

## National Comorbidity Guidelines Train-the-Trainer Program: Frequently Asked Questions

### I want to be a trainer! What do I need to do?

Great! To be a registered trainer of the Comorbidity Guidelines face-to-face program, you need to have completed the train-the-trainer workshop, either online or in person. To be eligible to enroll in a train-the-trainer workshop, you will need to have:

- Successfully completed tertiary training in a relevant field (and provide proof, if requested);
- Comprehensive knowledge of, and/or experience, working with people with co-occurring mental and substance use disorders;
- Skills in delivering interventions for people experiencing mental health and substance use;
- Sound training skills and the capacity to deliver workplace training.

Once you've completed the train-the-trainer workshop, you'll be asked to sign a Training Facilitator Agreement and you'll then be provided with access to training materials.

### I want to sign up to attend a training workshop near me! How can I find out what training is available?

Information about upcoming train-the-trainer workshops can be found through [our training page](#). You can also email us for more information at [training@comorbidityguidelines.org.au](mailto:training@comorbidityguidelines.org.au)

### I can't attend a live training event - do you have online courses or is all your training conducted in person?

Train-the-trainer workshops are currently only available online, but we will be holding face-to-face workshops as soon as restrictions ease. Watch this space for updates, or you can email [training@comorbidityguidelines.org.au](mailto:training@comorbidityguidelines.org.au) to be notified of any changes.

### I live in a remote area – can I attend a train-the-trainer workshop remotely?

You can attend one of our online workshops remotely! To find out when these are scheduled, keep an eye on [our training page](#), or email [training@comorbidityguidelines.org.au](mailto:training@comorbidityguidelines.org.au)

### What's involved in the Training Facilitator Agreement?

All trainers who complete the train-the-trainer workshop will be asked to sign a Training Facilitator Agreement (Agreement) before being provided with the training materials. The Agreement sets out permissions and parameters as to how the training materials can (and cannot) be used. A copy of this agreement can be viewed [here](#).

### How can I be listed as a trainer on the Comorbidity website?

After completing the train-the-trainer workshop, you can choose to be included in our list of registered trainers [on the training section of our website](#). Doing so will make it easier for those who are looking to receive training in their local service/area locate and contact registered trainers.

Trainers who are only providing training within their workplace can choose to not be included in our list.

### How do I register a National Comorbidity Guidelines Face-to-Face Training Day?

You'll see in the Training Facilitator Agreement that you need to register all face-to-face training events and send through details of participants within seven days of the event. You can do this easily via [our training page](#).

To make this easier, we recommend trainers specify a cut-off date for their face-to-face registration, after which trainers can upload their participant list via the Comorbidity Guidelines website. Please email the details of any late registering participants to [training@comorbidityguidelines.org.au](mailto:training@comorbidityguidelines.org.au).