



Dear Colleague,

**Thank you** for bringing this program to your community! This guide includes an overview of the program, instructions for preparing for the session, FAQs and Facilitator Tips.

This program educates adults on teen dating abuse and provides concrete strategies for prevention and intervention. Though teen dating abuse is a serious issue that impacts thousands of teens and their families each year, there is a dangerous silence around the issue. Most adults underestimate the risk for the teens they know, and many do not know how to identify abuse or how they could help a teen in trouble. Your colleagues are parents, godparents, mentors, tutors, coaches and relatives who can be sources of guidance and support.

By bringing this program to your community – in your workplace, at a community group, school or elsewhere – and offering a convenient and accessible training, you are empowering your colleagues with the information and strategies they need to support and protect young people.

### **Program Components**

This is a modular, PowerPoint-based program that can range from 15 minutes to one hour. We strongly recommend that you conduct the 45 minute or one hour training, or consider breaking up the full training into two 30-minute sessions. The program is designed to fit within the times allotted, accounting for late starts or longer discussions.

This workshop consists of a PowerPoint presentation and a short video. In the 45 and 60 minute versions, there is a small group activity that includes hand-outs. The workshop, video and handouts are also available in Spanish.

Our [website](#) includes a video of a facilitator conducting the full session in webinar format.

The website also includes eLearning modules with conversation guidance, the video and program and other resources that support and extend this workshop.

Please share the website link with all attendees for further learning, including those who were unable to attend the session.

### **Preparing for the Program**

All facilitators should create an account on our website to access the workshop materials as well as train-the-trainer guidance. Go to [JWI.org/DatingAbuse](http://JWI.org/DatingAbuse), go to “Learn On Site” and register as a Facilitator. This will grant you access to the Facilitator Portal, which includes all the guidance and materials you need, including a short webinar that provides an overview of the program and how best to prepare for it, the downloadable PowerPoint presentations and video. Facilitators should view the training webinar, read through the program/their sections and be familiar with the speaking

points ahead of time.

For the 45 and 60 minute workshops, there is an activity (Healthy, Unhealthy or Abusive?) that requires hand-outs to be copied and prepared in advance.

Please consider attendee availability when scheduling the program. Lunchtime trainings are recommended for workplaces, and using a regular meeting time is ideal for a community group. Our website includes sample advertisements and e-mails that you can adapt to promote the program.

### **Program Planning Checklist**

- ✓ Invite facilitator(s) to lead session
- ✓ Schedule session(s) and reserve room
- ✓ Facilitator registers as a trainer on the website
- ✓ Facilitator reviews training webinar and program materials
- ✓ Facilitator downloads advertising materials from website
- ✓ Advertise session(s) (i.e., e-mail invites, flyers)
- ✓ Download Powerpoint, video and handouts
- ✓ Prepare handouts
- ✓ Hold session
- ✓ Send follow-up email and [evaluations](#) to program participants

### **Frequently Asked Questions**

#### **Who is the workshop for?**

The workshop is intended for any and all adults. While parents of teens may be particularly interested, many adults interact with teens in different ways and can all be educated active bystanders. All adults are encouraged to attend this presentation. It is for all workplaces and groups and not specifically designed for people who are youth-serving professionals. Materials are provided in both Spanish and English so the workshop can be offered in either language.

#### **How long is the workshop?**

There are four version of the workshop – 15 minutes, 30 minutes, 45 minutes and 60 minutes. The 45 or 60 minute versions are highly recommended.

#### **Who should lead the workshop?**

The workshop can be facilitated by one person, or several people can divide the presentation. Facilitators should be strong presenters who can commit to reviewing the Training webinar and preparing for the session.

#### **How much preparation is involved?**

Facilitators should plan on about 1.5 hours of preparation time. All the materials advertise and lead the program are available in the Facilitator Portal. The facilitator will need to watch the training video, download the materials, decide on the length of the program, make copies of the handouts and schedule and advertise the program. This Facilitator's Guide includes all the slides and the speaking points on each slide.

#### **I don't think a face-to-face training is realistic for my workplace/group. What else can I do?**

If you aren't able to do the in-person workshop, the website offers more resources for further learning – including tip

sheets in English and Spanish, eLearning modules, and a recorded webinar of the presentation. Please share these resources with your group.

**How do I get people to the session?**

Our website offers sample advertising materials and e-mails that you can adapt for your group. Schedule the workshop at a convenient time, provide plenty of notice, and consider an incentive like a catered lunch or dessert. Depending on the size of your group, you may wish to schedule multiple sessions.

**How much does it cost?**

The program and materials are offered at no cost.

**Some people can't come to the program, but still want information. What should I tell them?**

Our website – [JWI.org/DatingAbuse](http://JWI.org/DatingAbuse) – includes a recording of the entire 60-minute training, tip sheets and two eLearning modules on prevention strategies and intervention conversations.

**Some of the employees want to do the program on their own in another setting, like at a PTA meeting. Is that okay?**

Yes, all are welcome to conduct this training in any setting. Please ask them to register as a new location through the website.

**Is the program available in Spanish?**

Yes, the in-person workshop – the Facilitator's Guide and Script, PowerPoint and video -- is available in Spanish. The video has Spanish closed-captioning that you can turn on during viewing. Tip sheets on the dynamics of abuse and resources for teens and adults are also available in Spanish on the website.

**Who wrote this program?**

This program was authored by JWI, a leading organization working to end violence against all women and girls. Learn more about JWI's programs at [www.JWI.org](http://www.JWI.org).

**Who can I contact for more information?**

For more information on the program, contact Dana Fleitman, Manager of Prevention and Training Programs, at [ToolsforTalking@jwi.org](mailto:ToolsforTalking@jwi.org).



## Tips for Facilitators

- **Be prepared.** Please read through the full workshop and speaker's notes at least twice, watch the training webinar and make sure the Powerpoint, video and hand-outs are set up and ready to go when attendees arrive for the training. If you are dividing the workshop between facilitators, meet ahead of time to decide who is presenting which sections.
- **Follow the script.** Dating abuse is a sensitive and serious topic that can be challenging to explain. This program was carefully designed by experts in the field of intimate partner violence. While you do not need to read the script verbatim and can certainly re-phrase points and make the presentation your own, stick fairly closely to the script and make sure you address each point.
- **Be aware that there may be victims in the room.** This program may be triggering to victims and survivors and/or be the first time a colleague realizes that a teen they know is in an abusive relationship. If you are bringing the program to a workplace that has counseling resources, have counselors available and share that information, or ask Human Resources for a list of local therapists your workplace insurance covers. The website provides more information around dating abuse and domestic violence resources and hotlines for teens and adults. Participants should never be asked to disclose their personal experiences with the group.

Thank you for leading this workshop!