

CURRENT STAFF TRAINING PLAN

[Organization Name | Department]

FOUNDATIONS OF TRAUMA INFORMED CARE

ACTIVITY DESCRIPTION	DURATION	LEADERSHIP TASK	LAUNCH TIME	COMMENTS
Introduction to Trauma Informed Care (online)	1 hr 15 mins	Track certificates submitted, protect staff scheduled time to complete activity.	ASAP	All staff complete Introduction training, submit certificate to [organization] leadership
Foundations to Trauma Informed Care (online)	10 mins x8	Assign a lead facilitator for Foundations. Protect staff scheduled time to attend group training.	After 80-100% staff complete above activity	Facilitate group viewing of one foundational video at a time. Utilize the workbook for a discussion around each video. Recommend focusing on one video a week for 8 weeks Request a TIO facilitator to support your first two foundational video discussions.

INTERNAL GROUP TRAINING

ACTIVITY DESCRIPTION	DURATION	LEADERSHIP TASK	LAUNCH TIME	COMMENTS
Quarterly Lunch & Learns/Staff-led TIC Discussions	1 hr	Assign staff lead to facilitate activity and rotate topics. Protect staff scheduled time to complete activity. Track attendance and relevancy of topics discussed.	Ongoing, quarterly	[Organization] hosts quarterly staff-led TIC discussions. Staff select a topic specific to services provided (e.g., TIC notetaking). Staff rotate facilitating and encourage discussion around how to incorporate TIC into daily work routines.
Supervision	10 mins	Independent, staff-supervisor scheduled	Ongoing	Supervisor dedicates 10 mins to check-in on staff's TI practice/application, self-efficacy, any opportunities for growth, and how [Organization] can support

EXTERNAL TRAINING

ACTIVITY DESCRIPTION	DURATION	LEADERSHIP TASK	LAUNCH TIME	COMMENTS
TIO's Micro Lesson series	1 hour	Inform staff of the TIO Micro Lessons schedule. Protect staff scheduled time to complete activity. Track staff attendance.	(Optional) See TIO Event Schedule	Staff attend at least 2 TIO Microlessons a year as relevant to their practice.
TIC Workforce Wellness	1 hour	Inform staff of when the workforce wellness series is. Protect staff scheduled time to join if desired.	(Optional) See TIO Event Schedule	This series will provide additional information and skills around how workforce wellness can be supported in organizations.
TIO's TIC Supervision Training series	2 hours x 4	Support all supervisors to attend the series. Protect staff scheduled time to complete activity. Track supervisor attendance.	(Optional) See TIO Event Schedule	TIO is in the process of providing a TIC supervision training series which may provide supplementary material to [Organization] supervisors.
TIC Continuing Education Budget	-	Determine funding amount per staff member and process for staff to access these funds.	Ongoing	Staff have access to funds to attend self-selected TIC trainings.
Training of Trainers (ToT)	4 days	Select trainer staff to participate in TIO's Train the Trainer to support onboarding staff training and internal group training	(Optional)	TIO runs a ToT program for facilitators wanting to train the Foundations to TIC within their organization. Request a ToT here.

SKILL ASSESSMENT

ACTIVITY DESCRIPTION	DURATION	LEADERSHIP TASK	LAUNCH TIME	COMMENTS
TIC Supervision Questions	5 mins	Offer during supervisor's performance review. Support supervisor in obtaining feedback from their supervisees.	Ongoing	During supervisor performance reviews, supervisors and supervisees will take a questionnaire to assess to what extent supervision embodies TIC.
Annual Staff Assessment	10 mins	Offer during onboarding and performance reviews. Have staff develop a personal competency plan for their professional development. Make training adjustments as needed based on an annual cumulative review of data.	Annually	During staff's onboarding and annual performance review, staff will take the TIC questionnaire to assess knowledge, skills, and self-efficacy.
Lunch & Learn Exit Ticket	3 mins	Track data from assessments and make adjustments to Lunch & Learn as needed.	Post-Quarterly Staff-Led Discussions	Offer an exit ticket per each Lunch & Learn/Quarterly staff-led discussions.
Post Orientation Survey (New Hires only)	2 minutes	Offer three months after orientation and adjust orientation offerings as needed based on an annual cumulative review of data.	3 months after orientation	Offering this post orientation survey three months after their training will support data collection around the effectiveness of TIC training in orientation and if there is any specific content missing that could be addressed during orientation.
<p><i>Please note that assessments are NOT intended to be punitive but to offer a path for professional and organizational growth. There should not be any employee repercussions for completing these assessments or from their results.</i></p>				

ONBOARDING TRAINING PLAN

[ORGANIZATION]

FOUNDATIONS

ACTIVITY DESCRIPTION	DURATION	GROUP or INDEPENDENT	LAUNCH TIME	COMMENTS
Introduction to Trauma Informed Care (online)	1 hr 15 mins	Scheduled through orientation	ONBOARDING	All staff complete Introduction training, submit certificate to [Organization] leadership
ONBOARDING STAFF SELECT ONE OF THE OPTIONS BELOW				
Foundations to Trauma Informed Care (asynchronous)	20 mins x8	Independent, staff scheduled	WITHIN 1 MONTH ONBOARDING	Recommend focusing on two videos a week for 8 weeks. Supervisor can utilize the workbook to discuss each video. If more than one staff member onboards, offer for them to view each video and complete the workbook together.
Foundations to Trauma Informed Care (synchronous)	2 hours x4	Independent, staff scheduled	WITHIN 3 MONTHS OF ONBOARDING	Send onboarding staff to TIO's remote synchronous training series.
Foundations to Trauma Informed Care (In-person)	2 hours x4	Scheduled through orientation	(OPTIONAL)	Instead of the online Foundations, a trained staff member facilitates a live Foundations to TIC series during orientation.