



TRAINING CALENDAR & Training Policies

2016 - 2017

**SUBSTANCE ABUSE PREVENTION
PROFESSIONAL DEVELOPMENT**

PREVENTION FIRST
Building community capacity to prevent substance abuse
Funding provided in whole or in part by the Illinois Department
of Human Services and the Substance Abuse and Mental
Health Services Administration.



The Professional Development Department at Prevention First

The Professional Development Department provides training and technical assistance to the Illinois Department of Human Services SAPP providers as well as Drug-Free Communities Support Program, and Partnerships for Success grantees.

Through a vast array of training programs, technical assistance and electronic resources, Prevention First's Professional Development Department aims to increase the knowledge, skills and abilities of prevention professionals to:

- Build and sustain effective community coalitions to prevent substance abuse;
- Develop comprehensive strategic prevention plans;
- Select and implement appropriate evidence-based strategies; and
- Evaluate prevention efforts to ensure progress in achieving substance abuse prevention goals.

Training

We use a variety of training methods such as classroom-based, online and interactive webinars to accommodate provider needs. To register for a classroom-based training course or webinar, visit <https://www.prevention.org>, and under the "Training" menu, select "Substance Abuse Prevention Grantee (SAPP) Training." To register for one of our many online, self-paced Study Hall courses, visit <https://www.prevention.org/Training/Study-Hall/>.

Technical Assistance

Our technical assistance expands professional development beyond training to assist substance abuse prevention providers in applying what they have learned in their communities. We provide timely, flexible and provider-tailored technical assistance to meet the individual needs of providers. For more information about technical assistance or the services we offer, please contact providerservices@prevention.org or call 217-836-5346.

Electronic Resources (prevention.org)

Effectiveness of Fatal Vision® Goggles in Youth Alcohol, Tobacco and Other Drug (ATOD) Prevention

This publication provides a summary of research regarding the effectiveness of Fatal Vision® goggles and is a resource to share with community partners to aid in the promotion of prevention best practices.

Illinois Substance Abuse Prevention Programs Prevention Staff Qualifications by Sub-Grant Type

Staff selection is an essential first step in ensuring high quality implementation of evidence-based programs and practices. This document is a resource for program managers to reference when hiring prevention staff.

Illinois Underage Drinking Policy Resource

The Illinois Underage Drinking Policy Resource is a repository of fact sheets, underage drinking laws, policies and ordinances, best practices, and web-based resources intended to increase knowledge about the effects of underage drinking and policy strategies to prevent it.

Ineffectiveness of Fear Appeals in Youth Alcohol, Tobacco and Other Drug (ATOD) Prevention

This document was developed by Prevention First to provide a summary of the research regarding the ineffectiveness of the use of fear appeals in the substance abuse prevention field. While prevention workers have shifted their efforts to include approaches with stronger evidence of effectiveness, it sometimes remains difficult to explain to coworkers and community partners why the field of substance abuse prevention does not support the use of fear appeals or scare tactics. In responding to this need, this publication defines fear appeals, presents a summary of research explaining why they are ineffective and provides a resource to share with community partners to aid in the promotion of prevention best practices.

Prevention Lingo: A Guide to Substance Abuse Prevention Terminology

Entering a new profession or even a new community can often make you feel like you are a step behind everyone else when it comes to terminology. Getting the “lingo” down is often one of the most difficult tasks to master. This booklet is meant to assist you in deciphering the prevention field’s “code.” It contains many of the terms and acronyms that you will encounter during your tenure in the substance abuse prevention field.

SAPP-Approved Model Program Resource

This online resource provides information about Youth Prevention Education and Parent/Family Prevention Education model programs approved by SAPP. Model programs are reviewed against criteria for feasibility and relevance to the RFP. These links will provide you with information to consider when making your program choice.

Professional Development Resource Guides

These guides identify toolkits, books, videos, websites and other resources for providers needing immediate professional development resources and information on specified topics.

- [Classroom Management Strategies Resource Guide](#)
- [Youth Prevention Education Resource Guide](#)
- [Mentoring Resource Guide](#)
- [Strategic Prevention Framework](#)
- [Communication Campaign](#)
- [Substance Abuse Prevention Manager Resource Guide](#)

Youth Prevention Education Model Program Tip Sheets

The Youth Prevention Education model program tip sheets offers guidance and support to providers as they plan and implement their substance abuse prevention model program(s). These tip sheets can assist providers throughout implementation of the model program, maintain fidelity of the model program, and help providers adhere to the substance abuse prevention program standards.

Parent/Family Education Model Program Tip Sheets

The Parent/Family Education model program tip sheets offer guidance and support to providers as they plan and implement their substance abuse prevention model program(s). These tip sheets can assist providers throughout implementation of the model program, maintain fidelity of the model program, and help providers adhere to the substance abuse prevention program standards.

Prevention First Training Policies

Prevention First reserves the right to make changes in the training personnel, date and/or location scheduled for any training session.

Registration

Participants must register for and obtain confirmation prior to attending any classroom-based training or webinar via their user account at www.prevention.org.

The following steps should be taken to **cancel registration** for a training participant who will not be able to attend:

1. Go to www.prevention.org and log into your uConnect account.
2. Under the “Welcome!” link select the “My Account” tab.
3. Select the “Training History” tab and scroll down to see what upcoming trainings you are registered for. Below each training title you will find training dates and a “Cancel My Registration” tab. Select this tab and scroll down past the training information to the “Complete Cancellation” tab.
4. When you click on the “Complete Cancellation” tab, a box will pop-up that says, “Your cancellation request has been sent.” uConnect will send you a confirmation email of your cancellation.

-Policies are continued on next page-

Prevention First Training Policies

(continued)

Attendance

In order to create an environment conducive to learning and to minimize distractions, all training events will start promptly at the time stated in the event confirmation. In order to receive a certificate of completion/CEUs for any training event (classroom-based or webinar), the participant must complete the course in its entirety.

In the event that the participant cannot complete the course in its entirety, Prevention First reserves the right to deny entry or reentry to any participant. If any 1 hour of content is missed during a classroom-based training event, the participant will NOT receive a certificate of completion/CEUs. If more than 10 minutes is missed during a webinar, the participant will NOT receive a certificate of completion/CEUs. In addition, participants must register for webinars and use their own computer in order to receive credit and CEU's for webinar trainings.

Low Enrollment

If a training event does not have enough participants (as determined by Prevention First) to cost-effectively implement the event, we reserve the right to cancel or reschedule the event as necessary. In this instance, Prevention First will contact all participants by email and phone at least five business days prior to the training.

Bad Weather

In case of inclement weather training programs will be cancelled or rescheduled at the discretion of Prevention First by 8:00 p.m. the day prior to the training. To inquire if a training event has been cancelled due to weather conditions, participants should call 1-800-252-8951 ext. 144 for a recorded message.

Photography/Recording

By registering for a Prevention First training event, participants provide their consent for Prevention First to obtain and use participant photographs, video or voice recording in its educational/promotional materials and publicity efforts. Participants release Prevention First from any liability arising from the use of said photographs or recordings.

Meet Prevention First's Substance Abuse Prevention Training & Technical Assistance Team



Anne Cox, Manager of Substance Abuse Prevention Training & Technical Assistance



Kim Zamble, Master Training & Technical Assistance Specialist



Kellie Henrichs, Master Training & Technical Assistance Specialist



Tasha Wilkerson, Training & Technical Assistance Specialist



Jody Heavilin, Training & Technical Assistance Specialist

Course	Location	2016												2017													
		Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.														
System-Wide Courses																											
Illinois Introduction to Substance Abuse Prevention (IISAP) I: Welcome to Prevention *New Worker	Online Self-Study						Ongoing																				
Illinois Introduction to Substance Abuse Prevention (IISAP) II: SAPP System Orientation *New Worker	Online Self-Study						Ongoing																				
Illinois Introduction to Substance Abuse Prevention (IISAP) III: A Framework for Prevention *New Worker	Chicago Springfield Bloomington		9			15						28													2		
Alcohol Policy: Adoption, Enforcement, and Media Advocacy	Bloomington											1-2															
Applying Elements of Shared Leadership to Strengthen Coalitions	Webinar											24															
Botvin's LifeSkills Training	Chicago											7-8															
Building Capacity for Substance Abuse Prevention	Chicago Springfield		16-17															21-22									
Coalition Coordination	Chicago Springfield	27-28																	1-2								
Gathering Feedback on Campaign Messages and Materials	Webinar																						12				

Course	Location	2016												2017												
		Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.													
System-Wide Courses																										
Conducting Focus Groups	Chicago Springfield											22-23					25-26									
Designing Materials for Your Communication Campaign	Webinar					29											4									
Developing and Implementing Successful Communication Campaigns	Chicago Bloomington					1-2											15-16									
Effective Group Facilitation	Chicago Springfield								12-13																	
Foundations of Successful Mentoring Programs	Chicago							27-28																		
Foundations of Youth Prevention Education	Chicago Springfield Bloomington							14-15							13-14									7-8		
Making the Most of Your Illinois Youth Survey Data	Chicago Springfield							28	19																	
Promoting the Illinois Social Host Law	Webinar								18													10				
Too Good for Drugs	Bloomington																							17		

Course	Location	2016												2017													
		Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.														
System-Wide Courses Cont.																											
Youth Prevention Education Facilitation Skills and Classroom Management Techniques	Webinar											26															
Overview of Strategic Planning	Online Self-Study (Ongoing)											Ongoing															
Foundations of Parent/Family Education	Online Self-Study (Ongoing)											Ongoing															
Introduction to Alcohol Compliance Checks and Responsible Beverage Service	Online Self-Study (Ongoing)											Ongoing															
Introduction to Shoulder Tap Operations	Online Self-Study (Ongoing)											Ongoing															
Introduction to Sobriety Checkpoints	Online Self-Study (Ongoing)											Ongoing															
Introduction to Party Prevention and Controlled Party Dispersal	Online Self-Study (Ongoing)											Ongoing															
Introduction to School Substance Abuse Policy	Online Self-Study (Ongoing)											Ongoing															
Preventing Prescription Drug and Over-the-Counter Drug Abuse Among Teens	Online Self-Study (Ongoing)											Ongoing															