

For teams/ leaders/ organisations sending people on training about trauma-informed journey or vision- some things to consider before sending the event invite or booking people on (just a starting place as many others)

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- Think carefully about how the aims, goals, intentions, and rationale of the training or the overall vision are communicated. As well as why has the team/ organisation decided on this training- what is the reasoning, the hopes, the background, the journey before, the wider context etc. Simply sending an event invite doesn't convey the importance or the reasoning. If people attend either unsure as to why they are there, how it is relevant to them, or what to expect this doesn't model the model; but also, doesn't warm the context and starts off on the wrong foot. It can be really helpful to have a message and/or video from the organiser explaining this; as well as if possible, something like an infographic.
- Do people have a sense of how this fits in with other agendas or programmes? For example, for a local authority if they are also using signs of safety, motivational interviewing, restorative justice- having a few lines or infographic explaining how they fit together or will side alongside each other feels important. Or if this is part of a series of trainings or part of a larger learning program etc?
- How is the message conveyed? The language used, the timing, but also the messaging. For example, if people receive the message "this is just another training" or "who knows what it is about, we just have to go" compared to "this is an exciting opportunity" and/or "it is about... and will help us..." it will have an impact on people's feelings and engagement.
- Ensure if the training is about trauma that people are aware of what will be covered, have choice in attending, have wellbeing reminders sent beforehand, and are clear about the support systems in place. This also might include thought around when not to attend or what alternative options might be. There should also be clear information about the timings, expectation of arriving a few minutes before to check tech and settle in, and ideally a guide of using zoom/teams etc.
- Ensuring the time of the training is protected- that includes before, during, and after- finishing intense and potentially emotive training at 4.30 and then expecting to go on a visit or go on shift is not a helpful way to embed the learning. This also stresses the importance of the time being honoured and protected and of the person's wellbeing.
- If the training is about organisational change rather than practice change (or any other topic) it is important to be clear in the description, so people know what to expect and what they are signing up to. It is tricky if people for example think they are learning about how to intervene with trauma and instead turn up to a training

about understanding organisational trauma; or how to apply the values of trauma informed to physical environment.

- Be clear and realistic about expectations- both in terms of being present and engaged throughout the training; but also, not promising things like “this will make you trauma informed” or “you will learn how to treat trauma”- this is not possible in a short training.
- If there are plans to embed the training, infuse it into action, layer it with other learning, link to other practices, keep momentum up- how are these shared and communicated? Are there plans to purchase resources to support the work, if so has this been communicated?
- And many others....