

Licensed Trainer (LT) Agreement

Congratulations on successfully completing the Outcomes Star Licensed Trainer initial training process. This agreement, between you, your organisation, and Unique Outcomes, remains in place for as long as you have a current LT licence, renewed annually.

Unique Outcomes (UO) will:

1. provide a login to Star Online to access LT resource materials
2. provide a certificate template for you to use in creating certificates for colleagues you train
3. include you in a tailored annual LT development program
4. check in by email quarterly and offer coaching support sessions
5. respond as promptly as possible to any messages or questions you send us
6. invite you to give us feedback on our services and ideas about how we could improve these
7. offer feedback and ideas to support your development as a trainer and your organisation's implementation of the Outcomes Star
8. offer meetings with key staff in your organisation if you think this could be helpful
9. get in touch when it's time to renew your LT licence
10. send you Triangle's regular LT newsletters

As a Licensed Trainer I will:

1. provide Outcomes Star training only within my organisation and refer others to UO if they approach me to train their staff
2. use the Outcomes Star training manual and associated resources for LT purposes only and not share these with others
3. maintain a list of names of everyone I train and certify
4. collect and reflect on feedback from training participants
5. ensure all staff who'll be using the Outcomes Star with clients have a licence
6. ensure everyone I train understands the copyright terms, including the rules about not changing the Star
7. actively participate in continuous improvement including an annual LT development session and at least one elective workshop per year
8. stay in touch with UO to share my learning and access support.
9. respond as promptly as possible to messages or questions from UO
10. offer feedback to UO including how LT support could be improved
11. inform UO of any extended leave and provide dates so my licence renewal may be 'paused' during this period
12. ensure that staff requiring training during any extended leave are redirected to training provided by UO

Your information:

Licensed Trainer's Organisation name: _____ Date: _____

Licensed Trainer's name:(print): _____ Signed: _____

Organisational rep name: (print) _____ Signed: _____

Organisational rep email address: _____

Our Information:

Unique Outcomes rep name: (print): _____ Signed: _____

Date: _____