



APPLIED SUICIDE INTERVENTION SKILLS TRAINING

ORGANIZER GUIDE
FOR AN ASIST 11 WORKSHOP

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ASIST ORGANIZERS GUIDE

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Over thirty years old and brand new

ASIST is more than thirty years old. Over its life time, it has undergone numerous major and minor modifications in order to better reflect changes in the literature and feedback from participants and trainers. Dedication to the principle of working with persons at risk has remained constant. Guidance to help caregivers better work with persons at risk has steadily improved. Edition 11.1 is the best yet—by far. If you want to know more about this rich history, visit our website.

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CHECKLIST

Trainer Name:	Phone:	Email:
Organizer Name:	Phone:	Email:

The checklist below provides ASIST Workshop organizers and trainers with a timeline of essential preparation, implementation and follow-up tasks. The Checklist is most effective when organizers and trainers discuss and collaboratively make assignments for each task. This checklist can be copied.

ORGANIZER	TRAINER	COMPLETED		
			CONTACT AND DISCUSS ¹	3 MONTHS
			download and use the ASIST <i>Organizer Guide</i> from www.livingworks.net	
			contact trainers discuss fees and availability	
			number of participants (4)	
			LivingWorks related costs in general (1)	
			trainer fees and costs in general (2)	
			promotional information (3)	
			facilities, equipment, materials in general (5,6,7)	
			possible dates	
			review the ASIST <i>Organizer Guide</i>	
			ESTIMATE COSTS	
			per participant support fee (1)	
			trainer fees and expenses (2)	
			facilities (5)	
			equipment (6, 13)	
			participant materials from LivingWorks (1, 7)	
			advertising and marketing (3)	
			refreshments (5)	
			catering for refreshments and lunch for both days (5)	
			name tags (7)	
			flip chart markers/white board markers (7)	
			surface friendly tape e.g masking or painters tape, blu-tac (7)	
			participant folder to hold materials, if used (7)	
			administration (8, 10)	
			TOTAL	
			SET DATES	3 MONTHS
			CONFIRM DATES WITH TRAINERS	

ORGANIZER	TRAINER	COMPLETED
		CHECK AND RESERVE FACILITIES
		large and small group rooms (5, 13)
		acoustics (5)
		flip chart easels and paper, or white boards if available (5, 13)
		food services (5)
		seating, tables (5, 13)
		equipment availability (6, 13)
		PROMOTE (Media contact template on the website)
		ESTIMATE NUMBER OF PARTICIPANTS (4)
		CONTRACT WITH TRAINERS (2)
		confirm with trainers
		fees, expenses and costs
		Confirm what equipment the trainers will provide, perhaps a laptop, projector, speakers
		finalize travel and other arrangements
		ORDER PARTICIPANT MATERIALS FROM LIVINGWORKS (7)
		PAY DEPOSIT ON FACILITY
		ORDER EQUIPMENT (confirm equipment needs with the trainers and provide what is needed) (6)
		DVD player (confirm need with trainer)
		for each room: projector, screen, speakers, laptop, (or dvd player and television), extension cord, surge protection power bar, (some equipment may be provided by the trainers)
		flip charts
		press and media contact (14)
		GET REMAINING MATERIALS (7)
		copies of certificate and participant list form
		easel and paper for each room
		name tags
		flip chart markers/whiteboard markers
		surface friendly tape e.g masking or painters tape, blu-tac
		participant folders, if used
		IF PRE-REGISTERED
		collect fees
		gather certificate and participant list information (10)
		prepare certificates and participant list (10)

3 MONTHS



2 MONTHS

6 WEEKS

6 WEEKS



6 WEEKS

1 MONTH

1 MONTH



2 WEEKS



2 WEEKS



ORGANIZER	TRAINER	COMPLETED	
			ALLOCATE ASSIGNMENTS, PLAN AND PREPARE
			resources coordinator (15, 16, 17)
			trainer introductions, ask trainers for information (12)
			registration desk (11)
			refreshments and lunches (13)
			room rearrangements (13)
			closing remarks (16)
			follow-up activities (17, 18)
			ARRANGE FACILITY AND EQUIPMENT (13)
			during registration (11)
			greet participants
			collect fees, if not pre-registered
			gather certificate and participant list information, (if not pre-registered)
			distribute nametags
			DURING THE WORKSHOP
			introduce trainers (12)
			prepare participant lists, if not at pre-registration (13)
			prepare participant certificates, if not at pre-registration (13)
			have trainer sign certificates (13)
			attend workshop, if possible
			arrange refreshments (13)
			arrange lunch (13)
			rearrange rooms (13)
			coordinate media contact (14)
			help distribute participant contact lists and certificates (16)
			help arrange resources for persons in need (17)
			arrange refreshments (13)
			close workshop (16)
			AFTER THE WORKSHOP
			finalize financial matters
			send checks to LivingWorks, if not already paid (1, 18)

1 WEEK



EVENING BEFORE

DAY 1, MORNING



DAYS 1 & 2



SHORTLY AFTER



INTRODUCTION

The ASIST Organizer Guide is intended for persons responsible for organizing, promoting and presenting *Applied Suicide Intervention Skills Training (ASIST)*. It provides the information needed to organize ASIST in your area or for your organization. If you are interested in being, or have been asked to become, a workshop organizer, you will need to be thoroughly familiar with this guide.

Important tasks for you to perform

The success of any ASIST depends on excellent teamwork between trainers and workshop organizers. Workshop organizers generally perform a number of important tasks:

1. advertising and marketing the workshop;
2. making arrangements for facilities, equipment and refreshments;
3. helping arrange for the travel, meals and accommodation of trainers;
4. collecting fees and managing financial matters;
5. registering participants and introducing trainers;
6. serving as a resource to participants and trainers;
7. coordinating media inquiries and events;
8. helping close the workshop.

Important role

Although the participants will feel that the workshop is conducted with a great deal of flexibility, this atmosphere is in fact facilitated by a highly organized infrastructure. You play an important part in creating this supportive infrastructure. Attention to detail during the organizational stage will add greatly to the overall success of the workshop.

Organization of the Guide

This guide has two parts. First is a check list, which can be copied, of all organizational tasks with time line guides for their completion. Space is provided to indicate completion as well as to do initial cost estimates. Your trainer may be in a better position to perform some of these organizational tasks. Thus, there is also a space to indicate who has assumed responsibility for a task. Superscript numbers attached to tasks indicate where you can find additional information about the task in this document. This detailed information follows the check list. Background information on LivingWorks and ASIST is available on the website.

The Details

1. LivingWorks

LivingWorks trains and registers trainers, modifies and updates workshop materials, distributes trainer materials, reviews workshop feedback, maintains records, makes referrals, provides consultation and facilitates communication among trainers. Trainers and LivingWorks enter a contractual arrangement with each other to ensure the quality and integrity of the workshop. Several elements of this arrangement have a direct impact upon the organization of a workshop. The per participant fee pays for participant materials and LivingWorks' services. To maintain the integrity of the workshop, trainers by agree to follow the workshop's standard procedures, use standard participant materials and protect these materials from use in other types of presentations. (Trainers have other materials for shorter presentations.) To help maintain the quality of the workshop, trainers submit a report and participant feedback on each workshop to LivingWorks.

While LivingWorks has final authority for the workshop, your primary contact is usually a trainer or a regional coordinator. In many regions, there are local organizations that provide additional support to trainers. Arrangements with these regional organizations sometimes modify the relationship between LivingWorks and trainers. Sometimes, the regional organization reviews participant feedback before sending it on to LivingWorks. In a few cases, the regional organization administers the workshop and is the primary contact.

*Participant fee is \$ _____
per person (usually
includes applicable taxes)*

*The cost of participant
materials from LivingWorks
is \$ _____ per participant
(usually applicable taxes;
usually does not include
postage and handling)*

Your contacts for this workshop are:

2. Trainers' fees and expenses

There are also various arrangements regarding trainer fees and expenses. The cost of participant material is set by LivingWorks, however there is no guideline for other expenses or fees. Some trainers do not charge fees because their employers are, in effect, paying for their services. Other trainers work for themselves and thus should be adequately compensated for their efforts. In some regions, fees are controlled by a local agreement. Trainer fees may or may not include costs associated with obligations to LivingWorks.

Trainers may request per diem fees for both travel time and workshop time at the same rate, although adjustments are made on occasion. When more than one workshop is scheduled in a time period, a paid preparation day between each workshop should be allotted. When more than two workshops are scheduled consecutively, higher per diem rates may be charged. All transportation, meal, personal incidental expenses and accommodation costs of the trainers are usually borne by the sponsoring organization. Typically, workshop sponsors will have their own guidelines for these costs. In most cases, trainers will be able to adhere to these guidelines. Additional fees may be charged for workshops when trainers are required to make a number of pre-workshop arrangements. Trainers may choose to enlist the assistance of a LivingWorks consulting trainer, especially if this is one of their first workshops.

3. Marketing and Advertising

Marketing information is available from www.livingworks.net. You can develop additional marketing materials from the contents of this guide. It is important that all advertising and marketing materials accurately reflect the nature of ASIST. While the workshop is designed to be flexible in meeting participant needs, the standard curriculum is both well researched and evidence-based. Any change to standard procedures require approval from LivingWorks. Such requests must be made by the trainer well in advance of the workshop date. Some prospective participants will assume that they already know the content of the workshop and press for a more specialized content. Resist these pressures. The skills that this workshop teaches are neither common nor evident in day-to-day work with persons at risk.

First show "real" costs to participants and then show subsidies

Participants should be made aware of the "real" costs of the workshop. Most workshops are subsidized in one way or another. Facilities are obtained at a reduced cost. Trainers fees are subsidized by their employers. Trainers lower their normal fees. Organizers waive some or all of their costs. Equipment is borrowed. Refreshments are donated. The costs of training the trainer initially were paid by some organization. As best you can, estimate the real cost of the workshop first and then indicate the level of the subsidization and give credit to the benefactors before indicating the price to the participant.

Late arrivals play havoc with the registration process. Workshop information should stress the importance of arriving on time.

4. Size of the workshop and number of trainers

There are always at least two trainers

Each workshop requires at least two trainers to conduct the large group sessions and one trainer for each workgroup. Workgroup numbers must not be more than 15. See the table below for detailed information. A small group size of 12 participants is optimal. The maximum number of participants is 45. If you wish to accommodate more than 45 participants at one time, conduct two or more ASIST workshops simultaneously.

5. Facilities

Acoustics: each small group needs a sense of privacy

The facility must have one room large enough to accommodate the large group and enough small rooms in reasonable proximity to the large group room to accommodate the required number of small groups. The large group room can also double as a small group room although this should be avoided if at all possible. The acoustics of the large group room are of particular importance as the number of participants increases. During the morning of the second day, the large group presentations encourage a great deal of discussion. It is essential that the comments exchanged among participants and the trainers can be heard. Proximity of food services is another important facility consideration. Refreshment breaks with a variety of nutritional drink and food options are called for twice each day at a minimum. Muffins, yogurt and fruit plate make nice additions to the morning break. Cheeses and crackers, fruit, vegetables and dip, pretzels and cookies are possible options for the afternoon break. Food services within the facility will make the provision of these

Food services near by

Lunch onsite is almost essential

Table 1: Ratio of participants to trainers (Subject to change, ASIST trainers have access to the current table)

# OF PARTICIPANTS	# OF WORKGROUPS	# OF TRAINERS	DISTRIBUTION OF TRAINERS (No more than 2 per workgroup)
8–15	1 or 2	2	No more than 2 trainers in 1 or 2 workgroups
16–26	2	2, 3 or 4	No more than 2 trainers in each of 2 workgroups
27–30	2 or 3	2, 3, 4, 5 or 6	No more than 2 trainers in each of 2 or 3 workgroups
31–45	3 or 4	3, 4, 5, 6, 7 or 8	No more than 2 trainers in each of 3 or 4 workgroups

The minimum number of registered participants is 8. Workshops with 1 to 7 registered participants are not supported. We appreciate that people register and then do not attend. We understand there are remote areas where there are fewer people able to attend. If you deliver ASIST to 1-7 participants make a note of the circumstances so credit can be determined.

Maximum workgroup size is 15 participants. Two trainers are required for up to 30 participants. A maximum of two trainers can be active in one workgroup. Other trainers if present in the workgroup must not have an active training role. Regardless of workgroup role all trainers must attend the full two days. The maximum number of participants is 45. Workshops of 46+ are not supported.

breaks easier. Because there is one hour allotted for lunch, and the time schedule is very tight, it is important that services to provide lunch are available within the facility, or at least very close to the facility.

6. Equipment

Following is a list of all the equipment for a workshop:

- › for each room: projector, screen, speakers, laptop, extension cord, surge protection power bar, (some equipment may be provided by the trainers)
- › projection screen for each room
- › as an alternative to LCD projector, a television and DVD player can be provided in the large group room
- › flip chart easels and paper in each room, white boards are an option if installed and accessible

A multimedia projection system is an increasingly popular option. If you have to link monitors, you need a splitter and sufficient coaxial cable to position the monitors so that all of the participants in the large group room can see a monitor.

7. Materials

Following is a list of all the materials for a workshop:

- › flip chart marker pens
- › nametags
- › folders for workshop materials and other information (optional)
- › copies of form to gather information for participant lists and certificates (be sure how you handle personal information complies with privacy legislation for your area)
- › a roll of tape for each small group
- › non-permanent marking pens for poster(s)

Only active registered trainers or an authorized representative can order participant materials

8. Administration costs

Costs of organizing a workshop are often borne by the sponsoring organization but some or all may be passed on to participants. While the cost of your time is clearly the greatest factor, you should consider telephone charges, mailing and photocopying costs. You may need to call LivingWorks or answer questions of various prospective participants who live in outlying areas. You will need a form to collect information for the list of participants and their certificate as well as some means to issue receipts. Trainers normally assume responsibility for mailing workshop

evaluations to LivingWorks since they need to include a report on the workshop but you may also want copies of workshop feedback as part of a report to your sponsoring organization. You will need to photocopy sufficient copies of the participant list.

9. Workshop Schedule

Minor variations in the starting and ending times, in the scheduling of refreshment breaks and in the amount of time allotted to lunch are permitted. The two consecutive day format and the amount of time allotted to each section must be maintained. See #13 for details and discuss any deviations with your trainer.

A must!

10. Pre-Registration

It is highly recommended that the full amount of any registration fees be collected in advance of the workshop. Given the requirements on small group sizes, it is important to estimate the number of participants who will be attending the workshop fairly accurately. Pre-registration fee payment helps to ensure that those who indicate a desire to attend do attend.

Highly recommended

Pre-registration also provides another opportunity to stress the importance of arriving on time for the workshop.

Encourage participants to be on time

You will need a list of the participant's names and phone numbers. One of the expected outcomes from the workshop will be an increased motivation on the part of the participants to help improve community networking of resources to prevent suicide. As a first step in this process, participants will typically want to have a list of the other participants who attended the workshop. Gather this information during pre-registration and you will be able to create the list and complete the participant certificates before the workshop begins. Make it clear that providing this information is voluntary. For example, you might put a phrase such as the following on your pre-registration form: "If you wish to share contact information with other participants, please fill in this part of the pre-registration form."

Participant lists help with future networking efforts

11. Registration, morning of Day 1

Registration on the morning of day one is often one of your busiest times. Team work with the trainers is essential. There are usually some late-registering participants. Name tags need to be filled out with the first name of participants written in large print on the tag. Even when a list of participants is available prior to the workshop so that names can

First name in large letters on name tag

Taboo also affects attendance

be filled out in advance, some last minute changes will be necessary to get the preferred first name of participants on their name tag. Even with a pre-registration fee payment policy, a no-show rate of 5% to 10% is fairly common. As is the case generally, the taboo that surrounds suicide also has its effect on attendance.

12. Local history

If you have not already done so at pre-registration, gather information to complete the participant list and certificates.

You may be asked to provide a brief statement on the local history leading up to the presentation of this particular workshop. You also usually close the workshop at the end of Day 2. As a result, you come to be identified as the local networking and coordinating resource. The identification of a person in this role enhances the participants' motivation to network with other resources.

If not already completed at pre-registration, compile and photocopy the participant list and fill in the participants' certificates. Have a trainer sign the certificates prior to the end of Day 2.

Participant lists and certificates

13. During the workshop

During the remainder of the workshop you will need to make sure refreshments are provided on time; make arrangements for the movement of tables and chairs for the different sections; and coordinate contacts with the media, if required. It is essential that refreshments are provided on time, particularly if the refreshment area is also being used by one of the small groups. If you are short on resources, trainers can ask their small group to help with the rearrangement of the small group rooms. The rearrangement goes much smoother, however, if there are only a few people in the room. Thus, meal time is the best time to rearrange the rooms. Trainers will help with the rearrangements if necessary.

Charts and figures at the end of this guide show activities, materials and equipment requirements, and room arrangements for each section of the workshop. Trainer activities are outlined so that you can follow the progress of the workshop. Review times and options with your trainer. Record any changes for your workshop and note any reminders on the charts and figures. You may wish to copy the pages showing the room arrangements and distribute them to your helpers. Items marked with an asterisk (*) are supplied by trainers.

Timing of refreshments is important particularly if large group room is used for a small group

Review charts and figures with your trainer; record adjustment; make notes

Off-hours commitments are not recommended

You should not expect trainers, or feel obliged yourself, to be available for off-hour social or hosting purposes. Conducting the workshop is a demanding experience that involves lengthy review and preparation meetings by the trainers during off-hours. Likewise, you may have other responsibilities to attend to in the off-hours.

14. Media contacts

Contacts with the media may occur through either the media's instigation or your desire to publicize the workshop. Contacts during the workshop must be carefully managed. The confidentiality of all of the small group activities as well as some of the large group activities must be maintained. If media contact is required, trainers can provide information about the workshop through interviews conducted during non-workshop hours. Trainers and organizers should always agree on media contacts prior to their occurrence. While considerable benefits can result from contacts with the media, there are also a number of dangers. Media release templates for before and after the workshop are available on request.

15. Attendance at the workshop

Since many of your tasks either occur during non-workshop time or can be planned, attend the workshop if possible. This will help you to better perform your network/coordination role following the workshop. Participation also helps to establish your network/coordination role in the eyes of the other participants. Participants develop considerable camaraderie as a result of attending the workshop. Those who do not attend will have a hard time breaking into and feeling a part of the group of participants who did attend. Note that if you plan to attend, you need to be there all of the time. Movement in and out will likely be judged negatively, although some disruption will be tolerated, given your role.

16. Networking and coordination role

The network/coordination role has been mentioned several times. The need for the workshop typically arises out of a larger concern in an organization or geographic area, with the workshop being appropriately seen as meeting only some of those needs. Workshop organizers, for example, may be concerned with crisis services generally or suicide crisis services specifically. A workshop may be seen as a vehicle for stimulating local interest in the area of suicide prevention or as a vehicle to train a core group of people. The workshop will create awareness of the need for two types of follow-up activities. First, there will be a consensus that the

Since you were important to the success of the workshop, be sure to attend the end of the workshop to receive thanks and deal with any follow-up ideas

workshop should be given to others in a local area or a particular organization. Second, a desire to list and coordinate suicide prevention resources in the local area will emerge. These two motivations are compatible in the sense that future workshops provide a common knowledge base upon which collaboration efforts can be built. Organizers who anticipate the emergence of this awareness can be prepared to take advantage of it. As mentioned, participants will typically want a list of the other participants. The end of the workshop is also an excellent time to obtain volunteers to work on follow-up activities. You should also help to hand out certificates. Your participation here symbolizes your importance to the success of the workshop.

17. Resources for participants

Another type of follow-up activity may be required. Some participants may have thoughts of suicide. Participants may become more aware that people whom they know might have thoughts of suicide. Workshop procedures ensure all participants are provided with a list of local resources and trainers will provide suicide first-aid as needed. Organizers should endeavor to be as informed as possible about local resources to help with the development of appropriate action plans should the need arise.

18. Finalize

Meet all financial obligations to LivingWorks, the trainers and facilities. If you must send checks directly to LivingWorks, write the dates and location of the workshop on the checks or, in the case of participant materials, the number on the invoice that was sent with the materials. The website is your source of background information, media contact templates and current information about all LivingWorks programs.

Taking care of these details support the success of the workshop. Your role in making suicide-safer communities is valued, by the trainers and by LivingWorks.

CHAPTER 1: PREPARING

Framework

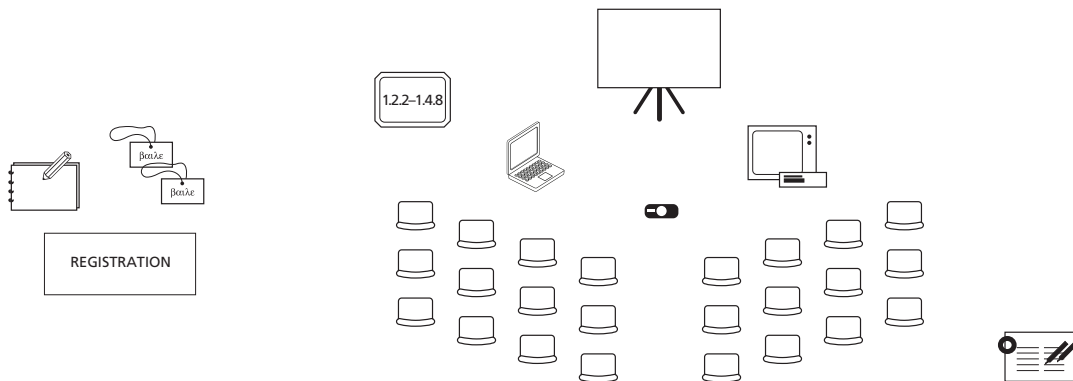
Morning of Day 1

Time required: 1 hour and 30 minutes **Format:** Whole group

0830: Whole group; theatre style		
15 min.	1.1	Registration
15 min.	1.2	Why First Aid?
5 min.	1.3	Why ASIST Training is Needed
15 min.	1.4	About the Participants
10 min.	1.5	About the Workshop
0930: 10-minute refreshment break		
20 min.	1.6	About Connecting
1000: Move to workgroups		

Materials and Equipment Required

- › Form to gather permission and information for participant list and certificates
- › *Helpers in Your Community* form
- › *Participant Workbook*
- › Name tags (first name in large print)
- › 2 *Background Questionnaire* posters, masking tape and non-permanent marking pen(s)
- › *Awareness Facts* slideshow and *Cause of Death?* audiovisual (four versions: standard, military, phone, or both military and phone)
- › Device compatible with USB or DVD (eg. Laptop, tablet) projector and speakers
- › Trainer slides (PowerPoint) s1.2.2–1.4.8



CHAPTER 2: CONNECTING

Framework

Morning of Day 1

Time required: 2 hours and 20 minutes

Format: Workgroup

Prior to starting Day 1

	2.1	Review the Goals for this Section
--	-----	-----------------------------------

1010: Workgroup; chairs in circle; break, usually between 2.3 and 2.4.

50 min.	2.2	Connecting Feelings and Experiences with Suicide and Helping
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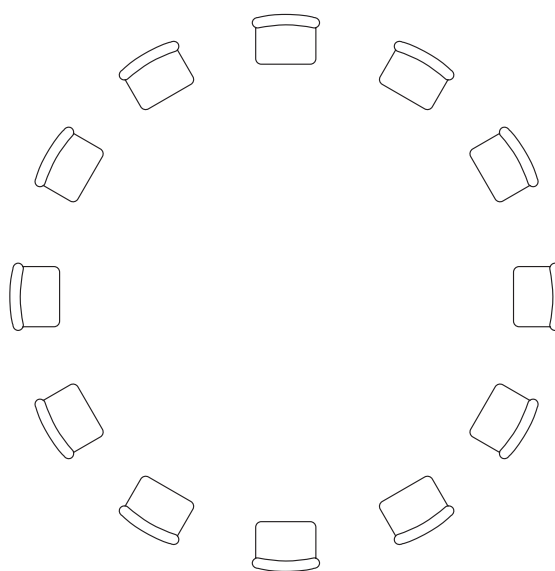
30 min.	2.3	Introductions
---------	-----	---------------

60 min.	2.4	Connecting Attitudes with Suicide and Helping
---------	-----	---

1230: 1-hour meal break; return to workgroups after break for the UNDERSTANDING section.

Materials and Equipment Required

My Attitudes survey on back of *Suicide Framework* poster, masking tape and non-permanent marking pen(s)



CHAPTER 3: UNDERSTANDING

Framework

Afternoon of Day 1

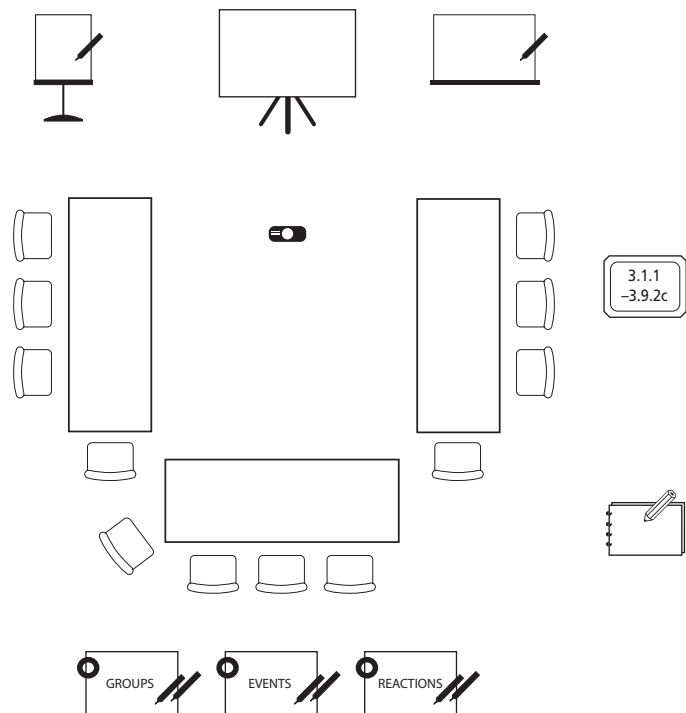
Time required: 3 hours

Format: Workgroup

1330: Workgroup; semicircle with tables, if possible		
10 min.	3.1	Introduction to UNDERSTANDING
15 min.	3.2	Exploring Invitations
15 min.	3.3	Asking about Thoughts of Suicide
10 min.	3.4	Understanding Choices Phase
1420: Possible break point (10 minutes)		
20 min.	3.5	Hear Their Story
20 min.	3.6	Supporting Turning to Safety
10 min.	3.7	Assisting Life Phase
1520: Possible break point (10 minutes)		
30 min.	3.8	Develop SafePlan
10 min.	3.9	Confirm Actions
20 min.	3.10	Concluding UNDERSTANDING
1630: End of Day 1; offer to collect participant workbooks, ensure that their name is on front		

Materials and Equipment Required

- › Trainer slides (PowerPoint) s3.1.1–3.9.2c
- › *Safety Framework* poster, masking tape and non-permanent marking pen(s)
- › Device compatible with USB or DVD (eg. Laptop, tablet) projector and speakers
- › Whiteboard and/or flipchart (preferably both)
- › Dry erase and/or flipchart marker pens



CHAPTER 4: ASSISTING

Framework

Morning of Day 2

Time required: 3 hours and 15 minutes

Format: Workgroup

Lay out participant workbooks for pickup

0830: Whole group; theatre style

15 min.	4.1	Starting the ASSISTING Section
50 min.	4.2	PAL in Action and show <i>It Begins With You</i>

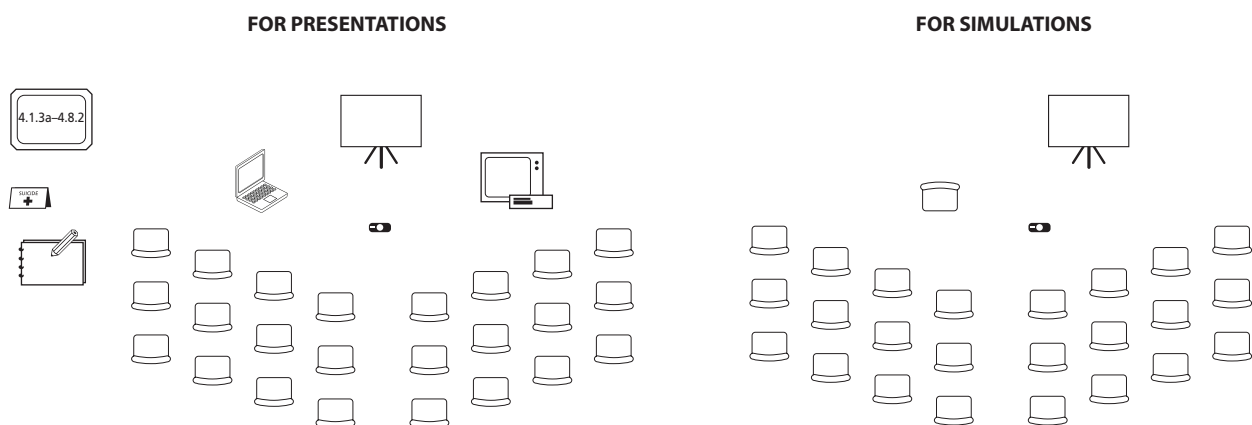
0935: 15-minute refreshment break

10 min.	4.3	Transition to Practice
10 min.	4.4	CONNECTING Simulation
15 min.	4.5	Support Turning to Safety Simulation
40 min.	4.6	PAL Simulation
15 min.	4.7	Safety First simulation.
15 min.	4.8	Whole Group Closing; Workgroup Practice Introduction

1135: Move to workgroup with 10-minute transition break

Materials and Equipment Required

- › Quick Reference tool
- › Trainer slides (PowerPoint) s4.1.3a–s4.8.2
- › Device compatible with USB or DVD (eg. Laptop, tablet) projector and speakers
- › *Pathway for Assisting Life (PAL)* poster(s)
- › *It Begins with You* audiovisual



Morning and Afternoon of Day 2

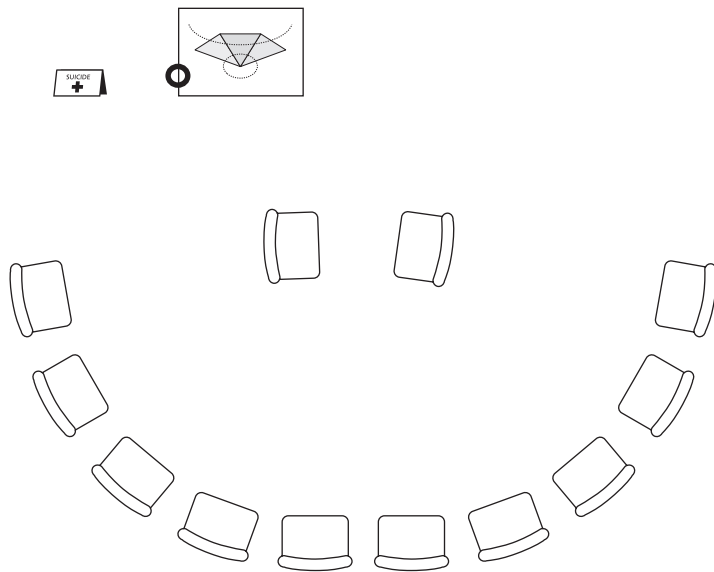
Time required: 3 hours and 5 minutes

Format: Workgroup

1145: Workgroup; chairs in circle focused upon two chairs face to face; Five minute transition time		
45 min.	4.9	Workgroup Practice (complete at least one practice situation)
1230: 1-hour lunch break		
115 min.	4.9	Workgroup Practice (continue practice situations)
15 min: Refreshment break(s) during afternoon		
1540: Move to large group for working together section with 5-minute transition break		

Materials and Equipment Required

- › *Pathway for Assisting Life (PAL)* poster
- › Masking tape



CHAPTER 5: WORKING TOGETHER

Framework

End of Day 2

Time required: 45 minutes

Format: Whole group

1545: Whole group; theatre style

	5.1	Organizing and Starting
20 min.	5.2	Relationships with Persons at Risk Discussion
15 min.	5.3	Community Relationships Discussion
10 min.	5.4	Closing the Workshop

1630: Formal end of workshop

Many participants will take longer to finish feedback and say goodbyes

Materials and Equipment Required

- › Trainer slides (PowerPoint) s5.2.2–s5.3.5
- › Participant feedback form
- › If permission is granted distribute copies of participant names and contact information
- › Participant certificates
- › ASIST life-assisting sticker

