



Hybrid Implementation Facilitation Manual





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Overview





Thrive is a portfolio of evidence-informed parenting programs that are designed to empower parents and caregivers as they nurture children from the prenatal period until 18 years of age. The Thrive Initiative is a collaboration between the Department of Defense’s Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy (DoD MC&FP) and the Clearinghouse for Military Family Readiness at Penn State (Clearinghouse).

Web-Based Thrive Universal Parenting Programs

There are four developmentally age-appropriate universal parenting programs within the Thrive Initiative that are available in a web-based format. Each of the Thrive Initiative universal parenting programs conveys knowledge, skills, and strategies within three overarching learning domains: positive parenting practices, stress management, and child physical-health promotion. The four universal parenting programs are available online at no cost to military and civilian parents and caregivers. Parents and caregivers can register and complete a Thrive program by visiting the Thrive website at <https://thrive.psu.edu>. Anyone who requires assistance can contact the Clearinghouse Thrive Team at thrive@psu.edu or by calling the Clearinghouse Technical Assistance Team at 1-877-382-9185.

Thrive Initiative Program Areas			
Universal Parenting Programs			
Take Root	Sprout	Grow	Branch Out
Infants (0 to 6 months)	Preschool (3 to 6 years)	Grades K–5 (5 to 10 years)	Grades 6–12 (10 to 18 years)
Infants (6 to 12 months)			
Infants & Toddlers (1 to 3 years)			



Take Root

The focus of this manual is Take Root online, the Thrive parenting program for parents and caregivers of children who are birth to 3 years old. Due to the wide range of a child's development between birth and 3 years of age, the Take Root program is further divided into three developmentally appropriate infant and toddler age tracks: 0 to 6 months, 6 to 12 months, and 1 to 3 years. The Take Root program begins with an overview where the parent or caregiver is directed to choose which age track best meets the needs of their child. Each individual age track takes approximately 90 minutes to complete and contains the following sessions:

- **Through Your Eyes** – focuses on the needs of the parent(s).
- **Through Your Baby's Eyes** – centers on the needs of the child.
- **Figuring it out Together** – emphasizes how parents can apply what they have learned in their interactions with their child.

While modules within the same age track must be taken in chronological order, programming is self-paced.

Purpose of the Take Root Hybrid Implementation Facilitation Manual

The purpose of this facilitation manual is to offer guidance to professionals on how to implement the Take Root parenting program in a hybrid format. Specifically, this manual will provide the facilitator with implementation instruction for group face-to-face or virtual synchronous interaction while parents and caregivers complete the online asynchronous program.

Objectives

- Outline the components of the Take Root parenting program.
- Provide guidance for how to implement face-to-face or virtual group meetings in conjunction with parents and caregivers as they complete the online sessions.
- Present templates for recruitment tools, parent workbooks, scheduling examples, and pre-printed resources.

Training





Thrive will provide training to prepare you, the facilitator, for a hybrid implementation of Take Root. You'll begin by (1) taking the online General Facilitation Training, (2) completing all three web-based tracks of Take Root, and (3) using this manual to guide your implementation.

General Facilitation Training

To prepare for the hybrid implementation of any web-based Thrive program, you must take General Facilitation Training through the Thrive portal. The training will prepare you with an introduction to Thrive and an overview of the following:

- Fidelity;
- Program reach;
- Participant responsiveness;
- Logistics, dosage, and content adherence;
- Delivery quality; and
- Facilitation skills to assist during challenging situations.

To register for the General Facilitation Training, visit the Thrive Facilitator Portal at <https://thrivefacilitator.lms.militaryfamilies.psu.edu>

Create a user name and password, and sign in. Under Thrive Facilitator Training, Hybrid Implementation Facilitation Training, click on "General Facilitation Training," and take the course.

The General Facilitation Training takes approximately 2 hours to complete. You can complete this training at your own pace. You do not need to complete the General Facilitation Training in one sitting; you can break and continue later wherever you stopped.



Take Root

When you are logged in through the Thrive Facilitator Portal, you are automatically enrolled in the available web-based Thrive programs. Click on Take Root Overview, and begin the program by completing the Overview. Once you have completed the Overview, complete all three Take Root age tracks. As you complete the sessions for each age track, download and review all of the resources from each Take Root age track. You can use these resources to learn more about a topic and support your discussions during your meetings with participants.

Take Root Hybrid Implementation Facilitation Manual

Once you complete the online General Facilitation Training and all three age tracks of the Take Root program, continue using this manual as your guide as you prepare for a hybrid implementation of Take Root.



Do not move forward until you have completed the General Facilitator Training and all three age tracks of Take Root.

Planning





In the General Facilitation Training, you learned about two roles that a facilitator may fulfill – the coordinating facilitator and the delivery facilitator. These roles may be fulfilled by two separate individuals, or you may find yourself in a position where you need to perform both roles.

If an individual is the designated **coordinating facilitator**, that individual will likely be supporting these elements:

- Recruitment;
- Registration and attendance;
- General preparation for sessions, such as scheduling sessions, sending out invitations, providing technical assistance for the day of sessions and providing general support for the delivery facilitator.

If an individual is the designated **delivery facilitator**, that individual will likely be doing the following:

- Preparing for each session according to the Take Root Hybrid Implementation Facilitation Manual and
- Facilitating the discussion at each session.

Initial Preparation

Format

Thrive programming that is offered in a hybrid format intends to support 10-12 families in a group format. There may be limitations, such as group size or space restrictions if held in person. This manual provides a framework for small, multi-family, multi-track group sessions. Remain flexible so you can focus on serving your families in the best way possible.

Location

Determine if you will be offering face-to-face in-person meetings, virtual online meetings, or a combination of the two. If you are offering face-to-face meetings in a group format, you'll need to find a location that accommodates a group. If you're offering virtual meetings, choose a teleconferencing program that does not require paid access for your families and offers adequate privacy protection.

Recruitment and Advertising for Hybrid Implementation

For the hybrid implementation of Take Root, you'll be recruiting parents and caregivers of children who are birth to 3 years old. Some suggestions for places to advertise or recruit include hospitals, birthing centers, gyms, shopping centers, grocery stores, childcare centers, family centers, community centers, social medial pages, the local newspaper, and organizational newsletters.



Be proactive. Know the dates and the times you will be meeting before you start recruitment and advertising. When recruiting and advertising the hybrid implementation of Take Root, share the way in which you will be meeting (i.e., virtually or face-to-face); explain some basic information about the dates, times, structure, and time commitment; and list a Point of Contact (POC) for questions. Other information you may consider adding could include whether childcare is provided, whether snacks or refreshments are available, or whether there is a registration requirement. See an example of a recruitment and advertisement resource in *Appendix A. Take Root Recruitment Poster*.

Registration and Attendance

Registration is recommended. Registration allows your participants to create a Thrive account prior to your first meeting and increases the chances that your families will understand the expectations of the hybrid implementation. Since Take Root has three age tracks, preregistration can also help you separate your groups based on track due to space limitations or if you have a large number of participants. It can also help with any organizational paperwork that may need to be completed. See the *Take Root Participant Recruitment and Tracking Sheet* in *Appendix B*, which can be used as a recruitment and registration tool. Take attendance in accordance with your organization's policies.

Preparing and Disseminating Meeting Information

Before you start to recruit and register participants, you should prepare the following:

- *Take Root Participant Recruitment and Tracking Sheet* (Appendix B),
- *Take Root Parent Welcome Letter* (Appendix C), and
- *Take Root Parent Workbook and Syllabus* (Appendix D).

Details on how to prepare each item follow.

Take Root Participant Recruitment and Tracking Sheet (Appendix B)

This is a tool you can use to track individuals who are interested in learning more about the hybrid implementation of Take Root. This sheet offers the steps you can take to provide the information your potential participants will need and guides you through the process, from participant interest to registration in the hybrid implementation. Work within your organization's rules and policies to maintain the *Take Root Participant Recruitment and Tracking Sheet*, or modify it to fit your needs. Specific instructions for completing each column are included with the tracking sheet.



Take Root Parent Welcome Letter (Appendix C)

Prepare the Take Root Parent Welcome Letter by entering the following information:

- Dates and times for each meeting,
- Homework due dates, and
- POC information.

Send the letter when prompted according to the *Take Root Participant Recruitment and Tracking Sheet*. This letter includes instructions for registration and an overview of the days/times of the meetings, and brief details about the time commitment and expectations.

Welcome to Take Root!

Overview of Thrive Initiative

Thrive is a group of parenting programs that are designed to help you, a parent or caregiver, as you care for your child—from pregnancy until your child reaches 18 years of age. There are four online parenting programs that are part of the Thrive Initiative.

Thrive Initiative Program Areas			
Universal Parenting Programs			
Take Root	Sprout	Grow	Branch Out
Infants (0 to 6 months)	Preschool (3 to 6 years)	Grades K-5 (5 to 10 years)	Grades 6-12 (10 to 18 years)
Infants (6 to 12 months)			
Infants & Toddlers (1 to 3 years)			

All Thrive programs share knowledge, skills, and strategies within three areas:

- positive parenting practices,
- stress management, and
- child physical-health promotion.

Take Root Online

Take Root Online is for parents and caregivers of children who are birth to 3 years old. Children develop quickly between birth and 3 years of age; therefore, the Take Root program is divided into three age tracks: 0 to 6 months, 6 to 12 months, and 1 to 3 years. When you sign up for an online Thrive account, there are tools to help you choose the best track for you and your child. Since Take Root is online, you can complete it at your own pace.

Hybrid Implementation of Take Root

The hybrid implementation of Take Root means you will complete the online sessions for one of the Take Root age tracks based on a defined schedule. After you complete each session, you will meet with a facilitator and possibly other families to discuss the information for each session.

In Take Root, you will find the following: an Overview, three online sessions, and a Wrap Up session. Each online session should take you approximately 30 minutes to complete. There are a total of five meetings with a facilitator. Each meeting will range from 45-60 minutes.

Location Hybrid Implementation

VIEW HERE (Example shown)

January 10, 2022 – February 7, 2022

from 9:00 a.m. - 10:00 a.m. EST

Building 800 Room 15

ate in online sessions of Take Root and come to meetings
*online sessions and all the activities, you will be prepared
 parent, ask questions, and learn from other parents and*

ate to "For Parents" → Go to "Register for THRIVE

and password, and share your military affiliation (Yes/No).

ue in the upper right-hand corner → Choose Take Root
 access this course."

overview of developmental milestones to help you

s will automatically be enrolled in all three tracks. Use the
 te a choice about what track you will complete. The
 at only one track is completed at one time.

plementation of Take Root of the track that you

ur Facilitator!

ot Facilitator's Name

ENTER NAME HERE

Phone Number/Email

ENTER CONTACT INFO HERE

The Thrive Initiative is a collaboration between the Department of Defense's Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy (DoD MCB&FP) and the Clearinghouse for Military Family Readiness at Penn State (Clearinghouse). All programs are available free of charge.

Figure 2
The Take Root Parent Welcome Letter (Appendix C)



Take Root Parent Workbook and Syllabus (Appendix D)

During your planning process, prepare the syllabus for your families. Fill in the information for the meetings, including the following:

- Registration deadline (if applicable),
- Dates and times for each meeting *in the Meeting Summary area and for each meeting*, and
- Homework due dates.

Mail or email your families the *Take Root Parent Workbook and Syllabus* upon registration.

Summary of Training

Use this summary to keep track of your homework due dates and the meeting dates, times, and location.

Registration

Due Date	TO BE ENTERED BY FACILITATOR
----------	------------------------------

Meeting 1: Intake (Meeting: 45 min/Homework: 30 min)

Date	TO BE ENTERED BY FACILITATOR
Time	TO BE ENTERED BY FACILITATOR
Homework	Session 1 Take Root Online
Due Date	TO BE ENTERED BY FACILITATOR

Meeting 2: Discussion of Through Your Eyes (Meeting: 45 min/Homework: 30 min)

Date	TO BE ENTERED BY FACILITATOR
Time	TO BE ENTERED BY FACILITATOR
Homework	Session 2 Take Root Online
Due Date	TO BE ENTERED BY FACILITATOR

Meeting 3: Discussion of Through Your Baby's Eyes (Meeting: 60 min/Homework: 30 min)

Date	TO BE ENTERED BY FACILITATOR
Time	TO BE ENTERED BY FACILITATOR
Homework	Session 3 Take Root Online

Meeting 1 Intake

Step 1: Attend Meeting

Meeting Events

- Test your video or audio (if meeting virtually).
- Introduce yourself and your family members.
- Engage in an icebreaker.
- Create ground rules.
- Register for a Thrive account – <https://thrive.psu.edu/> (if not registered already).
- Complete any required paperwork.

Step 2: Complete Homework

- ___ Complete the Overview
- ___ Complete Session 1: Through Your Eyes
- ___ Complete the Circle of Support Activity
- ___ Review and Download Session 1 Parent Toolkits

Step 3: Prepare Community Building Activities/Discussion Questions

Use the blue boxes on the next few pages to prepare your responses for the next meeting. During the group discussion of Meeting 2, you can use the magenta boxes to record your notes.

Figure 3
The Take Root Workbook and Syllabus (Appendix D)



Supplies

Whether your hybrid implementation is face-to-face or virtual, you will need to provide your participants with the following:

- The *Take Root Parent Welcome Letter* and
- A printed or electronic copy of the *Take Root Parent Workbook and Syllabus*; the *Take Root Parent Workbook and Syllabus* provides clear instructions on how to register for a Thrive account and detailed information about the dates, times, location, topics, and homework for each meeting.

A face-to-face hybrid implementation of Take Root will require the following:

- A computer to help participants sign up on the Thrive website,
- Internet access, and
- A flip chart or whiteboard/blackboard.

A virtual hybrid implementation of Take Root will require these items:

- A computer,
- Internet access, and
- A virtual platform for online meetings that has the ability for shared workspaces such as screen sharing.

Implementation





Overview of Take Root Hybrid Implementation and Meeting Agenda

The hybrid implementation of Take Root means that your participants will be completing independent online sessions on their own time *and* will meet with you either virtually or face-to-face.

Take Root Online Sessions

Each Take Root track is separated into three sessions and a wrap-up session. These sessions are completed by the parents and caregivers **independently online**.

- Session 1: Through Your Eyes
- Session 2: Through Your Baby's Eyes
- Session 3: Figuring It Out Together
- Wrap-Up

Take Root Meetings

Interactions with your parents and caregivers can be completed in five meetings. These meetings optimally occur in a group and are either face-to-face or virtual.

The schedule of events, potential questions, and prompts are provided for each meeting. The meeting agenda aligns with the *Take Root Parent Workbook and Syllabus*.

Overview of Hybrid Implementation

- Meeting 1: Intake (45-60 minutes)
- Meeting 2: Discussion of Through Your Eyes (60 minutes)
- Meeting 3: Discussion of Through Your Baby's Eyes (60 minutes)
- Meeting 4: Discussion of Figuring It Out Together (60 minutes)
- Meeting 5: Wrap-Up and Resource Sharing (45 minutes)

Meeting Agenda



Facilitators Meeting Guide

This section of the manual will guide you through each of your sessions for Take Root. Prior to each meeting, read the meeting agenda thoroughly and prepare to discuss the questions and prompts.

Meeting 1



Intake (45–60 minutes)

Overview

Step 1: Welcome

Step 2: Discuss and Identify Different Age Tracks
and Meeting Agendas

Step 3: Introductions/Ice Breaker(s)

Step 4: Set Ground Rules

Step 5: Share Expectations

Step 6: Review Syllabus

Step 7: Assign Homework

Step 8: [If needed] Register for Take Root Online



Step 1: Welcome your Families (10 minutes)

Face-to-Face Meetings

Welcome your family or families as they walk in the door. For the first meeting, consider preparing reusable name tags for the adults so you can call each person by name. You can collect them at the end of the session for use at each meeting or ask the participants to bring them to each meeting. Help each person get settled and comfortable in the space. Track attendance if needed.

Virtual Meetings

If you choose to complete your meetings virtually, it is highly recommended that you partner with a coordinating facilitator or co-host. Your partner can help you with technological issues and serve as an additional POC for your families in case they have any issues joining or participating in the meeting. This will ensure you can fully focus on your families during the meeting while also providing support for those families who may need extra help with technology.

Join the meeting early so individuals can test their computers (i.e., video and audio) before the start of the session. Consider using music and a simple message via screen share as a digital waiting room so families can troubleshoot their audio. An example can be found in *Appendix E*.

Welcome your families as they join the virtual platform. If able, encourage each participant to have their camera on and to enter their preferred name in the platform so you can call each individual by name. If you are tracking attendance, let your coordinating facilitator help you with this task.



Step 2: Discuss and Identify the Different Age Tracks (10 minutes)

Take time to discuss the following topics with your participants:

- _____ Take Root is an online parenting program for parents and caregivers of children who are birth to 3 years old. Due to the wide range of a child's development between birth and 3 years of age, the Take Root program is further divided into three developmentally appropriate infant and toddler age tracks: 0 to 6 months, 6 to 12 months, and 1 to 3 years.

- _____ The Take Root program directs parents to choose which age track best meets the needs of their child. They may have already done this during registration, or they may need your assistance. Each individual age track takes approximately 90 minutes to complete and contains the following sessions:
 - o **Through Your Eyes** – focuses on the needs of the parent(s),
 - o **Through Your Baby's Eyes** – centers on the needs of the child, and
 - o **Figuring it out Together** – emphasizes how parents can apply what they have learned in their interactions with their child.

- _____ After participants complete each online session independently, your group will meet and discuss some questions related to the content. Further directions will be provided in *Step 5: Set Expectations*.



Step 3: Complete Introductions and Icebreakers (10 minutes)

Start with a brief and modest introduction of yourself. Share any expertise you have regarding child development and include any other relevant characteristics about you that can help you relate to your audience (e.g., community member, organization, military affiliation).

For brevity, you can combine the families' introductions and icebreaker activity. **Note which icebreaker questions you ask. You may want to revisit questions or icebreakers that are not asked in future meetings when prompted.**

Examples of icebreaker questions include the following:

-  Tell me your name, your partner's name, your child's name and age, which Take Root Track you're completing, and (one of the following):

_____ The hospital/state/country your child was born (adjust based on your population).

_____ Your child's birthday.

_____ Your child's favorite book.

_____ Your favorite thing about your child.



If you want your families to answer a few more questions to get more comfortable with talking, try one or two of these ice breaker questions.

- _____ What was your least favorite food as a child? Do you still dislike it?
- _____ What's the best piece of advice you've ever been given?
- _____ What is your favorite item that you've purchased this year?
- _____ What fictional family would you like to be a member of?
- _____ What's your favorite tradition or holiday?
- _____ What was your favorite game to play as a child?
- _____ If you could rename yourself, what name would you pick?
- _____ Would you rather be able to run at 100 miles per hour or fly at 10 miles per hour?
- _____ What are you most excited about this year?

You can also start each meeting with an icebreaker if you find your group or family is reserved or quiet. Use your judgement, and avoid controversial topics.



Step 4: Set Ground Rules (10-15 minutes)

Stating some ground rules and coming up with a few together as a group may help your families feel safe and supported as they share about their parenting journey. Offer a few ground rules, such as these:

- You will always start on time.
- You will always end on time.
- You will turn your cell phone on vibrate and would like everyone to do the same.
- If a group member must take a call, let them know they may quietly excuse themselves (mute themselves, if in a virtual session) from the room.

Other ground rules that you may come up with together as a group:

- Limit judgement about other participants' parenting habits or lack of knowledge in a particular area.
- One person speaks at a time.
- Assume positive intent.



This is also a great time to discuss your organization's confidentiality clauses regarding statements related to abuse- or neglect-mandated reporting.

Things to Cover:



Ground Rules Set at Meeting:

A large, empty rectangular box with a light blue background and a thin blue border, intended for recording the ground rules set during the meeting.



Step 5: Set Expectations (5-10 minutes)

Set realistic expectations with your families. Let them know they will be asked to independently complete online sessions of Take Root and come to meetings ready for discussion. Because the parents and caregivers will be independently completing different age tracks online, you must ensure your parents and caregivers complete the sessions in their entirety. By doing this, your participants will gain the valuable knowledge in each session. You can help by explaining to your families that the content in each of their sessions may differ; however, they will all be learning positive parenting practices, stress management techniques and strategies, and ways to promote their child's physical health. When you meet as a group, you will be discussing these topics holistically and you will not be focusing on the content that is specific to their track. In other words, the meetings provide an opportunity for community building, reflection, and discussion with other parents and caregivers of children who are birth to 3 years old.

Step 6: Review Syllabus (5 minutes)

Provide copies of or screen share a copy of the *Take Root Parent Workbook and Syllabus*. Review the *Summary of Training*, and highlight where the families can find pertinent information. Encourage your families to complete all of the exercises and prepare answers for all discussion questions for all of the meetings.

Step 7: Assign Homework (5 minutes)

Ask your participants to complete all tasks listed for Meeting 1 before your next meeting (Meeting 2). Show the page in the *Take Root Parent Workbook and Syllabus* if possible.

Step 8: [If needed] Assist with Registration for the Online Course

If any of your participants are not registered, walk them through the process. Ensure they can log in and find the information they need to get started. Detailed instructions for creating a Thrive account and registering for Take Root are in *Appendix D: Take Root Parent Workbook and Syllabus*.



FAQ for Clients



How long will it take me to complete a session?

Each session will take approximately 30 minutes to complete.



What happens if I am not able to access the content once I get home?

You can try the “Forgot your password” option in the Log In area. If that is not successful, contact the Thrive Team by emailing thrive@psu.edu; or calling 1-877-382-9185.



What if I finish the session and I want more information?

Visit the Thrive [website](#). Blogs, [resources](#), and updated information are released regularly. You can also follow Thrive on Facebook at: <https://www.facebook.com/thriveparents>

Meeting 2



Discussion of Through Your Eyes *(60 minutes)*

Overview

Step 1: Reintroduction

Step 2: Restate the Ground Rules

Step 3: Start Discussion

Step 4: Assign Homework

Step 5: Adjourn



Meeting 2 should be scheduled for *at least 1 week after intake*. This timing allows your families 1 week to review the content and resources for Session 1 and complete the associated exercises.

Step 1: Allow Families an Opportunity to Reintroduce Themselves (5 minutes)

If the group was hesitant to talk during the Intake Meeting, consider doing a quick fun or positive icebreaker for additional community building. Revisit the list from the Intake Meeting section, and incorporate an icebreaker that was not used during that meeting.

Step 2: Restate the Ground Rules (5 minutes)

Ask if any rules need to be added.

Step 3: Start Discussion (45 minutes)

During Meeting 2, discuss these questions as a group.



Core Questions

_____ Circle of Support Activity

_____ Prompt – Look at your completed Circle of Support. What do you notice about your Circle of Support?

_____ Do you need help identifying new sources of support?



_____ Self-Care/Mindfulness/Soothing Thoughts

_____ Self-care is an important part of your parenting journey. Can you think of 3 ways you can practice self-care if you were given 5 minutes, 1 hour, or 4 hours?

(The idea here is that you coach the parents into recognizing that self-care does not need to be lengthy, expensive, or dramatic. It can be woven into everyday activities such as eating, walking, or moments of mindfulness).

_____ Three Simple Steps – During this session, you learned about three simple steps any person can take in any parenting situation.

1. **Stop** – Take a moment to tune into what you are feeling and seeing.
2. **Breathe** – Ask yourself, “What is my child’s behavior trying to tell me?”
3. **Think** – Figure it out together- you and your child.

After learning this strategy, did you use it? What was the outcome? If you have not used it yet, can you imagine using it?



Optional Questions

_____ Goal Setting – Nutrition

_____ Ask participants if they set any of the following goals to be implemented daily: Add a serving of vegetables, add a serving of fruit, drink more water, or drink one less sugary beverage? How is that going? Do they feel any changes? How do they feel about maintaining that goal?

_____ Ask participants if they tried any new foods or healthy recipes.

_____ Using a flip chart, compile some “go-to” foods that they can add to their grocery list so they always have simple, healthy, and desirable choices available.



____ Goal Setting – Exercise

- ____ Using a flip chart or online tool, create a list of activities that your participants are already doing. Then, ask each participant to add one more activity that they hope to include in their lives at regular intervals (e.g., daily walks, weekly trips to the park).

- ____ Discuss the obstacles they may face when adding a new activity to their lives, and consider how they can plan to overcome those obstacles.

- ____ If you are in a group and there is a participant who is successful in exercising each day, ask them to share their strategies and build upon that, as a group, with other ideas.

Step 4: Assign Homework (5 minutes)

Ask your participants to complete Session 2: Through your Baby's Eyes.

This includes preparing answers to the questions listed in their *Take Root Parent Workbook and Syllabus* under Meeting 2.

Step 5: Adjourn

Meeting 3



Discussion of Through Your Baby's Eyes (60 minutes)

Overview

Step 1: [Optional] Reintroduction

Step 2: [Optional] Restate the Ground Rules

Step 3: Start Discussion

Step 4: Assign Homework

Step 5: Adjourn



Meeting 3 should be scheduled for *at least 1 week after Meeting 2*. This timing allows your participants to complete Session 2 (online) and the exercise for Session 2.

Step 1: [Optional] Allow Families an Opportunity to Reintroduce Themselves (5 minutes)

If a reintroduction is not needed, consider doing a fun or positive icebreaker for additional community building. Revisit the list from the Intake Meeting section, and incorporate an icebreaker that was not used during Meeting 1 or Meeting 2.

Step 2: [Optional] Restate the Ground Rules (5 minutes)

Use your professional judgment and new skills learned through the Facilitator Training. Is there a need to restate or revisit the ground rules based on the outcomes of Meeting 2?

Ask if any new rules need to be added.

Step 3: Start Discussion (45 minutes)

During Meeting 3, discuss these questions as a group.



Core Questions

- _____ What new developments or behaviors have you observed in your child over the past few weeks? For example, has your child started smiling, crawling, cruising, or walking? Is your child saying new words or phrases?

- _____ How did you react to that developmental change or behavior? For example, are you experiencing feelings of excitement when your baby smiles at you? Have you needed to childproof the house due to your child's increased mobility? Did you praise your child for sharing a toy?



- _____ What noises is your baby making or words is your child saying? What do you think your child is trying to tell you? How can you respond to enhance communication and development?

- _____ In what other ways has your child tried to communicate with you? Does your child cry when they are tired or get irritable when they have a dirty diaper or they are hungry? Is your child content when you sing a nursery rhyme?

Optional Questions

- _____ Please consider the list below. Have you experienced any of these concerns with your child? If yes, could you share how you're dealing with them? What strategies have worked? What hasn't worked?
 - _____ Colic,
 - _____ Anxiety with strangers or being left in the care of a non-parental caregiver,
 - _____ Childproofing hacks...and lessons learned, and
 - _____ Challenging behaviors such as tantrums or hitting.

Step 4: Assign Homework (5 minutes)

Ask your participants to complete Session 3: Figuring it Out Together. This includes preparing answers to the questions listed in their *Take Root Parent Workbook and Syllabus* under Meeting 3.

Step 5: Adjourn

Meeting 4



Discussion of Figuring It Out Together (60 minutes)

Overview

Step 1: [Optional] Icebreaker

Step 2: [Optional] Restate the Ground Rules

Step 3: Start Discussion

Step 4: Assign Homework

Step 5: Adjourn



Meeting 4 should be scheduled for *at least 1 week after Meeting 3*. This timing allows your participants to complete Session 3 (online) and the exercise for Session 3.

Step 1: [Optional] Icebreaker (5 minutes)

Consider doing a fun or positive icebreaker for additional community building. Revisit the list from the Intake Meeting, and complete an icebreaker that was not used during Meetings 1 through 3.

Step 2: [Optional] Restate the Ground Rules (5 minutes)

Use your judgment based on Meeting 3.

Ask if any new rules need to be added.

Step 3: Start Discussion (35 minutes)

During Meeting 4, discuss these questions as a group.

Core Questions

_____ Can you think of a time in the past week when you were trying to “Figure it Out Together”? In other words, have you asked yourself questions like, “What is my baby or child feeling or thinking?” and “How can I use what I know about my baby or child to support my child?” *Examples can include letting a child try something independently before stepping in to help or model a desired behavior.*

_____ What were some things that went well?

_____ Is there anything you would like to change about your behavior or reaction in the future?



_____ What strategies have you used to calm your baby or guide your behavior? Examples can include rocking in a chair and singing a familiar song, childproofing the house so you can say “no” less, or asking your child to use their words rather than whining.

_____ What is working? What is not working?

_____ What concerns do you still have? If you are comfortable, let's discuss these concerns as a group to see if any other parents or caregivers have suggestions on strategies they use with their child or children.

_____ Refer to the Serve and Returns Parent Toolkit in your track. What are some other everyday examples of ways you can include serves and returns in your daily interactions with your child?

Optional Questions

_____ What makes it difficult to maintain a positive mindset as a parent? What strategies or techniques do you use to maintain or increase a positive mindset? What strategies or techniques would you like to add?

_____ We know that developing routines and watching and listening to your child's cues can help with sleep health. What routines do you have with your child for bedtime?

_____ Explain your bedtime routine.



Step 4: Assign Homework (5 minutes)

Ask your participants to complete the Wrap-Up for their track.

Encourage your parents and caregivers to sign up for the next track, if applicable. If the participant's child is at least 3 years old, encourage the parents or caregivers to enroll in Sprout. If they have older children, they can also register for other web-based Thrive programming, like Grow or Branch Out.

Step 5: Adjourn

Meeting 5



Wrap Up and Resource Sharing *(45 minutes)*

Overview

Step 1: [Optional] Icebreaker

Step 2: Start Discussion

Step 3: Register for Next Thrive Program

Step 4: Thank Participants and Adjourn



Meeting 5 should be scheduled 1 week after Meeting 4. This scheduling keeps the meeting intervals consistent, allows your participants time to focus on the goals they set during Take Root, and gives them time to reflect on their progress. This meeting serves to wrap up the content and provide additional resources as needed.

Step 1: [Optional] Icebreaker (5 minutes)

Consider doing a fun or positive icebreaker for additional community building. Revisit the list from the Intake Meeting, and complete an icebreaker that was not used during any previous meetings.

Step 2: Start Discussion (40 minutes)

During Meeting 5, here are some questions and prompts you can use to facilitate the discussion:

Summary Questions

- _____ What was your biggest parenting victory this week?

- _____ What goals did you set? Are you happy with the progress you have made? What problems or hurdles are getting in the way of you meeting your goals? How can you overcome those obstacles?

- _____ Do you feel better prepared to meet your child's needs? If not, what could help you meet your child's needs and/or reach your goals?

- _____ What changes in your behavior have you incorporated since we started? What additional changes do you plan to incorporate?

- _____ What's next? Will you do the next track in Take Root? Sprout? Are you interested in Grow or Branch Out for an older child?



Step 3: Register for next Thrive Program

As the facilitator, provide support and encouragement to continue with other Thrive programming. Share any additional hybrid implementation options with your participants at this time.

Step 4: Thank Participants and Adjourn

Thank your parents and caregivers for their participation.

Encourage them to continue to visit the Thrive website as their child develops and grows.

Appendices



Appendix A



Take Root Recruitment Poster



A program for parents and caregivers of children who are birth to 3 years old.

Gain knowledge, skills, and strategies in the following areas:

- positive parenting practices,
 - stress management, and
 - child physical-health promotion.
-

Learn more about Take Root and other Thrive programs at:

<https://thrive.psu.edu/>

Meet with us!

Appendix B



Take Root Participant Recruitment and Tracking Sheet

Instructions for Completing the Take Root Participant Recruitment and Tracking Sheet

The goal of this tracking sheet is to track individuals who would like more information about the hybrid implementation of Take Root, to pre-sort potential participants into tracks if applicable, and to provide information about the dates and times for meetings.

Download the Participant Recruitment and Tracking Sheet

Ensure you are following your organization's privacy protocols with all information that is collected and stored. You can complete this form on a computer or print it to handwrite your responses. You may also choose to move the data to a spreadsheet.

Complete Columns 1-4

- Enter the potential participant's name, email address, child's date of birth, and today's date.
- If the potential participant has multiple children, enter the date of birth for the focal child (i.e., the child who the participant is focusing on with Take Root).

Complete Columns 5-6 [Optional]

- If you must separate participants by track, calculate and enter the child's age and note which track you believe that the child will fit in. Options are 0-6 months, 6-12 months, and 1-3 years.
- To calculate the age, you can use an online age calculator.
- If the age is close to a cut-off, you may need to check in with the participant after they have registered for a Thrive account and have reviewed the introduction video to confirm their track. Discuss with the parent which track they chose and why. Provide guidance if needed.

Complete Columns 7-10

- Send the *Take Root Parent Welcome Letter* to the email address provided, and enter the date the *Take Root Parent Welcome Letter* is sent.
 - By sending the *Take Root Parent Welcome Letter*, you'll provide the potential participant with the information they need to make a decision about attending the hybrid implementation, such as the date, time, and location of meetings. It also provides information about how to create an account on the Thrive website.
- Encourage participants to create a Thrive account, and confirm the chosen Take Root track.
- Follow up with the potential participant to see if they would like to register and attend the hybrid implementation of Take Root.

Complete Column 11

Send the *Take Root Parent Workbook and Syllabus*.

Appendix C



Take Root Parent Welcome Letter



Overview of Thrive Initiative

Thrive is a group of parenting programs that are designed to help you, a parent or caregiver, as you care for your child—from pregnancy until your child reaches 18 years of age. There are four online parenting programs that are part of the Thrive Initiative.

Thrive Initiative Program Areas			
Universal Parenting Programs			
Take Root	Sprout	Grow	Branch Out
Infants (0 to 6 months)	Preschool (3 to 6 years)	Grades K–5 (5 to 10 years)	Grades 6–12 (10 to 18 years)
Infants (6 to 12 months)			
Infants & Toddlers (1 to 3 years)			

All Thrive programs share knowledge, skills, and strategies within three areas:

- positive parenting practices,
- stress management, and
- child physical-health promotion.

Take Root Online

Take Root Online is for parents and caregivers of children who are birth to 3 years old. Children develop quickly between birth and 3 years of age; therefore, the Take Root program is divided into three age tracks: 0 to 6 months, 6 to 12 months, and 1 to 3 years. When you sign up for an online Thrive account, there are tools to help you choose the best track for you and your child. Since Take Root is online, you can complete it at your own pace.

Hybrid Implementation of Take Root

The hybrid implementation of Take Root means you will complete the online sessions for one of the Take Root age tracks based on a defined schedule. After you complete each session, you will meet with a facilitator and, possibly, other families to discuss the information for each session.

In Take Root, you will find the following: an Overview, three online sessions, and a Wrap Up session. Each online session should take you approximately 30 minutes to complete. There are a total of five meetings with a facilitator. Each meeting will range from 45-60 minutes.

Take Root Date/Time/Location Hybrid Implementation

Expectations

You will be asked to independently participate in online sessions of Take Root and come to meetings ready for discussion. ***By completing the online sessions and all the activities, you will be prepared to engage in discussion regarding the content, ask questions, and learn from other parents and caregivers and their experiences.***

How to Create a Thrive Account

- Visit <https://thrive.psu.edu/> → Navigate to "For Parents" → Go to "Register for THRIVE online" → Click "Sign Up."
- Enter your name, create a username and password, and share your military affiliation (Yes/No).
- Log In → Navigate to Course Catalog in the upper right-hand corner → Choose Take Root by selecting Take Root "Click here to access this course."
- Click "Start Course" → Review the overview of developmental milestones to help you decide what track is best for you.
- Choose an age track → Note that you will automatically be enrolled in all three tracks. Use the information from the overview to make a choice about what track you will complete. The curriculum developers recommend that only one track is completed at one time.
- Inform the facilitator of the hybrid implementation of Take Root of the track that you will complete.

Still have Questions? Contact your Facilitator!

Take Root Facilitator's Name

Phone Number/Email

Appendix D



Take Root Parent Workbook and Syllabus



Parent Workbook and Syllabus



Summary of Training

Use this summary to keep track of your homework due dates and the meeting dates, times, and location.

Registration

Due Date	
----------	--

Meeting 1: Intake *(Meeting: 45 min/Homework: 30 min)*

Date	
Time	
Homework	Session 1 Take Root Online
Due Date	

Meeting 2: Discussion of Through Your Eyes *(Meeting: 45 min/Homework: 30 min)*

Date	
Time	
Homework	Session 2 Take Root Online
Due Date	

Meeting 3: Discussion of Through Your Baby's Eyes *(Meeting: 60 min/Homework: 30 min)*

Date	
Time	
Homework	Session 3 Take Root Online
Due Date	

Meeting 4: Discussion of Figuring It Out Together *(Meeting: 60 min/Homework: 15 min)*

Date	
Time	
Homework	Wrap Up Take Root Online
Due Date	

Meeting 5: Wrap Up and Resource Sharing *(Meeting: 45 min)*

Date	
Time	

Registration

If you have not done so already, complete these steps prior to Meeting 1.

Step 1: Create a Thrive Account

- Visit <https://thrive.psu.edu/>
- Navigate to "For Parents."
- Go to "Register for THRIVE online."
- Click "Sign Up."
- Enter your name, create a username and password, and share your military affiliation (Yes/No).
- An automated email will be sent to you that tells you that you now have an active username and password. Keep that email for your records.

Step 2: Choose Take Root

- Log In → Navigate to Course Catalog in the upper right-hand corner → Choose Take Root by selecting Take Root "Click here to access this course."
- Click "Start Course" to review the Take Root Overview. After you have viewed the overview video and chosen Take Root, you can expect to do the following:
 - Read a welcome statement and learn the goals of Take Root.
 - Decide if you would like to consent to complete assessments throughout the program for research purposes.
 - Complete introductory assessments if consent was provided.
 - Review an overview of developmental milestones for a child who is 0-6 months, 6-12 months, 1-2 years and 2-3 years old to help you decide which age track is best for you.

Step 3: Choose an Age Track

- Choose an age track.
 -  **Note:** You will automatically be enrolled in all three age tracks. Use the information from the overview to make a choice about which age track you will complete. The curriculum developers recommend that only one age track is completed at a time.
- Tell the facilitator which Take Root age track that you have chosen to complete.

Meeting 1



Intake 45 minutes
Homework 30 minutes

Date	
Time	
Link/Location	



Step 1: Attend Meeting

Meeting Events

- Test your video or audio (if meeting virtually).
- Introduce yourself and your family members.
- Engage in an icebreaker.
- Create ground rules.
- Register for a Thrive account – <https://thrive.psu.edu/> (if not registered already).
- Complete any required paperwork.

Step 2: Complete Homework

- ___ Complete the Overview
- ___ Complete Session 1: Through Your Eyes
- ___ Complete the Circle of Support Activity
- ___ Review and Download Session 1 Parent Toolkits

Step 3: Prepare Community Building Activities/Discussion Questions

Use the blue boxes on the next few pages to prepare your responses for the next meeting. During the group discussion of Meeting 2, you can use the magenta boxes to record your notes.



Circle of Support Activity



What do you notice about your Circle of Support?



Group discussion notes:



Do you need help identifying new sources of support?



Group discussion notes:



Self-Care



What can you do to practice self-care if you have free time: 5 minutes, 1 hour, or 4 hours?



Group discussion notes:



In the Overview, you learned three simple steps any person can take in any caregiving situation.

1. **Stop** – Take a moment to tune into what you are feeling and seeing.
2. **Breathe** – Ask yourself, “What is my child’s behavior trying to tell me?”
3. **Think** – Figure it out together- you and your child.



After learning this strategy, did you use it?



Group discussion notes:



What was the outcome?



Group discussion notes:



If you have not used it yet, can you imagine using it?



Group discussion notes:



Optional Questions

Goal Setting – Nutrition

-  Did you set any of the following goals to be implemented daily: Add a serving of vegetables, add a serving of fruit, drink more water, or drink one less sugary beverage? How is that going? Do you feel any changes? How do you feel about maintaining that goal?

 *Group discussion notes:*



Did you try any new foods or healthy recipes?



Group discussion notes:



What are some “go-to” foods that you can add to your grocery list so you always have simple, healthy, and desirable choices available?



Group discussion notes:



Goal Setting – Exercise



Create a list of activities that you are already doing. Then, add one more activity that you hope to include in your daily life.



Group discussion notes:



What are some obstacles you may face when adding a new activity to your life?
How can you plan to overcome those obstacles?



Group discussion notes:

Meeting 2



Discussion of Through Your Eyes 60 minutes
Homework 30 minutes

Date	
Time	
Link/Location	



Step 1: Attend Meeting

Step 2: Discuss Session 1 Community Building Activities/Discussion Questions

Return to *Meeting 1, Step 3: Prepare Community Building Activities/Discussion Questions*. Discuss the activities and questions as a group. What new ideas are mentioned during the group meeting? Note them in the magenta boxes under your responses.

Step 3: Complete Homework

_____ Complete Session 2: Through your Baby's Eyes

_____ Review and Download Session 2 Parent Toolkits

_____ Prepare answers for Community Building Activities/Discussion Questions for Meeting 3.

Step 4: Prepare Community Building Activities/Discussion Questions

Use the blue boxes on the next few pages to prepare your responses for the next meeting. During the group discussion of Meeting 3, you can use the magenta boxes to record your notes.



What new developments or behaviors have you observed in your child over the past few weeks?



Group discussion notes:



How did you react to that developmental change or behavior? For example, are you experiencing feelings of excitement when your baby smiles at you? Have you needed to childproof the house due to your child's increased mobility? Did you praise your child for sharing a toy?



Group discussion notes:



? What noises is your baby making/ or words is your child saying? What do you think your child is trying to tell you? How can you respond to enhance communication and development?

! *Group discussion notes:*



In what other ways has your child tried to communicate with you? Does your child cry when they are tired or get irritable when they have a dirty diaper or they are hungry? Is your child content when you sing a nursery rhyme?



Group discussion notes:



Optional Questions



Please consider the list below. Have you experienced any of these concerns with your child? If yes, how are you dealing with them? What strategies have worked? What hasn't worked?

- Colic,
- Anxiety with strangers or being left in the care of a non-parental caregiver,
- Childproofing hacks...and lessons learned, and
- Challenging behaviors such as tantrums or hitting.



Group discussion notes:

Meeting 3



Discussion of Through Your Baby's Eyes 60 minutes
Homework 30 minutes

Date	
Time	
Link/Location	



Step 1: Attend Meeting

Step 2: Discuss Session 2 Community Building Activities/Discussion Questions

Return to *Meeting 2, Step 4: Prepare Community Building Activities/Discussion Questions*. Discuss the activities and questions as a group. What new ideas are mentioned during the group meeting? Note them in the magenta boxes under your responses.

Step 3: Complete Homework

_____ Complete Session 3: Figuring it Out Together

_____ Review and Download Parent Toolkit Session 3

_____ Prepare answers for Community Building Activities/Discussion Questions for Meeting 4.

Step 4: Prepare Community Building Activities/Discussion Questions

Use the blue boxes on the next few pages to prepare your responses for the next meeting. During the group discussion of Meeting 4, you can use the magenta boxes to record your notes.



-  Can you think of a time in the past week that you were trying to “Figure it Out Together”? In other words, have you asked yourself questions like “What is my baby or child feeling or thinking?” and “How can I use what I know about my baby or child to support my child?”

A large, empty rectangular box with a light blue gradient background and a thin blue border, intended for a user to write their reflection on the question above.

 *Group discussion notes:*

A large, empty rectangular box with a light pink gradient background and a thin pink border, intended for a user to write their group discussion notes.



What were some things that went well?



Group discussion notes:



Is there anything you would like to change about your behavior or reaction in the future?



Group discussion notes:



What strategies have you used to calm your baby or guide behavior? Examples can include rocking in a chair and singing a familiar song, childproofing the house so you can say "no" less, or asking your child to use their words rather than whining.



Group discussion notes:



What is working? What is not working?



Group discussion notes:



What concerns do you still have? If you are comfortable, note them here to discuss with the group to see if any other caregivers have suggestions on strategies that they use with their child or children.



Group discussion notes:



Refer to the Serve and Returns Parent Toolkit in your track. What are some other everyday examples of ways you can include serves and returns in your daily interactions with your child?



Group discussion notes:



Optional Questions

 What makes it difficult to maintain a positive mindset as a parent? What strategies or techniques do you use to maintain or increase a positive mindset? What strategies or techniques would you like to add?

 *Group discussion notes:*



 We know that developing routines and watching and listening to your child's cues can help with sleep health. What routines do you have with your child for bedtime?

 *Group discussion notes:*



Explain your bedtime routine.



Group discussion notes:

Meeting 4



Discussion of Figuring It Out Together *60 minutes*
Homework *15 minutes*

Date	
Time	
Link/Location	



Step 1: Attend Meeting

Step 2: Discuss Session 3 Community Building Activities/Discussion Questions

Return to *Meeting 3, Step 4: Prepare Community Building Activities/Discussion Questions*. Discuss the activities and questions as a group. What new ideas are mentioned during the group meeting? Note them in the magenta boxes under your responses.

Step 3: Complete Homework

_____ Complete the Wrap Up.

_____ Review the Thrive website (<https://thrive.psu.edu/>), and tell your facilitator what track or Thrive initiative is most appropriate for your family to complete next.

_____ Plan to complete or sign up for the next track if it is applicable. If your child is at least 3 years old, check out Sprout. If you have older children, you can also enroll in Grow or Branch Out.

Step 4: Prepare Community Building Activities/Discussion Questions

Use the blue boxes on the next few pages to prepare your responses for the next meeting. During the group discussion of Meeting 5, you can use the magenta boxes to record your notes.



What was your biggest parenting victory this week?



Group discussion notes:



What goals did you set? Are you happy with the progress you have made? What problems or hurdles are getting in the way of you meeting your goals? How can you overcome those obstacles?



Group discussion notes:



 Do you feel better prepared to meet your child's needs? If not, what could help you meet your child's needs and/or reach goals?

A large, empty rectangular box with a light blue gradient background and a thin blue border, intended for the user to write their response to the question above.

 *Group discussion notes:*

A large, empty rectangular box with a light pink gradient background and a thin pink border, intended for the user to record group discussion notes.



What changes in your behavior have you incorporated since we started? What additional changes do you plan to incorporate?



Group discussion notes:



What's next? Will you do the next track in Take Root? Sprout? Are you interested in Grow or Branch Out for an older child?

A large, empty rectangular box with a light blue background and a thin blue border, intended for participants to write their responses to the discussion question.

Group discussion notes:

A large, empty rectangular box with a light pink background and a thin purple border, intended for participants to record their group discussion notes.

Meeting 5



Wrap Up and Resource Sharing 45 minutes

Date	
Time	
Link/Location	



Step 1: Attend Meeting

Meeting Events

- _____ Complete any required follow-up paperwork.

- _____ Share the Thrive track or program that would be most appropriate for your family to complete next.

- _____ Share a timeline for when you think you will start the next track or program.

- _____ Download your Certificate of Completion.

- _____ Collect any additional resources that the facilitator has prepared for you.

Step 2: Discuss Community Building Activities/Discussion Questions

Return to Meeting 4, Step 4: Prepare Community Building Activities/Discussion Questions. Discuss the activities and questions as a group. What new ideas are mentioned during the group meeting? Note them in the magenta boxes under your responses.



Step 3: Register for the Next Thrive Program

Visit the Thrive website, and register for the next Thrive initiative that is applicable for your developing child.

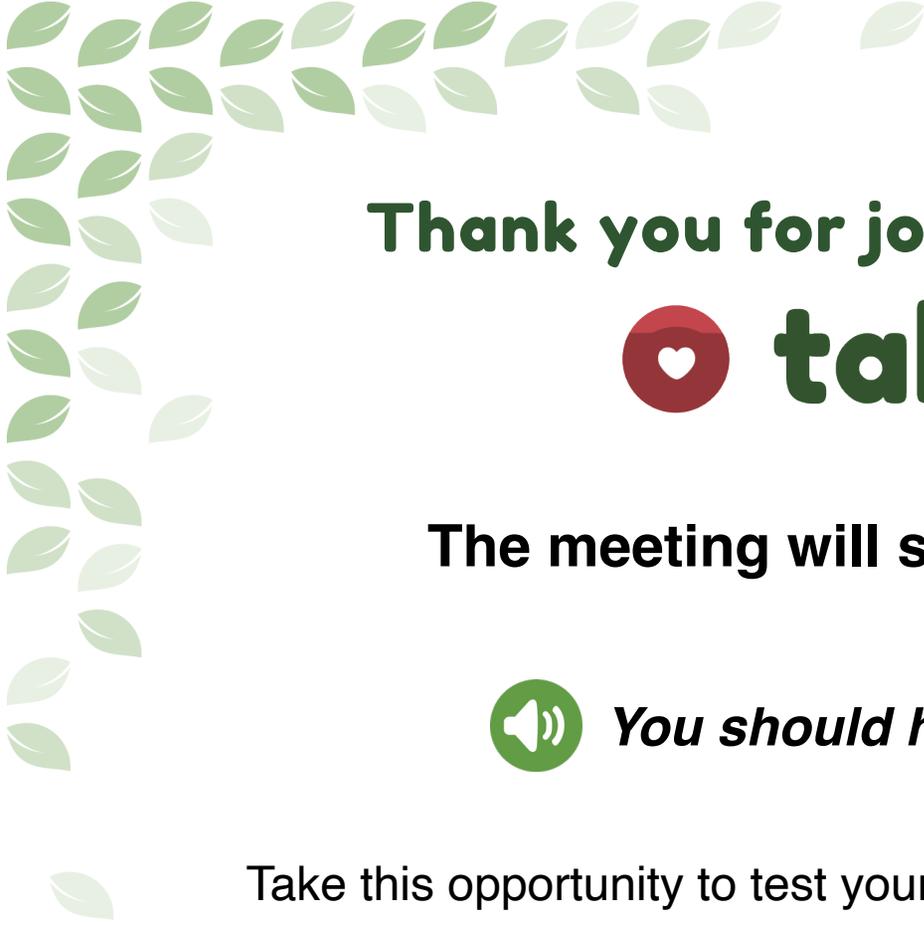
Thrive Initiative Program Areas			
Universal Parenting Programs			
Take Root	Sprout	Grow	Branch Out
Infants (0 to 6 months)	Preschool (3 to 6 years)	Grades K–5 (5 to 10 years)	Grades 6–12 (10 to 18 years)
Infants (6 to 12 months)			
Infants & Toddlers (1 to 3 years)			

Thank you for completing this hybrid implementation of Take Root! We hope you will frequently visit the Thrive website to continue to learn positive parenting practices, stress management techniques, and ways to promote physical health throughout your child's development.

Appendix E



Take Root Screen Share Text Example



Thank you for joining our meeting for



The meeting will start at



You should hear soft music playing.

Take this opportunity to test your microphone, video, and other settings.

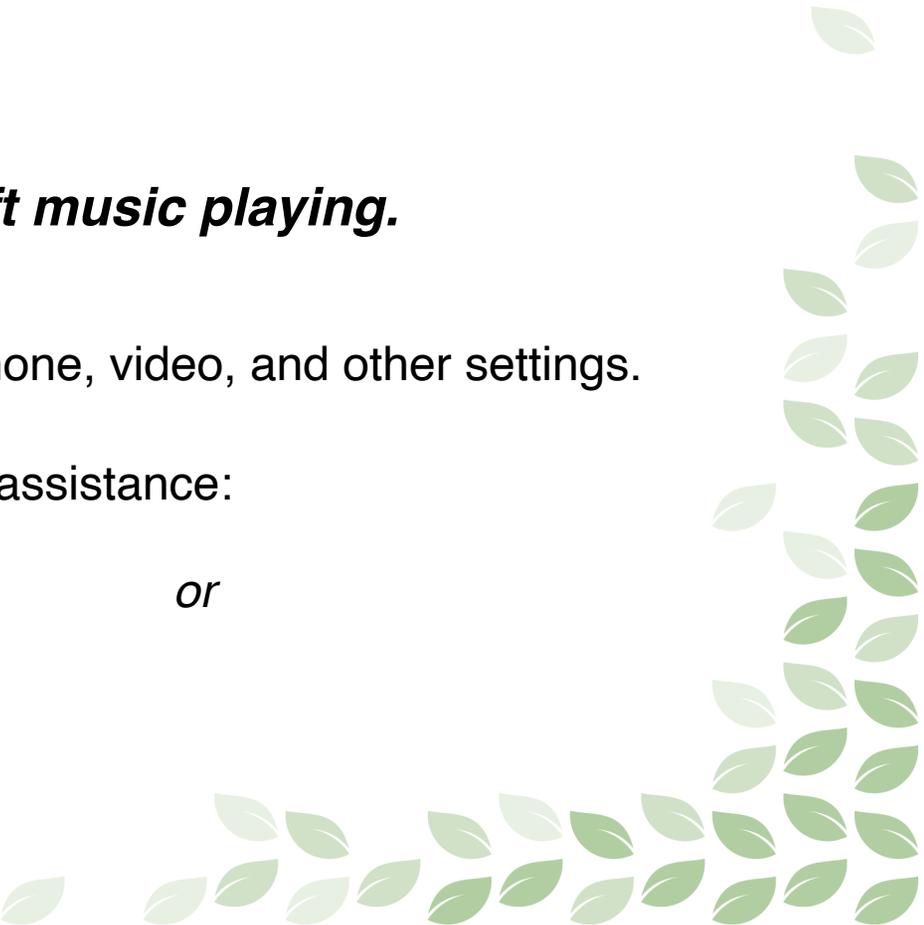
If you need technical assistance:

Email

or

Call

at



Appendix F



Best Practices for Online Learning



Best Practices for Online Learning

You can enhance your experience of this training by doing the following:



Joining the meeting early to test settings.



Testing your technology with a friend or family member prior to your meeting.



Finding a quiet place to complete the meetings.



Using a headset or headphones for voice clarity.



Knowing who to contact, and how, if you cannot connect or are having technical difficulties.



Having a backup plan if your computer won't connect to the meeting. Perhaps there is a call-in number so you can hear the meeting.