



Centre for Suicide Prevention

Straight Talk
October 17 - 18, 2016



Tattered Teddies
October 19 - 20, 2016

Training for Trainers Information Package **Calgary, Alberta**

Thank you for your interest in becoming a Trainer with the Centre for Suicide Prevention.

Straight Talk: Preventing Suicide in Youth and Tattered Teddies: Preventing Suicide in Children are two specialized workshops focusing on prevention, intervention, and postvention strategies for children and youth at risk of suicide. The workshops discuss protective factors, risk factors, warning signs, legal responsibilities and strategies to assist youth and children at risk of suicide.

This document is designed to provide you, your employer and/or sponsor with detailed information about:

- Training for Trainers (T4T) for either one or both of these workshops;
- Submitting an application;
- Selection criteria; and
- Achieving Full Trainer status.

Application deadline: Thursday, September 15, 2016

*applications may be submitted after this date, but are subject to availability.

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About the Centre for Suicide Prevention

The Centre for Suicide Prevention (CSP) is a not-for-profit, charitable education centre located in Calgary, Alberta, Canada. Affiliated with the Canadian Mental Health Association (CMHA), CSP offers training (community workshops and online courses) and has the largest English language library dedicated to the collection and dissemination of suicide prevention, intervention and postvention resources. We teach prevention because prevention is the only solution to suicide.

About the Straight Talk Workshop

The Straight Talk workshop has been created for individuals working with youth ages 12 to 24. Straight Talk can be delivered:

- In less than half a day (recommended workshop length is 3.5 to 4 hours);
- To community members with all levels of helping experience; and
- By 1 Trainer with groups of up to 30 participants.

Learning Objectives

At the end of this workshop, participants will be able to:

1. Recognize the prevalence of youth suicide;
2. Identify suicidal and self-harm behaviour in youth;
3. Identify protective factors, risk factors and warning signs in youth; and
4. Confidently transfer care of a youth to a caregiver (including but not limited to a parent, guardian, professional, or community resource).

About the Tattered Teddies Workshop

The Tattered Teddies workshop has been created for individuals working with children ages 12 and under. Tattered Teddies can be delivered:

- In less than half a day (recommended workshop length is 3.5 to 4 hours);
- To community members with all levels of helping experience; and
- By 1 Trainer with groups of up to 30 participants.

Learning Objectives:

At the end of this workshop, participants will be able to:

1. Appreciate that children can experience suicide ideation;
2. Identify protective factors, risk factors and warning signs in children; and
3. Confidently transfer care of a child to a caregiver.

Trainer Selection Criteria

While Straight Talk (ST) and Tattered Teddies (TT) curricula are structured and well-developed, the Trainer's facilitation skills and their attitudes towards suicide are critical to the overall success of the workshops. The following criteria will be part of the selection process used by CSP in selecting ST and TT Provisional Trainers.

Applicants must:

- Hold a current ASIST certificate;
- Have 2 years of **current** experience working with youth and children (if applying for both workshops);
 - 2 years of current experience working with children (under the age of 12) if applying for Tattered Teddies, or
 - 2 years of current experience working with youth if applying for Straight Talk.
- Have a direct and open attitude about suicide;
- Be an established presenter with well-developed facilitation skills (professional and non-professional);
- Demonstrate knowledge and application of adult learning principles;
- Have good interpersonal communication and helping skills;
- Possess suicide intervention experience either as a volunteer, clinician, counselor or through other activities;
- Be proficient with MS PowerPoint and have access to high-speed internet;
- Be committed to deliver a minimum of 2 ST and/or TT workshops a year.
- **Please note:** Preference will be given to ASIST Trainers.

ST and TT Trainers need to be able to endorse and embody certain fundamental assumptions about suicide including:

- While tragic in its outcome, the reasons for thoughts of suicide are understandable;
- Suicide is not a mental illness;
- Most people with thoughts of suicide want to live;
- Most people with thoughts of suicide indicate, directly or indirectly, that they want help to live;
- More people with thoughts of suicide would directly ask for help if fewer people were judgmental about or frightened of suicide;
- Open, comfortable and direct talk about suicide is the key to making more people open, comfortable and direct in dealing with suicide;
- Most people with thoughts of suicide do not injure or kill themselves and with help even fewer would;
- The best way to identify people with thoughts of suicide is to ask them directly about their thoughts;
- Asking about thoughts of suicide will not put the idea in someone's head if they weren't already thinking about suicide;
- Talking about thoughts of suicide with someone else will not cause you to be at risk of suicide; and
- All people with thoughts of suicide should be taken seriously.

Please know that your belief in these assumptions can be severely tested in presenting ST and TT. It is critical that Trainers endorse these assumptions and have confidence in the wisdom of them so that these assumptions will be represented to the participants.

Overview of ST and TT Training for Trainers

Straight Talk T4T format:

- In-class training
 - Day 1
 - Observe and participate in ST workshop
 - Large group coaching and small group presentations
 - Day 2
 - Large group teaching and small group presentations
- Facilitate 1 mentored ST workshop, 2 if deemed necessary by the Mentor
- Facilitate 2 ST workshops independently
- Attain Full-Trainer status

Tattered Teddies T4T format:

- In-class training
 - Day 1
 - Observe and participate in TT workshop
 - Large group coaching and small group presentations
 - Day 2
 - Large group teaching and small group presentations
- Facilitate 1 mentored TT workshop, 2 if deemed necessary by the Mentor
- Facilitate 2 TT workshops independently
- Attain Full-Trainer status

You will have an opportunity to practice segments of the workshop within your small group, coached by the Instructor. At the end of your practice session, you will be asked to present your segment to the entire group. You will have an opportunity to see how other Provisional Trainers deliver different segments of the workshop. Finally, you will have an opportunity to network with fellow Provisional Trainers and create a support group.

You will be notified by CSP if you have successfully completed the in-class portion of the training. *Please note that the Centre for Suicide Prevention has the right to refuse any new Provisional Trainer from continuing with the program.*

Expectations of a ST/TT Trainer

Presentation Standards: ST and TT are standardized. The workshops must be presented in a manner consistent with the manual and approved customized materials. However, some elements of your own style can fit within that standard. You must always use current ST and TT materials. From time to time, there will be updates to ST and TT. As a Full Trainer, you will be able to download these updates at no cost or purchase hard copies from CSP.

Presentation Length: Each workshop can be delivered in 3.5 to 4 hours. Note: Workshop times may be shorter when delivered in conjunction with one another because of the overlap in content of the 2 workshops.

Participant numbers: The number of participants should range from 5 - 30 people per workshops.

Participant age: ST and TT are designed for adults who work with youth and children. Participants need to be at least 18 years of age.

Participant and Trainer Evaluations: After each workshop, Participant Evaluations must be sent by the Trainer or workshop Organizer to CSP. Trainer Reflection forms provided by CSP are also to be completed and returned by Trainers following each workshop.

System vs. Community Trainers: System Trainers are those who facilitate workshops internally for their organization. System Trainers will need to reach an understanding with their employers regarding claiming the compensation fee. Many System Trainers do not claim compensation as their delivery of the workshop is considered to be a part of their job duties. Community Trainers are those who facilitate workshops outside of their organization and they usually receive a compensation fee for facilitating the workshop.

After the T4T: Requirements for Trainer Certification

Provisional Trainer: After completing the T4T, you are considered a Provisional Trainer. You must successfully complete 3 ST and/or TT workshops within 1 year of the T4T in order to become a Full Trainer. Provisional Trainers are mentored through their first and sometimes second workshops. Following each workshop presented, Trainers complete a Trainer Reflection report which is reviewed by CSP.

Full Trainer: Full Trainers need to complete at least 2 ST/TT workshops every year to maintain their Full Trainer status. If this requirement is not met, your Trainer status will lapse and updating will be required.

Mentorship

You will be assigned to work with a Mentor who will help you prepare for your first workshop. Your assigned Mentor will support you through telephone and/or video conferencing to better understand the content. The Mentor will provide you with an opportunity to practice the delivery of certain sections of the workshop. After your practice run, your Mentor will provide you with feedback and recommendations. You will be responsible for accessing the technical resources to facilitate video conferencing where necessary. Please note the Mentor may or may not be physically present with you when you deliver your first workshop.

At any time during the mentoring process, your Mentor may recommend that you take more time preparing before delivering the workshop, or recommend further mentorship, or that you discontinue with the program. Should the latter happen, CSP will review the matter. The final decision of (any) recommendation rests solely with CSP. Any further costs associated with the recommendations will be the responsibility of the Provisional Trainer.

After the T4T: Straight Talk/Tattered Teddies Workshop Costs

1. System Workshops

If you are a **System Trainer** delivering a workshop internal to your employment/organization, there are fees associated with each workshop, including:

- Standard Workshop Fee (flat rate)
- Participant Kits (Workshop Materials)
- Community Support Person

For details on workshop costs, please refer to Appendix A.

Important Notes:

- If you are a System Trainer (providing internal training to your organization), workshop fees apply for **each workshop** you wish to facilitate both during your provisional status period **and ongoing** after you have become certified as a full-status ST/TT Trainer.
- Most **System Trainers** do not claim compensation as their delivery of the ST/TT workshop is considered to be a part of their job duties.

2. Community Workshops

If you are a **Community Trainer** delivering a workshop at the request of the Centre for Suicide Prevention, the workshop fee, participant kits, and Community Support Person fee will be charged to the relevant Organizer/Organization requesting the workshop.

Community Trainers, those who facilitate workshops when requested through CSP, will receive a compensation fee for facilitating a community workshop.

How to Apply to become a ST/TT Trainer

This section outlines the application and Trainer selection process for the T4T. Please consider all information in this document before submitting your application.

For your application to be considered it must be complete and CSP must receive all the information by Thursday, September 15, 2016

The following information is required:

1. Completed Application Form with signatures indicating you and your employer/sponsor (if applicable) have read this document;
2. Proof of current ASIST certification - photocopy of ASIST, ASIST Tune-Up certificate or ASIST Trainer Certificate;
3. Current resume reflecting your experience working with children and/or youth;
4. Letter of interest documenting:
 - a. Your interest in becoming a Trainer for either or both Straight Talk and Tattered Teddies;
 - b. Your experience working with youth and/or children (Please note you must demonstrate current experience working with children and youth); and
 - c. Your knowledge and experience in applying adult learning principles and a using variety of learning methodology in delivering training/education sessions. Please outline the types of workshops or seminars that you have delivered and synopsis of feedback received.
5. Two reference letters to support your qualifications and experience;
 - a. These references should be work and/or volunteer related and from people who are familiar with your role as caregiver and facilitator. Please ask your references to speak to the Trainer Selection Criteria in their letters, and to include their contact information as we may contact them. Reference letters should be sent directly to CSP from each referee. Please have them sent to:

Centre for Suicide Prevention,
Attention: Miriam Groot
320, 105-12 Avenue SE
Calgary AB T2G 1A1
Or Email: miriam@suicideinfo.ca

6. Deposit cheque of \$500 (please call our registrar to process via credit card at 403-245-3900 ext. 233).

Once we have received all of your documents, application packages will be reviewed and applicants will be contacted and informed of their status. CSP may conduct telephone or videoconferencing interviews with applicants. Please note that CSP has the right to deny access to the T4T. If you are not accepted into the program, your deposit will be returned less \$100.00 Administrative Fee. Those who have been accepted will receive further details about the training. Payment of deposit confirms the processing of your application and **full payment of the balance of fees is required by Thursday, September 15, 2016.**

Cancellation Policy

If you are not accepted into the program, your deposit will be returned less a \$100.00 Administration Fee.

Cancellations will be accepted until end of day Thursday, September 15, 2016; your deposit will be returned less a \$100.00 Administration Fee. You will be required to return any training materials that you may have received. No refunds will be offered after this date.

If you attend the T4T but decide not to continue with the program, or if you are requested to not continue your training, you will not receive a refund. If you return all the training materials in the condition that you received them, you will be reimbursed for the cost of the materials.

CSP reserves the right to cancel the T4T should a minimum number of successful applicants not be fulfilled. In the event of such a cancellation, you will be fully reimbursed all fees.

Questions to consider before applying

Do you have group facilitation skills?

A ST and TT Trainer must have sufficient group leadership experience so that all his/her energies can be concentrated on facilitating group process.

Do you have experience working with suicide?

The T4T program is designed with the assumption that Provisional Trainers already possess generic helping skills. Trainers must be comfortable with the possibility that some workshop participants may be suicidal or may be bereaved from suicide.

Are you committed to lifelong learning?

A commitment to continuing education about suicide is essential to remain an effective Trainer.

Are you able to commit to delivering a minimum of 2 ST/TT workshops a year?

To maintain your certification status you will be required to present 2 workshops every calendar year. Are you able to commit the time to do this?

Primary learning goal

The primary aim of the T4T is to learn the content and processes of ST and TT. We assume that you enter the course with fundamental teaching skills and an understanding of facilitation concepts.

T4T Program Costs

The cost to attend a Straight Talk T4T is \$1500.00 + \$500 mentorship fee; total: \$2000.

This includes:

- All ST T4T learning materials
- 2-day T4T program
- 1 mentored workshop

The cost to attend a Tattered Teddies T4T is \$1500.00 + \$500 mentorship fee; total: \$2000.

This includes:

- All TT T4T learning materials
- 2-day T4T program
- 1 mentored workshop

Questions? Please contact us!

Miriam Groot, Trainer Liaison, Centre for Suicide Prevention

Phone: (403) 245-3900 ext. 228

Fax: (403) 245-0299

Email: miriam@suicideinfo.ca

Website: www.suicideinfo.ca

Straight Talk and Tattered Teddies Training for Trainers (T4T): Application Form Information

T4T at a glance:

T4T Dates:	<p>Straight Talk: Monday - Tuesday, October 17 - 18, 2016</p> <p>Tattered Teddies: Wednesday -Thursday, October 19 - 20, 2016</p> <p>Each day runs 8 a.m. – 5 p.m.</p>
Application deadline:	<p>Thursday, September 15, 2016</p> <p><small>*applications may be submitted after this date, but are subject to availability</small></p>
Cancellation deadline:	Thursday, September 15, 2016
All fees due:	Thursday, September 15, 2016
T4T location:	Kahanoff Centre, 105 -12 th Avenue SE Calgary, Alberta

Cost and length structure:

Component	Length	T4T Cost	Mentorship Cost	Deposit, due with application	Balance due Sept. 15, 2016
Straight Talk	2 days	\$1500	\$500 + expenses	\$500	\$1500
Tattered Teddies	2 days	\$1500	\$500 + expenses	\$500	\$1500
Straight Talk and Tattered Teddies combined	4 days	\$3000	\$800 + expenses	\$1000	\$2800



Straight Talk and Tattered Teddies Training for Trainers (T4T) Application Form

Please check preferred contact method: Personal Work

Applicant information:

PERSONAL

Name: _____

Home address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

WORK

Place of Employment: _____

Work address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

BILLING

Name: _____

Contact Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

I am applying to be a:

- Straight Talk Trainer Tattered Teddies Trainer Both (TT & ST Trainer)

I am applying to be a (*my primary training role*):

- System Trainer Community Trainer Both (System and Community Trainer)

I understand that to maintain my Trainer Certificate, I will need to facilitate a minimum of 2 workshops every year.

- Agree Disagree



Applicant's Commitment:

I have read the **T4T Information Package** and I understand the commitments that will be asked of me as a ST and/or TT Trainer. I believe that I have the necessary qualifications to become a Trainer. I have had time to consider my decision, to discuss it with my employer (if applicable) and I have freely chosen to participate. My signature below indicates acceptance of the principles and conditions in this document.

Applicant's signature: _____ Date: _____

T4T Dates: _____

Applicant's Employer Commitment (if applicable):

I have read the **T4T Information Package** and I understand the commitments that will be asked of my employee as a Trainer. I believe that s/he possesses the necessary qualifications to become a Trainer. We have had the time to consider his/her decision and s/he has freely chosen to participate. My signature below indicates acceptance of the principles and conditions in this document. I agree to work toward adoption of the Centre for Suicide Prevention's policies and procedures to ensure that our organization is able to take advantage of his/her training.

Employer's signature: _____ Date: _____

Please include the following to ensure a completed application package:

- Completed and signed Straight Talk and/or Tattered Teddies Application Form
- Proof of current ASIST certification
- Current resume
- Letter of interest
- Deposit cheque, made out to the Centre Suicide Prevention (call to use your credit card)
- Reference letters (please ensure they will be sent by the application deadline)

Please return the completed application package to:

Centre for Suicide Prevention
Attn: Miriam Groot
Suite 320, 105 12th Avenue SE
Calgary AB T2G 1A1

Phone: (403) 245-3900 ext. 228
Fax: (403) 245-0299
Email: miriam@suicideinfo.ca

Appendix A – Straight Talk and Tattered Teddies Workshop Costs Billed by CSP to Organizer

CSP Workshop Fee Schedule

1. Workshop Fee

Flat fee: \$1000 per workshop

2. Trainer Fees

Fee includes Trainer honorarium, meals, parking expenses and administration

Workshop	Trainer fee per Trainer (This includes: honorarium, meal and parking expenses, and CSP administration)
Straight Talk	\$530
Tattered Teddies	\$530

If applicable, additional charges will be assessed for:

- Transportation expenses when a Trainer must travel more than 50 km in one direction; and
- Overnight accommodation (when above travel is necessary).

3. Participant Kits (Workshop Materials) Fees

Minimum quantity order (shaded); no returns for credit; orders available up to maximum per workshop.

Workshop	Minimum quantity	Maximum quantity	Price per Kit
Straight Talk	5	30	\$30 per kit
Tattered Teddies	5	30	\$30 per kit