



Centre for Suicide Prevention

ASIST Training for Trainers Information Package



November 21 - 25, 2016
Calgary, Alberta

Thank you for your interest in becoming a Trainer for ASIST (Applied Suicide Intervention Skills Training). ASIST is a skills-based program developed by LivingWorks Education Inc. that equips a caregiver with skills to intervene with a person at risk of suicide. Over 1.3 million people have been trained in the ASIST worldwide.

In Alberta, ASIST is exclusively offered by the Centre for Suicide Prevention. This document is designed to provide you and your employer (if applicable) with detailed information about the process for:

- Training for Trainers (T4T);
- Submitting an application;
- Selection criteria; and
- Achieving Full Trainer status.

Application deadline: Friday, September 30, 2016.

*applications will be accepted 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. A branch of 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.

What is ASIST?

ASIST is a 2-day, internationally recognized suicide intervention program which has undergone 15 independent evaluation studies; it has received numerous national and international awards. Participants of ASIST receive a certificate that is valid for 3 years and internationally recognized by most professionals in the human service field. It is recognized by the Alberta College of Social Workers (ACSW) and it meets the guidelines for the Canadian Accreditation Council of Human Services (CACOHS).

ASIST is designed to provide participants with the skills to intervene with a person at risk of suicide.

Participants will be able to:

- Recognize that caregivers and persons at risk are affected by personal and societal attitudes about suicide;
- Discuss suicide with a person at risk in a direct manner;
- Identify risk alerts and develop a safe plan related to them;
- Demonstrate the skills required to intervene with a person at risk of suicide;
- List the types of resources available to a person at risk of suicide, including themselves;
- Make a commitment to improving community resources and networking; and
- Recognize that suicide prevention is broader than suicide intervention: it includes life promotion and self-care for persons at risk and for caregivers.
- **Anyone 18 years and older can become ASIST-trained.**

Trainer Selection Criteria

The following criteria, skills and characteristics will be part of the selection process used by CSP in selecting ASIST Provisional Trainers.

Applicants must:

- Have a strong interest in the subject of suicide;
- Have a direct and open attitude about suicide;
- Have suicide intervention experience either as a volunteer, clinician, counselor or through other activities;
- Be an established presenter with well-developed facilitation skills (professional or non-professional);
- Have a working knowledge of adult learning principles;
- Be committed to working cooperatively with a Co-Trainer;
- Be proficient with MS PowerPoint and have access to high-speed internet; and
- Be committed to deliver a minimum of 2 ASIST workshops a year.

ASIST Trainers need to be able to endorse and embody certain fundamental assumptions about suicide that ASIST espouses, 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 were not 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 ASIST. 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 ASIST Training for Trainers

ASIST T4T format:

- 5-day T4T (Training for Trainers session)
 - Days 1 and 2:
 - Observe and participate in an ASIST workshop
 - Begin transition to the Trainer role: Do you want to work toward becoming a Trainer of this workshop?
 - Day 3
 - Overview of Days 3, 4 and 5
 - Study the design of ASIST
 - Lunch
 - Afternoon and evening sessions: self-study and small coaching groups preparing to present a portion of the workshop
 - Day 4
 - Present your portion of the workshop
 - Lunch
 - Afternoon and evening sessions: self-study and small coaching groups preparing second portion of workshop to be presented
 - Day 5
 - Present your second workshop portion
 - Lunch
 - Debrief
 - Presentation from CSP

You will have an opportunity to practice segments of the workshop coached by an 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.*

After the T4T: Requirements for Trainer Certification

Provisional Trainer: After completing the ASIST T4T, you are considered a Provisional ASIST Trainer. **You must successfully complete 3 ASIST workshops within 1 year of the T4T in order to become a Full ASIST Trainer.** Provisional Trainers are mentored through their first and second workshops. Following each workshop presented, Trainers and Mentors complete evaluations which are reviewed by CSP and used to monitor the Provisional Trainer's progress toward full-status certification.

Full Trainer: Full ASIST Trainers need to complete at least 2 ASIST 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 and second workshops. Your assigned Mentor will support you through telephone, in-person discussion 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 'dry 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.

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.

The Mentorship workshop experience is complete with the submission of two evaluations: one by the Mentor and one by the Provisional Trainer. These forms are tracked and uploaded to the appropriate workshop and Trainer files at CSP as monitoring toward the Provisional Trainer's full-status certification. The evaluation forms are accessible on the CSP website and will be made available to all Trainers post-T4T.

Expectations of an ASIST Trainer

Presentation Standards: ASIST is standardized. **The workshop 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 ASIST materials. From time to time, there will be updates to ASIST. As a Full Trainer, you will be able to download these updates at no cost or purchase hard copies from CSP.

Presentation Length: ASIST is presented in 2 full days (14 hours total).

Participant numbers: The number of participants should range from 15-30 people per workshop.

Participant age: ASIST is presented to adult participants, 18 years and older.

Community Support Resource: It is recommended that you have a community support resource available at all of your workshops to serve as a backup resource to those who might be having thoughts of suicide or to those who might uncover unresolved grief issues.

Participant and Trainer Evaluations: After each workshop, participant evaluations must be sent by the Trainer or workshop Organizer to CSP. The Training Team (yourself and your co-Trainer) will also complete a Team Trainer Report, in addition to any mentored workshop assessments that may be required (see “Mentorship” section on previous page).

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: ASIST Workshop Costs

- After the T4T, you will be considered a Provisional ASIST Trainer. To become a fully certified ASIST trainer, you must complete 2 mentored workshops and 1 workshop independently, all with a certified Co-Trainer, within the first year.
- In the 2 mentored workshops, you will teach an ASIST workshop with a fully certified Co-Trainer (cannot be another Provisional Trainer) and there will be a Mentor present to give mentorship and feedback before, during and after the workshop.
- You (or your organization) are responsible for a \$1000 fee for the Co-Trainer (unless your agency already has a fully certified ASIST trainer on staff to train with you), as well as any travel and accommodation costs, **if needed**, accrued by the Mentor and Co-Trainer.
 - In the independent workshop (your third workshop), you will teach an ASIST workshop with a fully certified ASIST Trainer, or another ASIST Provisional Trainer who has also completed their first 2 mentored workshops.

Trainer Scenario... “I am a...”	Costs for Mentored Workshops 1 and 2	Cost
System Trainer <u>with</u> another certified Co-Trainer currently within my organization.	- Mentor’s travel & accommodation - Workshop Materials	Location dependant See Appendix A *
System Trainer <u>with no</u> certified Co-Trainer currently within my organization.	- Co-Trainer’s honorarium fee - Co-Trainer’s travel & accomm. - Mentor’s travel & accommodation - Workshop materials	\$1000 Location dependent Location dependant See Appendix A *
Community Trainer (I am not training for my employer).	- Your own travel & accommodation - Mentor’s travel & accommodation.	Location dependant Location dependant

Note: where possible, CSP will endeavour to assign local Co-Trainers and Mentors to minimize travel costs. In some instances, however, Provisional Trainers may be required to cover these costs due to challenges in location and/or availability.

What are the costs associated with running a workshop?

- Please see Appendix A for the CSP Workshop Fee Schedule.
- **These workshop fees apply for each workshop facilitated as part of your certification and afterwards for ongoing workshops as a full-status Trainer.** It is your responsibility to ensure you understand the financial costs associated with delivering an ASIST workshop.

I have read and understand the workshop costs either as a System or Community Provisional Trainer:

Applicant’s signature: _____ Date: _____

How to apply to become an ASIST Trainer

This section outlines the application and Trainer selection process for the ASIST T4T. Please consider all information in this document before submitting your application form. Also, please note that acceptance into the T4T is not automatic. Each application will be reviewed to determine the applicant's suitability.

IMPORTANT: Please note that acceptance into the T4T is not automatic. Demand for a T4T position is professionally competitive. Each application will be reviewed to determine the applicant's suitability, while also ensuring appropriate regional representation, as well as a balance of Community training demands and System training requirements.

For your application to be considered it must be submitted to CSP by Friday, September 30, 2016. The following information is required:

1. Completed Application Form, with signatures indicating you and your employer (if applicable) have read this document; (pages 12 and 13)
2. Signed and dated "After the T4T: Workshop Costs" (page 7)
3. Current resume
4. Letter of interest addressing the following:
 - a) Your interest in being a Trainer;
 - b) Your suitability (please reference the skills and characteristics of Trainers listed above in the Trainer Selection Criteria); and
 - c) Your experience as a group facilitator.
5. Two reference letters

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 \$1000.00 (please call our registrar to process via credit card at 403-245-3900 ext. 233).

Once we have received all of your documents and deposit, application packages will be reviewed and applicants will be contacted and informed of their status. CSP may conduct telephone or videoconferencing interviews with those applying for the T4T. 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 a \$100.00 Administrative Fee. Those who have been accepted will



receive further details about the training. **Full payment of the balance of fees is required by Friday, October 14, 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 Friday, September 30, 2016; your deposit will be returned less the \$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. You will be required to return all training materials. If the training materials are 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. 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?

An ASIST 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. Provisional Trainers must be comfortable with the possibility that some 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 in the long run.

Are you able to commit to delivering a minimum of 2 ASIST workshops a year?

To maintain your certification status you need to present 2 workshops every calendar year. Are you able to commit the time to do this? Will your immediate supervisor support you to do this?

The Primary Learning Goal

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

T4T Program Costs

The cost to attend an ASIST T4T is \$3000 + \$2000 mentorship fee; total: \$5000.

This includes:

- All ASIST T4T materials
- 5-day T4T program
- 2 mentored workshops

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

ASIST Training for Trainers (T4T) Application Form Information



T4T at a glance:

T4T 2016 Dates:	Monday, November 21, 2016 from 8 am – 4:30 pm Tuesday, November 22, 2016 from 8 am – 6 pm Wednesday, November 23, 2016 from 8 am – 8:30 pm Thursday, November 24, 2016 from 8 am – 8:30 pm Friday, November 25, 2016 from 8 am – 4 pm - Lunch will be provided all days
Application and Deposit due:	Friday, September 30, 2016
Cancellation deadline:	Friday, October 14, 2016
Balance of fees due:	Friday, October 14, 2016
T4T location:	Holiday Inn Calgary 4206 Macleod Trail SE, Calgary, AB

Cost structure:

Components	Amount	Notes
T4T cost:	\$3000	GST exempt
Mentorship cost:	\$1000 per mentorship, \$2000 total	2 mentorships are required for ASIST but sometimes Provisional Trainers require more support to consolidate their skills
Total:	\$5000	
Deposit:	\$1000	Due with application form, Friday, September 30, 2016
Balance:	\$4000	Due Friday, October 14, 2016



ASIST Training for Trainers (T4T) Application Form

Applicant information:

Please check preferred contact method: Personal Work

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 (*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 two workshops every year.

Agree Disagree



Applicant's Commitment:

I have read the **ASIST T4T Information Package** and I understand the commitments that will be asked of me as an ASIST 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: _____

Applicant's Employer Commitment (if applicable):

I have read the **ASIST 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 ASIST Application Form (pages 13 and 14)
- Signed and dated "After the T4T: Workshop Costs" (page 8)
- Current resume
- Letter of interest
- Deposit cheque, made out to the Centre Suicide Prevention (or call to use a credit card)
- Reference letters (please ensure they will be sent directly to CSP 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 – ASIST Workshop Costs Billed by CSP to Organizer

CSP Workshop Fee Schedule - ASIST

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)
ASIST	\$1000

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
ASIST	15	30	\$40 per kit

These fees apply for each workshop you wish to facilitate within your organization both during your certification period and ongoing after you have become certified as a full-status Trainer.