# PTSD Awareness and Orientation Training Program

This is intended to help you develop a PTSD Awareness Training Program for your PTSD Prevention Plan. This training would include educating staff on signs and symptoms and what to do if they see a co-worker exhibiting these signs and symptoms, or how they can seek help if they feel they are experiencing PTSD. Other awareness training topics could include Anti-Stigma Training and Post Exposure Education

## Determining the Goals and Objectives of the Training Program

* Identify the specific goals and objectives of your PTSD Awareness Training Program. This could include educating staff on the signs and symptoms of PTSD and what to do if you see a co-worker who is exhibiting these signs and symptoms, or how workers can seek help if they feel they are experiencing PTSD.
* Identify the specific needs of the different staff groups within your organization:
  + How much do they know about the topic
  + What is their level of experience, how will this help or hinder the learning environment
  + What is the general feeling about the topic how easy will it be to engage the learners
  + What are the learners expectations
  + As a result of the training what specific outcomes do you expect for the learners, what will they need to do as a result of attending the training

## Training Schedule and Requirements

* Identify all managers/supervisors and workers who need to receive this training. Use all available company resources to identify who needs the training, some examples include:
  + Policies and procedures (i.e. Orientation Training Policeis, PTSD Policies)
  + Focus groups
  + Feedback from Health and Safety Committee or Representatives
  + Staff Questionnaires
  + Exposures to traumatic incidents
* Develop a matrix of when the staff will receive training, and how records/documentation will be managed

### Sample Training Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Frequency of Training Legend  OR - Orientation Training  # - Frequency of Training per year | PTSD Awareness Training | Anti-Stigma Training | Peer Support Team Training (Based on participation) | Post Exposure Education and Awareness |
| Role #1 | OR; 1 | OR; 1 | 1 | Based on exposure |
| Role #2 | OR; 1 | OR; 1 |  |  |

## Program Content and Delivery Mechanisms

* Decide if you will purchase or design and develop your own PTSD Awareness Training Programs
* Describe the information and content will need to be provided to staff.
* Determine the method that will be used to deliver the training to staff
* Describe how you will engage the Health and Safety Committee or Representative in reviewing the training prior to delivery
* Describe how will the organization assess and track learner progress

### Potential Awareness Training Topics and Sample Content

|  |  |  |
| --- | --- | --- |
| General PTSD Awareness | Anti-Stigma Training | Post Exposure Education |
| * Causes, Risk Factors, Signs and Symptoms * Organizational Policy, Roles and Responsibilities * How to respond to signs and symptoms * Identify when someone should see a Doctor | * Identify specific actions staff can take to support co-workers * How to support open dialogue * How to instill hope and recover * Dispel myths about PTSD * Increase awareness about stigma and mental illness to help identify prejudices | * Review Signs and Symptoms * Describe stress management and other techniques workers can use to take care of themselves * Identify when and how to engage peer support or counselling to address emotional aspects of what has been experienced |

## Training Communications and Roll-Out

* Consider how you will communicate and roll out the training program:
  + Identify the best communication channels for different roles in the organization
  + Describe how you will ensure staff have key information they need to understand the goals and outcomes of the training
  + Provide any relevant documents and materials
  + Ensure that staff understand how the program links to organizational policies and procedures
  + Articulate the WIIFM (What’s in it for me)
* Provide timely information about where the training will take place
* If required establish timelines for when staff are expected to complete the training
* Identify who they can contact for more information about the training program
* Ensure managers and supervisors have the information they need to support their staff and answer questions prior to rolling out the program