

## Frequently Asked Questions concerning The PREVENT Workshop

### What are the learning objectives and content for the workshop?

The **PREVENT Workshop: Moving Towards Violence Prevention** has the following objectives:

1. Develop an understanding of how to prevent violence before it occurs.
2. Learn and practice skills to plan and/or enhance prevention activities.
3. Build a network of practitioners with people participating in the workshop.

### What is the workshop agenda?

<b>Day 1</b>	12:00-1:00pm	Registration
	1:00-2:30pm	Welcome & Introductions
	2:30-5:00pm	What is Prevention?
	5:00-5:30pm	Introduction to Action Learning
	6:00-7:30pm	Dinner & Networking activity
<b>Day 2</b>	7:30-8:30am	Breakfast
	8:30-9:30pm	What is Prevention? (continued)
	9:30-12:00pm	Basics of Program Planning
	12:00-1:00pm	Lunch
	1:00-2:00pm	Team Action Planning with Coach
	2:00-5:30pm	Basics of Program Planning (continued)
	7:00-8:00pm	Optional Team Meeting time
<b>Day 3</b>	7:30-8:30am	Breakfast
	8:30-9:30pm	Basics of Program Planning (continued)
	9:30-11:30pm	Team Action Planning with Coach
	11:30-12:00pm	Next Steps/Wrap-up
	12noon	Workshop Ends

### Where and when can I participate in the workshop?

The PREVENT workshop will be held in the following locations during 2005:

- June 21-23, 2005 in Chapel Hill, NC
- August 29-31, 2005 in San Diego, CA
- October 26-28, 2005 in Washington, DC

### What does the workshop cost?

Thanks to funding provided by the National Center for Injury Prevention and Control at CDC, your cost to attend the workshop is minimal. The workshop is available to individuals and small teams of violence prevention practitioners from throughout the United States and US Territories.

As a registered participant, you will receive the following assistance:

- Registration and program fees covering tuition, materials and the option of some assistance from a coach after the program to begin to work on an action plan
- Hotel room for two nights (does not include incidentals such as phone calls, movie rentals, room service, Internet service, etc)

- Meals and snacks including dinner on the first and second day, continental breakfast on the second and third days, lunch on the second day, and snacks during the sessions. Participants will be responsible for additional meals.

As a registered participant, you may apply for a travel stipend to help defray some of the cost of transportation to and from the workshop (see below).

### **Who should attend the PREVENT Workshop?**

The PREVENT Workshop is an introductory-level training for teams of practitioners who are just beginning to think about preventing violence before it starts. The training will focus on introducing the concept of primary prevention and the public health model as well as key concepts in program planning (including creating goals & objectives & logic models and considering evaluation when planning.) Teams that have been working on the primary prevention of violence for some time may not benefit as much from the Workshop and are encouraged to apply for the PREVENT Institute (see description below) which focuses on much more in-depth coverage of the topics above.

### **What is the definition of a team? What types of people can be in a team? How many in a team?**

Multi-organizational teams of 3 to 5 people who work at the state and/or community level *who want to work together to prevent violence* are encouraged to participate in this training. Your team can focus on the prevention of sexual violence, intimate partner violence, youth violence, child abuse and/or suicide. We also encourage you to consider new partners from other areas of violence to work with you on a program or enhancement that prevents first time perpetration or victimization.

A team might include (but is not be limited to) members from the following types of organizations: state health department; other state agencies; state coalition; local service or advocacy agency; law enforcement; schools and colleges (administration, instruction, research, guidance and health); health care; mental health, counseling and drug and alcohol; child protection and social service; family planning; faith community; law makers; advocacy for special populations (communities of color, persons with disabilities, youth, elders, GLBT and many more); local businesses and corporations; media; and many other creative partners who want to take a role in the prevention of violence. *Fundamentally, a team is a group that has some experience working together and plans to continue to work together after the training to apply the skills to efforts that prevent violence.*

### **How can my team apply to The PREVENT Workshop?**

Teams should consist of three to five members from more than one organization who have worked together on a violence prevention activity at the community or state level (or would like to):

Here are the steps in the process:

1. **Decide to apply** – Based on the information provided, your team will decide to apply and select interested team members (up to 5 individuals) who want to participate and also have the support of their organization to participate. We recommend that you determine all the members of team who want to participate *before* going to the next step.
2. **Complete an application** – **Each member of your team** goes to the PREVENT website ([www.PREVENT.unc.edu](http://www.PREVENT.unc.edu)), selects the “Register” section and provides individual information as well as a brief statement about the violence prevention initiative the team is working on. In addition, each member will provide the names of *all individuals on the team* so that the PREVENT staff know who else is on your team.

### **What is the deadline for application?**

- Chapel Hill Workshop- deadline is May 1
- San Diego Workshop- deadline is July 10
- Washington, DC Workshop- deadline is September 1

### **How will teams be selected?**

After the registration deadline, after registrations for all team members have been received, the PREVENT selection team will review applications and select the teams to be invited to participate in the workshop. Your team's participation in the workshop will be confirmed by e-mail following the registration deadline.

Here are the initial guidelines we have prepared to inform the selection process:

- Team is formed and ready to work on a violence prevention effort
- Other potential considerations such as selection of teams so that overall we have a diversity of different types of violence prevention, CDC grantees of different types, geographic locations and types of organizations, as well as other factors

*Please note: your team will not be considered until the entire team has registered at the PREVENT website.*

### **How do the travel stipends work?**

The goal of the travel stipend is to help as many participants as possible attend the workshop who do not have other sources of travel support. If you are interested in a travel stipend, ask for a Travel Stipend Request form as part of the registration process.

The Travel Stipend Request asks for an estimate of your transportation cost (with documentation such as a Mapquest directions and mileage report or a quote from an airline) as well as a signed statement of need approved by your manager or organizational authority. Travel stipend request forms will be sent to you if requested on the Registration Form on the PREVENT website and will be processed prior to the scheduled workshop. You will receive your travel stipends after participation in the workshop. We encourage you to travel as a team if possible, in order to save on costs. And, if your team needs travel assistance, please apply at the same time.

Stipends are based on need and are not expected to cover all costs associated with travel to the workshop. Stipends, up to an expected maximum of \$200.00, can help cover only the following kinds of expenses:

- Mileage at rate of 37.5 cents per mile for those driving over 150 miles one way; **or**
- Air, train or bus fare
- *DOES not include taxi fare, parking costs and other expenses not specified*

### **How many people can attend the workshops?**

60 individuals in approximately 15 teams can participate in each workshop location.

### **Is participation limited to CDC grantees?**

No.

## **Is there a waiting list and how and when will I be notified if I can attend?**

If all spaces are filled when you apply, your name will be placed on the waitlist and you will be notified if a seat opens up in the workshop for which you applied or in one of the other locations. You will be notified as soon as possible.

## **What activities and learning methods will be used in the workshop?**

You will observe diverse teaching methods including presentations, discussions, and small-group team-based learning. You will take part in activities such as case discussions, applied exercises, and networking providing you the opportunity to interact with other participants including the PREVENT instructors and staff. A very important component of the PREVENT Workshop is the action learning project Team Development Plan. You (and your team members) will develop a Team Development Plan following action learning principles.

## **What is Action Learning?**

In action learning, participants try to deeply understand a real problem, take wise actions, and reflect on what they've learned. It is done in a group so participants can learn from one another and collaborate.

Action learning is most appropriate when the problem and solution are ambiguous and require wise judgment, rather than when the problem is clear and only requires careful application of technical solutions. An action learning team differs from a typical project task force in several ways:

- Commitment to questioning and reflection—Before you decide what actions to take, ask questions: What is the problem really? What are the wider and systemic causes of the problem? What actions are wise and likely to be most helpful in the long run?
- Commitment to action—Action learning requires that we take actions and learn from them.
- Commitment to learning as well as results—Group members focus on what they are learning and how their learning can benefit each group member and the organization as a whole.

With the PREVENT Workshop action learning project, we hope that:

- you will learn to apply specific skills taught at the Workshop
- you will become a reflective practitioner
- you will value reflection more in a team or group of colleagues

## **Who are the faculty/instructors and what is their experience?**

A diverse team of workshop instructors and facilitators will bring a wealth of experience in teaching these skills and concepts. The Project Investigators will guide the development of the workshop curricula (see their bios at [www.PREVENT.unc.edu/about/staff.htm](http://www.PREVENT.unc.edu/about/staff.htm)). The instructional team will be experienced in public health and/or violence prevention. The instructional team for the workshop will be announced when available.

## **Who are the coaches and what do they do?**

Coaches will work with you during and after the workshop serving as “learning facilitators.” They are individuals with practical experience applying the concepts and the skills covered in the workshop and will serve as supportive “troubleshooters.” The PREVENT coach’s role is to:

- help you understand the action learning process
- help you reflect and ask questions to help you process the Workshop lessons
- provide resources or ideas for expert contacts as needed

Through a series of scheduled phone calls, a coach will work with your team to help you find answers to the questions that arise and review your planning documents as you starts to apply the skills and concepts after the workshop.

### **Will there be work to do before the workshop?**

Yes, we will assign a group of readings prior to the workshop to familiarize you with topics we will be discussing.

### **How do the PREVENT Workshops compare to the PREVENT Institute?**

PREVENT educational opportunities focus on five key skill areas including:

- identifying community needs and assets
- creating and mobilizing partnerships
- developing and implementing effective prevention programs
- measuring success
- funding and sustaining programs

The two-day **PREVENT Workshop: Moving Toward Violence Prevention** will introduce skills, concepts and best practices for preventing violence before it starts and strategic program planning processes to approach prevention work. The Workshop is an introductory-level training for teams that are just beginning to think about how to prevent violence before it starts. The training will have an action planning component where you will develop the steps of planning a prevention program. A coach will work with your team after you return (for 3 months) to the community to complete your action plan. The workshops offer training to 60 individuals in at least 3 regional locations per year.

**The PREVENT Institute: Developing Leaders for Violence Prevention** will expand violence prevention skills and provide teams with an intensive and supportive environment to learn and work on a prevention program or enhancement. It focuses on developing the leadership skills for engaging in violence prevention and social change work at the state and/or national level. The Institute is for teams that are more advanced in their primary violence prevention work and can provide leadership at the community, local, state and national level. The Institute will begin with four days of training in Chapel Hill, NC followed by six months of work back in your home location to plan and implement a specific prevention effort. Again, coaches will work with teams serving as “learning facilitators” as the action planning process evolves. We will reconvene after the coaching/action planning phase in Chapel Hill for a 2-day training/follow-up meeting. The Institute offers in-depth training for approximately 10 teams (or up to 50 individuals).

### **What will the team do during and after the workshop?**

During the workshop your team will work together on small-group activities including case studies and other exercises and begin to develop an action plan for a prevention project or enhancement of an existing plan on your specific project. After the workshop, your team will continue to develop and implement that plan, using the resources and contacts provided during the training and on the PREVENT website. See the information about coaching and action learning.

### **Why are teams who are working on different forms of violence (intimate partner violence, suicide, sexual assault, bullying, child abuse, etc.) attending the training together?**

PREVENT programs are designed to engage a diverse group of practitioners who work on preventing different forms of violence. Many teams attending the training will focus on preventing a specific kind of violence, learning as a team and discussing how they will apply the skills and concepts when they return home. While all the teams will not be working on preventing the same form of violence, the concepts, skills, models and theories presented will be relevant for preventing violence before it occurs.

We believe the *benefits* of participating in training with others who want to prevent a different kind of violence outweigh the *challenges*! We learned about the benefits and challenges in discussions with practitioners and leaders around the country. We heard that the challenges of having diverse groups in the training include that the language people use may not mean the same thing to everyone, skills and experience are very diverse, and the group's agenda, priorities and history may differ significantly. However, we also heard there are many perceived benefits:

Benefits of learning side-by-side with others who want to prevent a different form of violence:

- Cross-fertilization; new ideas and approaches; lessons learned from others
- Potential coordination and leveraging of scarce resources
- Cross-training; community building; new partnerships and alliances
- Many factors are similar when working on preventing violence before it starts
- Strategies for working in communities who have limited time to engage in separate violence prevention activities

In addition, based our experience working with professionals and conducting training, there is much to be gained by learning together in cross-disciplinary settings exploiting both the similarities and differences of violence issues.

**Can individuals attend the workshop if only one member of the team can go?**

No, The PREVENT Workshop relies on teams participating in training and then working together to apply some of the skills back on the job. However, distance learning opportunities are being developed for individuals. See the Distance Learning pages on the PREVENT website for more information.

**Can I get the materials if I can't attend the training?**

An important component of the PREVENT Program will be our distance learning resources. We will have materials from both the PREVENT Workshop and Institute available online following the trainings along with other distance learning resources. These distance learning resources will include short, self-paced online modules accessible to anyone as well as "Train-the-Trainer Packages" that participants will sign up to use and which will provide a forum for sharing ideas and asking questions. See the Distance Learning pages on the PREVENT website for more information.

**Can I get help from a coach if I can't attend the workshop?**

At this time our coaching resources are only available to participants in the Institute and Workshops.

**Who can I contact if I have additional questions?**

Send an email to [PREVENT@unc.edu](mailto:PREVENT@unc.edu) and a PREVENT staff member will respond to your question during normal business hours.