

# Abuse Prevention Training Needs Assessment

Organization \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_

Completed by \_\_\_\_\_ Date Completed \_\_\_\_\_

Leadership/Administration Training Needs	
<b>Governing Bodies</b>	
Scope and nature of the problem	<input type="checkbox"/>
Effect on organizations	<input type="checkbox"/>
Liability and insurance concerns	<input type="checkbox"/>
Cost and commitment	<input type="checkbox"/>
<b>Executive Leadership</b>	
Scope and nature of the problem	<input type="checkbox"/>
Effect on organizations	<input type="checkbox"/>
System-wide strategies for prevention	<input type="checkbox"/>
Response mechanisms	<input type="checkbox"/>
Mid-Level Supervisors Training Needs	
Supervision skills	<input type="checkbox"/>
Exception monitoring	<input type="checkbox"/>
Policy enforcement	<input type="checkbox"/>
Feedback systems	<input type="checkbox"/>
Screening (hiring managers)	<input type="checkbox"/>
Direct Care Staff Training Needs	
Red-flag behaviors in adults and consumers	<input type="checkbox"/>
Peer-to-peer abuse prevention	<input type="checkbox"/>
Behavior management	<input type="checkbox"/>
How to report concerns and suspicions	<input type="checkbox"/>
Stress management	<input type="checkbox"/>
Program-specific safety issues such as:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Providing personal care to participants</li> <li>• Working one-on-one with participants</li> <li>• Other high-risk activities</li> </ul>	
Operations Staff Training Needs	
Understand their role on the prevention team	<input type="checkbox"/>
How to interrupt inappropriate behaviors between consumers	<input type="checkbox"/>
How to report exceptions, concerns, and suspicions	<input type="checkbox"/>
How to prevent false allegations	<input type="checkbox"/>

Parents/Guardians Training Needs	
How offenders operate	<input type="checkbox"/>
Warning signs of abuse in victims	<input type="checkbox"/>
Organizational policies for staff and participant interactions	<input type="checkbox"/>
How to report concerns	<input type="checkbox"/>
How to talk with and educate their participants about self-protection	<input type="checkbox"/>
Participants Training Needs	
<b>Types of Boundaries (age-appropriate)</b>	
What to do if someone violates boundaries	<input type="checkbox"/>
How to tell a trusted adult if you or someone you know is being abused	<input type="checkbox"/>
<b>Organizational Policies</b>	
Rules for staff	<input type="checkbox"/>
Participant rights	<input type="checkbox"/>
Grievance processes	<input type="checkbox"/>
Rules about peer-to-peer interactions	<input type="checkbox"/>
Training Needs for Everyone	
How offenders operate	<input type="checkbox"/>
How to prevent peer-to-peer abuse	<input type="checkbox"/>
How to recognize high-risk activities and areas	<input type="checkbox"/>
How to prevent false allegations	<input type="checkbox"/>
How to report suspicions and concerns	<input type="checkbox"/>
How to recognize signs of abuse in victims	<input type="checkbox"/>

**When should you train?**

- Before granting staff & volunteers access to participants
- At least annually and daily reminders as a reinforcement
- Following an incident
- Following a “near miss”

**Potential Training Methods**

- Solitary learning
- Practical skills demonstration
- Group learning
- Coaching
- Review & study
- Real time

**Best practices for making your training stick:**

- Make training a constant piece of supervision
- Track participation
- Enforce training requirements
- Offer a variety of training methods and opportunities
- Build teaching point into regular staff meetings



Specialty Human Services

## Sample Training Plan

Organization \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_

Completed by \_\_\_\_\_ Date Completed \_\_\_\_\_

*\*Identify Training Needs for Each Level*

Leadership/Administration Training Needs			
Topic	Identified Needs	Owner	Date Wanted

Mid-Level Supervisors Training Needs			
Topic	Identified Needs	Owner	Date Wanted

Direct Care Staff Training Needs			
Topic	Identified Needs	Owner	Date Wanted

**Operations Staff Training Needs**

Topic	Identified Needs	Owner	Date Wanted

**Parents/Guardians Training Needs**

Topic	Identified Needs	Owner	Date Wanted

**Participants Training Needs**

Topic	Identified Needs	Owner	Date Wanted

**Training Needs for Everyone**

Topic	Identified Needs	Owner	Date Wanted



## Notes

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