

P2 100 Initial Implementation Video Facilitator Guidebook

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*Please note that the content within this guidebook is intended to support a ***3-hour*** training. To lead your training in ***1-hour or less***, check out this ***P2 100: 1-Hour Training Guidebook***

Section 1: Introduction

Welcome to the **P2 100 Initial Implementation Video**! We are excited for you to get your school started (or refreshed) with The Positivity Project (P2) by leading a successful training. To help you, we've created this short facilitator guidebook.

As a reminder, the purpose of the P2 100 Video is to train your school's entire staff in 3 hours or less. Please note that you can use this training to lead a virtual training session for your staff if you're not meeting in person.

NOTE: At the completion of the training, there is a P2 100 Survey and Quiz. After completing this survey, P2 will send each individual survey taker a certificate of completion to assist in documentation and credit for professional development hours.

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Enabling your fellow staff members to understand the research driving P2 and how to implement it successfully is a key step in the Partner School journey, and we believe this course will help you achieve those goals.

It will feature an opening "Founding Story" video, followed by eight (8) separate videos of P2 co-founder Mike Erwin directly teaching the research behind positive psychology, character strengths, and the importance of relationships. **Following Mike's videos, we have included a resource overview to assist your staff in understanding the resources included in your partnership.**

Additionally, we have "P2 in Action" at partner elementary, middle, and high schools. Using P2 in Action videos of your choice will be a great way to show your school's staff members what P2 implementation looks like — and the impact effective implementation has on students.

Your responsibility as the facilitator will be to play each of the videos embedded in the Google Slide deck — and then guide discussions in a think-pair-share format at the end of each designated video. It is recommended that you complete this as a live training session, whether in person or virtually.

These discussions are critical to attendees' understanding of the importance of P2 and how to implement it in the classroom. We recommend a Partner School's principal and P2 Leader co-facilitate the training — but feel free to do what you think is best.

In this guide, you will find instructions on how to facilitate, recommended pre-work for course facilitators, recommended pre-work for attendees, and appendices with draft email templates.

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Section 2: How to Facilitate

1. **Room setup**. We've designed this training to be as simple as possible for you, the facilitator, with videos of Mike directly teaching the research driving the P2. However, to make it effective, you must have: (a) an internet connection to play the videos, (b) a large enough screen for everyone to see the videos, and (c) loud enough sound for everyone to hear the videos. We also recommend you group attendees in tables of between 4–8 people for effective use of the think-pair-share format.
    a. **NOTE**: We know that you may need to lead this virtually. If that's the case, no problem! You can either play the videos on your computer and share your screen with attendees or share the Google Slides presentation and have them play each video on their own. Then, after watching the video, you can reconvene and discuss what you just watched.

2. **Present, Press Play, and Think-Pair-Share**. Your job as the facilitator is to open the **P2 100 Video Google Slides presentation**, press play on the Founding Story Video and each of Mike's eight (8) videos (in sequential order from Section 1–8), and then facilitate discussion in a think-pair-share format at the end of each designated video. Please feel free to add discussion questions that are unique to your audience should you pre-plan them.

3. **Special Notes on Videos**. All videos have questions for discussion, following each video. Facilitators are encouraged to review the questions in advance and supplement when/if necessary. The structure is predictable. Participants should fill out the **P2 100 Survey and Quiz** at the end of the training in order to document completion and professional development hours. Discussion promotes understanding but also connection. Make time to allow participants to engage with the content, discuss with their colleagues, and develop their own connections to the content. This will establish a firm foundation for P2 implementation.

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Section 3: Recommended Pre-Work for Course Facilitators

1. **Watch**. Course facilitators watch the **entire series of videos** ahead of time — including the Founding Story, all videos of Mike teaching, and P2 Resource Access. You know your staff members better than anyone, so you can decide which P2 in Action videos will be the most useful. And, as an extra tool for your prep, we've provided the slides Mike presents in the P2 100 Video and accompanying notes. The slides and notes are available here: P2 100 Video Facilitator Notes.
2. **Know - P2 Implementation Strategy**. Before leading the staff-wide training, you should have a plan for how you will implement the P2 school-wide and in classrooms. To help you, we've created a 1-Page Implementation planning tool and New and Returning Partner School Beginning of Year Implementation Checklists.
    a. We **strongly recommend that you start** with the 1-Page Implementation Plan. This strategic tool is designed to support school leaders in effectively implementing The Positivity Project (P2) in classrooms, school-wide, and through staff and family communications.
    b. New Partner School Checklist: New Partner School BOY Implementation Checklist
    c. Returning Partner School Checklist: Returning Partner BOY Implementation Checklist
    d. P2 Strategy Implementation Playbooks are available here: https://bit.ly/ImplementP2
    e. P2 Frequently Asked Questions are here: http://bit.ly/P2FAQ
3. **Know - P2 Resources**. Our resources are "where the rubber meets the road" for implementation. Knowing how to access P2 resources — and explain that process to staff members — will save you a lot of time and make the initial rollout infinitely easier.
    a. P2 Resource Guide (Google Doc): P2 Resource Guide
    b. P2 Resources Overview: https://posproject.org/resources-overview/
    c. Navigating P2 Resources: Navigating Positivity Project Resources
    d. Blog post on accessing resources: https://posproject.org/accessing-p2-resources/
4. **Surf**. Spend some time checking out #PositivityInAction on social media. This will give you an idea of how Partner Schools across the country are leading P2 in their buildings.
    a. YouTube: https://www.youtube.com/c/PositivityProject
    b. Twitter: https://twitter.com/PosProject
    c. Facebook: https://www.facebook.com/PosProject/
    d. Instagram: https://www.instagram.com/pos_project/
5. **Character Strengths Survey**. The P2 Character Strengths Snapshot Survey is a free, 5-minute, 24-question survey. It will empower all attendees to better understand their own unique character strengths profile — and understand why all 24 strengths are important. We recommend all staff members and facilitators take the P2 Character Strengths Survey ahead of the training.
    a. Here's the link: https://posproject.org/character-strength-surveys/
6. **Email Attendees**. Email all staff members from your school with an overview of recommended pre-work for training attendees. We have created a template (different for new Partner Schools and returning Partner Schools) that you can edit. Those templates are available in Appendix A.

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Section 4: Recommend Pre-Work for Training Attendees

1. **Character Strengths Survey**. The P2 Character Strengths Snapshot Survey is a free, 5-minute, 24-question survey. It will empower all attendees to better understand their own unique character strengths profile — and understand why all 24 strengths are important. We recommend all staff members and facilitators, take the P2 Character Strengths Survey ahead of the training.
    a. Here's the link: https://posproject.org/character-strength-surveys/

2. **Surf**. The P2 is active online and has multiple social media channels. Attendees don't need to spend a ton of time on this. Just request that they look at the below links to familiarize themselves with P2.
    a. P2 Website: https://posproject.org/
    b. Resources Overview: https://posproject.org/resources-overview/
    c. Timeless/Timely Blog: https://bit.ly/Timeless_Timely
    d. YouTube: https://www.youtube.com/c/PositivityProject
    e. Twitter: https://twitter.com/PosProject
    f. Facebook: https://www.facebook.com/PosProject/

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Appendix A: Pre-Training Email Templates

Below are email templates that you can use to tell your school's staff members how to prepare for the P2 100 Initial Implementation Video Training. The content of each email is mostly the same — but just a little different depending on whether your school is a new P2 Partner School or a returning P2 Partner School. Feel free to copy, paste, and edit as necessary.

New P2 Partner School Email Template

Hi (insert group name),

I'm really looking forward to leading the 3-hour staff-wide Positivity Project (P2) Initial Implementation Training on (insert date and time). As you know, we are becoming a P2 Partner School this year, and this training will help us all better understand the research behind the P2 — and how we can most effectively implement it. The training will be a combination of short videos and classroom discussions.

Before arriving, please do two things:

1. **Character Strengths Survey**. The P2 Character Strengths Snapshot Survey is a free, 5-minute, 24-question survey. It will empower all attendees to better understand their own unique character strengths profile — and understand why all 24 strengths are important. We recommend all staff members and facilitators, take the P2 Character Strengths Survey ahead of the training.
    a. Here's the link: https://posproject.org/character-strength-surveys/
2. **Surf**. Surf around on The Positivity Project's website, resources, and social media accounts. You don't need to spend a ton of time. Just take a look at these links to familiarize yourself with a bit of background.
    a. P2 Website: https://posproject.org/
    b. Resources Overview: https://posproject.org/resources-overview/
    c. Timeless/Timely Blog: https://bit.ly/Timeless_Timely
    d. YouTube: https://www.youtube.com/c/PositivityProject
    e. Twitter: https://twitter.com/PosProject
    f. Facebook: https://www.facebook.com/PosProject/

I look forward to seeing you all soon!

Sincerely,
(Your Name)

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Returning P2 Partner School Email Template

Hi (insert group name),

I'm really looking forward to leading the 3-hour staff-wide Positivity Project (P2) Initial Implementation Training on (insert date and time). Although we have experience as a P2 Partner School, this training is going to help to deepen our understanding of the research driving the P2 — and give us some ideas of how we can make our implementation even better. The training will be a combination of short videos and classroom discussions.

Before arriving, please do two things:

1. **Character Strengths Survey**. The P2 Character Strengths Snapshot Survey is a free, 5-minute, 24-question survey. It will empower all attendees to better understand their own unique character strengths profile — and understand why all 24 strengths are important. We recommend all staff members and facilitators, take the P2 Character Strengths Survey ahead of the training.
    a. Here's the link: https://posproject.org/character-strength-surveys/
2. **Surf**. Surf around on The Positivity Project's website, resources, and social media accounts. You don't need to spend a ton of time. Just take a look at these links to familiarize yourself with a bit of background.
    a. P2 Website: https://posproject.org/
    b. Resources Overview: https://posproject.org/resources-overview/
    c. Timeless/Timely Blog: https://bit.ly/Timeless_Timely
    d. YouTube: https://www.youtube.com/c/PositivityProject
    e. Twitter: https://twitter.com/PosProject
    f. Facebook: https://www.facebook.com/PosProject/

I look forward to seeing you all soon!

Sincerely,
(Your Name)

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Appendix B: Post-Training Email Templates

Below are email templates you can use following your training to tell your school's staff members about the P2 100 Survey and Quiz and which resources to bookmark. Feel free to copy, paste, and edit as necessary.

Hi (insert group name),

Thanks for your participation and engagement in our P2 100 Video Training! As a reminder, please do these two things:

1. Complete the **P2 100 Survey and Quiz** to receive your P2 100 Certificate of Completion.
2. Please bookmark the **P2 Resource Guide** for easy reference to all P2 resources.

Thanks,
(Your Name)