

NYC Healthy Relationship Training Academy Staff Training Session Request Form

Please complete this request form to schedule training for organizational staff members who work directly or indirectly with adolescents and/or young adults. The training will focus on the components of dating violence and relationship abuse among teenagers and young adults and how staff can best help young people develop healthy relationships. During the training facilitators will use interactive activities such as brainstorming, problem-solving, role-plays, discussion and small group activities.

Today's Date: ___/___/___

Name of Organization: _____

Services provided: _____

Your Name: _____

Title: _____

Tel.: _____ Fax: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

Training Location (Address & directions via public transportation): _____

TRAINING INFORMATION

Please indicate your preferred and alternate dates and the amount of time you would like to spend on the training. Note that the minimum amount of time for a training session is 2 hours.

Preferred Date: ___/___/___ Start time: _____ End time: _____

Alternate Date: ___/___/___ Start time: _____ End time: _____

PARTICIPANT INFORMATION **Trainings are for 10 - 50 participants.*

of participants expected: _____ *Minimum of 10 participants.

Professional roles: _____

About how old are the young people the staff work with? _____

SPACE & SUPPLIES

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

Can you provide the following supplies to be used during the training:

- Pens/pencils for all the participants
- Flipchart/dry-erase board/chalkboard
- Tape
- Copies of the training materials (will be sent via email)

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TRAINING CONTENT

Please indicate what topics you would like emphasized, and we will work with you to tailor the session as needed. Topics in bold will be covered and additional topics will be included per your organization's needs as time allows.

- ✓ **Defining Violence, Family Domestic Violence, and Teen Dating Violence**
- ✓ **Understanding Power and Control**
- ✓ **Promoting Healthy Relationships among Teens**
- ✓ **23 Warning Signs of an Abusive Person**
- ✓ **Why Teens Stay in Abusive Relationships**
- ✓ **Tips for Working with Teenage Victims**
- Features of Adolescent Development and their Relevance to Teen Dating Violence
- Managing Barriers to Disclosure
- Communicating Effectively with Teens
- Working with Abusive Teens
- Effects of Domestic Violence on Children and Teenagers
- Behavioral and Physical Signs of Abuse after Victimization
- Runaway Homeless Youths' Diverse Experiences with Abuse
- Gender Roles
- Risk Factors for Domestic Violence Homicide
- Emotional Toll and Safety Precautions for Staff
- Identifying Relationship Needs and Wants
- Starting a Relationship
- Maintaining Equality in a Relationship
- Effective Time-Outs and Communication Skills
- Safety Planning
- Ending an Abusive Relationship Safely
- Dealing Emotionally with a Breakup

TRAINING POLICIES

- ✓ Have *at least* 10 participants ready to begin at the start time. If you anticipate having fewer than 10 participants present, please contact the Project Director as soon as possible to discuss. Note: Participants arriving later than 15 minutes after the training has started will not be able to participate in the session.
- ✓ Have the following supplies available: flipchart, chalkboard, or dry-erase board and markers or chalk; pens/pencils for all participants to use during the training; and scotch or masking tape.
- ✓ Set up the chairs in a circle, if possible.
- ✓ If food will be provided to the participants, please serve either before or after the workshop, not during.
- ✓ If cameras/videos will be used or if members of the press will be invited, please discuss ahead of time with the Project Director.
- ✓ Note that the training content is intentionally inclusive of young people who are pregnant/parenting, foreign-born, runaway homeless, exploited through prostitution, and/or lesbian/gay/bisexual/transgender/questioning.

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

PLEASE SUBMIT THIS FORM TO: *You will receive a confirmation email once we receive your form.*

NYC Healthy Relationship Training Academy, Mayor's Office to Combat Domestic Violence
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Website: www.nyc.gov/domesticviolence/academy

