

Steps for Leading a Five Minutes to Help Class

Five Minutes to Help instructor website: rutgerstraining.sph.rutgers.edu/Fiveminutes/

Please do NOT share this link with anyone who is not an instructor

Questions? Email 5MinToHelp@doh.nj.gov.

| Before the Class | | |
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| When | What | Resources |
| At least 1.5 months prior to the date of the class | Find a co-instructor and select a date to teach the class together. | There is a spreadsheet with the contact information for all Five Minutes to Help instructors on the website (see link above). Reach out to any of the instructors on the list (suggestion: start with the ones in your county). If you cannot find a co-instructor, please email 5MinToHelp@doh.nj.gov . |
| At least 1.5 months prior to the date of the class | Find a location to teach the class. | Reach out to your EMS squad or other colleagues to find a location. |
| At least 30 days prior to the date of the class | Confirm training. | Email 5MintoHelp@doh.nj.gov to confirm your training location, date and time. This training is no longer required to be submitted through NJLINGS to the OEMS. Please review the CEU process document for more information. |
| At least 30 days prior to the date of the class | Advertise your class. | There is a sample flyer you can use on the instructor website. Simply fill in the red text with the date, time, and location of your class. If you need help advertising, please email 5MinToHelp@doh.nj.gov . |
| 3-5 days before the date of the class | Email everyone who is registered for your class to remind them that they signed up. | Include the following information in your email: <ul style="list-style-type: none"> • Date and time • Location (if virtual, include the link to log on) • Attach the flyer for your class and/or include a brief description of the training • Attach the instructions to the introductory Five Minutes to Help video (can be found on the instructor website). This is optional, but if they choose to watch the video and complete the post-test, it is worth 1 CEU. |
| At your own pace | Review the slides and practice teaching. | If you have any questions about how to teach the class or want to practice with someone, email 5MinToHelp@doh.nj.gov to set up a time to review with an expert instructor. |

| During the Class | | |
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| Bring | Notes | Resources |
| Five Minutes to Help slides and notes. | Bring a copy of the slides on your email and/or a flash drive. | The slides for the class can be found on the Five Minutes to Help instructor website. |
| Whiteboard or large note pad for the “What you Label Me” interactive activity. | If you want to write out the terms that people suggest during the “What You Label Me” activity, make sure you bring something to write the words on. This is optional. | If you need access to these resources, ask your contact person at the location of your class. |
| Handouts for students. | <p>In-person: print out the handouts from the instructor website. You do NOT need to print them all, but it is recommended that you bring some.</p> <p>Virtual: save the handouts as PDFs and put them in the chat box during the class.</p> | You can find all of the handouts for the class on the Five Minutes to Help instructor website. |
| Other resources in your area. | Make sure you are prepared to provide harm reduction and treatment resources for the students in your class. | <p>You can find state-wide and county resources on the instructor website.</p> <p>It is recommended that you do some research prior to your class to make sure you are prepared to talk about each resource.</p> <p>If you have questions about any resources, please email 5MinToHelp@doh.nj.gov.</p> |
| Post-class evaluation. | <p>It is very important that the students fill out the post-class evaluation.</p> <p>In person class: it is recommended that you stand by the door and ask to see each student’s completion screen to ensure that they took the evaluation.</p> <p>Virtual: ask the students to finish the evaluation before logging off.</p> | The QR code to the evaluation can be found at the end of the slides. This will generate a certificate of completion that will be automatically sent to students via email. |

| After the Class | | |
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| When | What | Resources |
| 1-3 days after the class | <p>Send a follow-up email to the students to thank them for taking the class. In the email, include:</p> <ul style="list-style-type: none"> • A link to the post-class evaluation • Any resources you think would be useful • Put the 5MinToHelp@doh.nj.gov email address in the email so the students can reach out if they have any comments, questions, or feedback about the training | You can find resources to include in your email as attachments on the Five Minutes to Help instructor website. |
| Within 7 days of the class | <p>Email 5MinToHelp@dohh.nj.gov the following information:</p> <ul style="list-style-type: none"> • The course roster, including students' EMS ID #. • Any questions, comments, or feedback you have about the training. • If you want to review the post-class evaluations, please request them in this email | <p>Email 5MinToHelp@doh.nj.gov. The CEUs for this training will be entered in by the NJDOH Outreach Coordinator.</p> |

