

NYC Healthy Relationship Training Academy Workshop Request Form

Please complete
Sections A, B, C, D, & E
of this form.

A

Today's Date: _____

Organization Name: _____

Program Name/Type of Program: _____

Has your organization hosted a workshop or training in the past? Yes No Not sure

How did you hear about our program? _____

Your Name: _____ Title: _____

Mailing Address: _____

Telephone #: _____ - _____ - _____ Ext. _____ Fax #: _____ - _____ - _____

Email Address: _____

**Note that correspondence regarding scheduling workshops will be communicated primarily through email.*

Workshop location (Address and directions via public transportation): _____

B

WORKSHOP OPTIONS Workshops are available for participants ages 13-24, 11-13, and parents. Please select the workshop based on the age group of your participants. The latest possible start time is 6:30pm.

AGES 13 TO 24 *All workshops are 90 minutes long.*

- I. Dating Violence Prevention and Healthy Relationships:** The Academy's Signature workshop, this session can stand alone or be paired with Part Two and/or TechnoLOVE, described below. This session covers the definitions of family domestic violence and dating violence, tactics an abuser may use to gain power and control over a partner, characteristics of a healthy relationship, warning signs of abusive partners, and resources available to teens in NYC. *This workshop is available in Spanish.*

Preferred Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Alternate Workshop Date: ___/___/___ Start Time: _____ End Time: _____

- II. Dating Violence Prevention and Healthy Relationships, Part Two:** Part Two is an optional follow-up session to the Signature workshop and participants must have completed the first workshop, described above. This session covers identifying abusive behaviors, starting and maintaining a healthy relationship, how to help a friend, and ending an abusive relationship safely.

Preferred Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Alternate Workshop Date: ___/___/___ Start Time: _____ End Time: _____

- III. TechnoLOVE, A workshop on technology and relationships:** TechnoLOVE is an optional follow-up session to the Signature workshop. This session covers warning signs of abuse related to technology, strategies for healthy "techy" relationships, and effective communication skills.

Preferred Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Alternate Workshop Date: ___/___/___ Start Time: _____ End Time: _____

- Healthy Relationships:** Offered as a stand-alone workshop, this session focuses on the nuances of healthy relationships among partners, friends, and parents. This session covers features of a healthy relationship, trust, effective communication strategies, peer pressure, and boundaries. *(This session does not include information on violence or abuse.)*

Preferred Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Alternate Workshop Date: ___/___/___ Start Time: _____ End Time: _____

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AGES 11 TO 13 Workshops are 60 minutes long.

- Dating Violence Prevention and Healthy Relationships:** This session covers the definitions of family domestic violence and dating violence, tactics an abuser may use to gain power and control over a partner, characteristics of a healthy relationship, warning signs of abusive partners, and resources available to teens in New York City. This workshop is delivered in *two* one-hour long segments held on *two* days. If two separate sessions are not possible, the Project Director will work with your organization to adapt the program to your needs to the best of our ability.

Part 1 Preferred Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Part 2 Preferred Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Part 1 Alternate Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Part 2 Alternate Workshop Date: ___/___/___ Start Time: _____ End Time: _____

PARENTS Workshop can be 90 minutes or 2 hours long.

- Parent Workshop on Dating Violence Prevention and Healthy Relationships:** This session is intended for parents to learn about the topic of dating violence among teenagers and young adults. Topics will include the definitions of family domestic violence and dating violence, tactics an abuser may use to gain power and control over a partner, characteristics of a healthy relationship, warning signs of abusive partners, parenting tips, and resources available to teens in NYC. Participants must be at least 18 years old. *This workshop is available in Spanish.*

Preferred Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Alternate Workshop Date: ___/___/___ Start Time: _____ End Time: _____

- TechnoWHAT?! Understanding teens' 'techy' relationships:** This session is intended for parents or staff to learn about how technology can impact teens' relationships. Topics include basic information about popular technology platforms that teens use, key points on what teens need to know about technology and relationships, and tips on how to be a resource for teens.

Preferred Workshop Date: ___/___/___ Start Time: _____ End Time: _____

Alternate Workshop Date: ___/___/___ Start Time: _____ End Time: _____



PARTICIPANT INFORMATION Workshops are for 10 - 30 participants for the age group specified above. Participants younger than 11 will not be allowed in any workshop.

of participants expected: _____ *Minimum of 10 participants required.

Age range: _____ % males: _____ % females: _____

Please share anything we should know about the workshop participants (ie. Gang involvement, low literacy, known experience with violence, active learning preference, group dynamics): _____

Do all of the participants understand and speak English? Yes No

If no, what other language is spoken? _____

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TARGET POPULATIONS *Please help us understand your population by responding to these questions:*

Please indicate if your program is *specifically* designed for youth who are:

- Runaway/homeless LGBTQ Pregnant/parenting Foreign-born Sexually exploited Young fathers
 Veterans Formerly incarcerated Other: _____

Please indicate if your specific program is funded by any New York City agency (city-agency funding is not required to host a workshop):

- DYCD DOE DOHMH ACS NYCHA Other: _____

REASON FOR WORKSHOP

Please tell us why you are interested in hosting a workshop, and what you hope your participants will gain from attending:



SUPERVISION INFORMATION *At least one staff member from your organization must be present 15 minutes before the workshop is scheduled to begin and must remain present throughout the workshop. Staff should assist with classroom management as needed, and also refrain from participating in the workshop activities.*

Staff representative who will be supervising the workshop: _____

Title: _____

Telephone number where the staff representative can be reached on the day of the workshop:

_____-_____-_____

Name and number of an additional staff person that will also know about the workshop details and logistics:

SPACE & SUPPLIES

Please describe the space you have available for the workshop: _____

_____.

Please indicate if you are able to provide the following supplies to be used during the workshop:

- Pens/pencils for all the participants
 Flipchart/dry-erase board/chalkboard
 Tape
 Copies of the workshop materials, sent via email (up to 7 double-sided sheets per participant)

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PHOTO/VIDEO PERMISSION Please indicate if your organization gives permission for Academy staff to take photos and/or videotape the workshop.

Can Academy program staff take pictures during the workshop for social media and program promotion purposes?

- Yes, pictures can be taken during the workshop that include program participants.
- Yes, pictures can be taken of the Peer Educators only.
- No, we do not want pictures to be taken during the workshop.

Can we videotape the workshop?

- Yes, for program promotion and program evaluation/training purposes.
- Yes, for program evaluation/training purposes only.
- No, we do not want the workshop videotaped.

WORKSHOP POLICIES We ask that in order for the workshop to run as smoothly as possible, the following policies be adhered to:

- ✓ A staff member must be present during the *entire* workshop to provide logistical support to the Peer Educators, help with classroom management, and assist any youth after the workshop concludes. Supervising staff need to refrain from participating in the activities.
- ✓ Have *at least* 10 participants in the age range specified ready to begin at the start time. If you anticipate having fewer than 10 participants, please contact the Project Director as soon as possible to discuss. Participants arriving later than 10 minutes after the workshop has started will not be able to participate in the session.
- ✓ Participants and staff must respect diversity, especially for individuals who are runaway or homeless, pregnant or parenting, foreign-born, exploited through forced sex acts, and/or lesbian/gay/bisexual/transgender/questioning.
- ✓ Staff must respect our Peer Educators, who are providing a valuable service. Note that the Peer Educators have a casual dress code, and are not required to wear professional/business attire.
- ✓ Food should be served either before or after the workshop, not during.
- ✓ Please contact the Director to seek approval for using cameras, video, or other recording devices during the workshop.
- ✓ If you plan to advertise for the workshop, please share any materials with the Director prior to posting.
- ✓ You must inform the Director before contacting any members of the press regarding the workshop.

Please sign here to agree to the above workshop policies: _____

PLEASE SUBMIT THIS FORM TO:

NYC Healthy Relationship Training Academy
Mayor's Office to Combat Domestic Violence
100 Gold Street, 2nd Floor, New York, NY 10038
Tel: (212) 788-2516 Fax: (212) 788-2798
Email: OCDVAcademy@cityhall.nyc.gov
Website: www.nyc.gov/domesticviolence/academy
Facebook: [NYC Healthy Relationship Training Academy](https://www.facebook.com/NYCHealthyRelationshipTrainingAcademy)
Twitter: [@NYCteenDV](https://twitter.com/NYCteenDV)

Wait!
Make sure you completed
Sections A, B, C, D & E
of this form. Thanks!

Note...

- * You will receive a confirmation email once your form has been processed.
- * If you do not receive a confirmation email within one week, please contact us to make sure your form was received.
- * Request Forms must be received *at least* one week in advance of the requested workshop date.