are people who live with the condition or have a close friend or relative living with the condition that the workshop targets and who facilitate workshops. Leaders usually come from the communities where they are facilitating workshops. All workshops will be facilitated by two Leaders. All Leader trainings will be facilitated by two Master Trainers. Leader requirements include:

- Must be comfortable speaking in front of groups.
- Must read, write, and speak fluently the language of the workshop participants.
- Must read fluently the Lay Leader's Operations Guide detailing expectations regarding punctuality, adherence to protocols, confirmation



and cancellation of trainings, respect for diversity, appropriate management of conflicts, handling emergencies, willingness to participate in additional informational and educational presentations, etc.

- Must be willing to facilitate a workshop in “off hours” (Saturdays, evenings), if needed.
- Must have or be willing to arrange transportation to get to the site of the workshops.
- Must be able to or willing to find help to transport training materials and light equipment.
- Must sign a Self-Management Lay Leader Agreement listing basic expectations.
- Must be a model for participants (i.e. working on maintaining healthy behaviors).
- Must complete a 4-day Leader’s Training.
- To become certified, a Leader must facilitate one-6-week workshop - all 6 sessions within 12 months (preferably 6 months) from the date achieving Leader status. Tracking is currently done by the centralized SMP Administrative Specialist.
- Must commit to facilitating at least one-6-week workshop (all 6 sessions) every 12 months from the date first achieves Leader status to remain active as a Leader.
- Must be willing to attend a refresher course if they become inactive.
- Must be willing to be re-trained if they become inactive and the option of a refresher course is not available.
- To become a Certified Leader in more than one program:
 - Attend a cross-training for the new program.
 - Facilitate at least one 6-week workshop per year in either program.
 - Within 1 year of the training date, a leader must facilitate one 6-week workshop from that area.
 - If unable to facilitate a program, take a refresher training.
 - Cannot take refresher training 2 years in a row.
 - Facilitate at least one workshop in each program every 2 years.

Many Leaders facilitate twice or more a year.