



Adverse  
Childhood  
Experiences  
**Be the Change**

# EITP TRAUMA INFORMED PRACTICE GUIDANCE FOR TRAINERS

This guidance refers to the delivery of the following modules:

- Level 1 Adverse Childhood Experiences Awareness Programme
- Level 2 Developing Trauma Sensitive Approaches to Practice Training Programme

## **Guidance during COVID-19**

As you are a trainer approved to deliver the EITP TIP project's modules we wanted to offer you some guidance especially as the current situation means that training delivery for workforce development has had to adapt. Certainly, face to face training with large groups is not going to occur for a considerable length of time. In light of this the EITP Trauma Informed Practice Project Team has collated a number of considerations for trainers as we move forward with training delivery:

### **1. Numbers of participants**

Normally this would be dependent on room size and certainly should be no more than 30 for level 1; and 20 for level 2 face to face training, as stated in the Trainer's manual introduction to both levels. However, if your organisation has made the decision to host training programmes online or have a mixture of people online and in a training room, numbers need to be significantly reduced so that there can be opportunities for the trainer/s to connect with each person and to facilitate interaction. We suggest a maximum of 8 people if all participants are online. Numbers can be adapted if there are people with the trainer in a training room or if there are 2 per screen if that complies with distancing guidelines. In addition a trainer should ensure they pay attention to those online as it may be more difficult for them to interact. (Please also revisit the training manual pages 13&14 'Be Prepared'.)

## 2. Timing

It is hard to concentrate for long periods of time online therefore we recommend allowing a break every hour and limit the total training to 3 hours.

## 3. Means of delivery

Consideration needs given to what platform you use- this will depend on your organisation's set-up and the devices people are using (i.e. laptops, phones, tablets). Some platforms work well for training but a few essential elements to ensure will be:

- a. That participants are able to see you as the trainer and, ideally, the other participants
- b. The ability for both the trainer and participants to see the PowerPoint
- c. The ability to view the video/s (if they are embedded in the presentation this can work through screen sharing. If it is just the links there will probably be a delay between sound and visuals.)
- d. The ability to ask questions either through chat function or by raising a virtual or actual hand.

Some platforms have 'break out' rooms where participants can form small online groups to discuss exercises and scenarios.

## 4. Safety

Always think of the 'psychological safety' of your participants – especially during these COVID days of isolation, shielding, worry, and potential loss of friends or family members. Childhood adversity and trauma can be compassionately addressed within a traditional face to face training environment; however using online and virtual platforms may present some difficulties for you as a trainer. With this in mind, the EITP TIP team consider that level 1 is still suitable for online delivery however level 2 considers case studies which may be emotive for participants, therefore we are advising that you **do not** use 'Sara's story' until you return to face to face training but instead use the alternative videos in your

presentation as referenced in your training manual ('Sowing Seeds' or 'Opening Doors' (NHS/NES Scotland)).

## **5. Organisational responsibility**

Every organisation has a responsibility for the well-being of their staff and volunteers. Explore and consider the organisational support and wellbeing strategies for your participants to ensure participants are leaving your training with a clear direction of how and where to access support. Also consider the organisational approach to workforce development in other forms such as team meetings, supervision (formal or informal), health and wellbeing strategies, online modules/webinars). Accessing the current COVID specific supports may be additionally helpful.

## **6. Additional planning for online training**

Consider that online training may take longer than initially expected. If you are co-delivering it is important that you don't talk over each other as the sound quality could be affected and this can be confusing for participants. It will be important to test out how you will do this (e.g. sharing a screen or from different settings or in the same room with different devices (can cause interference). Will PowerPoint slides be sent to participants in pdf form before or after training? Communicate with participants before the session and follow up with each participant once the training has been complete or after each session as required.

## **7. Dealing with difficult issues**

Just as in face to face training a contract will be required between the trainer and participants but this may need to be adjusted for online training e.g. asking all participants to mute themselves until they want to make a comment/ask a question; establish how they will communicate with you during the session (see point 3d); allow extra time for them to connect to the platform; provide an email or contact for you if there are technical problems; consider a general follow up email to all participants after the training in case any felt unable to ask a question either by the chat function or verbally.

## 8. E-learning modules

Please note that we have developed short e-learning modules- these are not instead of the full level 1 and level 2 referred to in this document but can be used as introductions to each level, for revision, or may be suitable for staff that only require a minimal amount of training.

### Contact Us:

We wish you well in your delivery of the TIP resources, whatever the method.

If you require any further information or wish to discuss this guidance please contact a member of the EITP Trauma Informed Practice Project Team by email at:

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