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| **TOPIC OVERVIEW** |

**Module Number:** 2

**Module Title:** System Response

**Section Number:** 6

**Section Title:** Self-Care

**Total Time Estimate:** 105- 130 minutes

**FVCC Protocol Location:** N/A

**DV Protocol:** N/A

**Law Enforcement PWD-OA Protocol**: N/A

**Prosecutor PWD-OA Protocol:** N/A

**Learning Tools/Resources Needed:**

**PowerPoint Title:** Self-Care

**PowerPoint File Name:** POWERPOINT: Self-Care

**Facilitator Guide Title:** Self-Care

**Facilitator Guide File Name:** FACILITATOR’S GUIDE- Self-Care

**Activity Packet Title:** Burnout Self-Care Test

**Activity Packet File Name:** ACTIVITY-Self-Care Test

**Resource Packet Title:** N/A

**Resource Packet File Name:** N/A

**Media:** Video on Slide 14 called Humor Break: <https://youtu.be/WF8o48JPy_4>

**Handouts:**

* ACTIVITY- Burnout Self-Care

**Other Tools/Resources:**

* Model Protocols <http://www.icjia.state.il.us/ifvcc/projects>
* Compassion Fatigue Awareness Project <http://www.compassionfatigue.org/>

National Child Traumatic Stress Network <http://www.nctsn.org/resources/topics/secondary-traumatic-stress>

* Dr. Judith E. Pearson, Psychologist <http://dhss.delaware.gov/dsamh/files/si09_1314_vicarioustrauma_selfcare.pdf>

**Presentation Outline:**

1. Self-Assessment
2. Secondary Traumatic Stress
   1. Compassion Fatigue
   2. Vicarious Trauma
   3. Burnout
3. Self-Care Strategies
4. Action Plan

**Special Notes/Reminders:** Use notes on the PowerPoint slides where applicable

**Learning Objectives:**

1. Define secondary traumatic stress, compassion fatigue, and burnout
2. Identify symptoms of secondary trauma, compassion fatigue, and burnout
3. Describe self-care strategies
4. Reflect on Self-Burnout test and how to overcome Secondary Traumatic Stress issues for a healthier work environment.

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| **DETAILED FACILITATION PLAN** |

**Introduction**

* + **PowerPoint Slides:** 1-3
  + **Time Estimate:** 10 min
  + **Learning Method(s) & Facilitation Notes**

Methods: PowerPoint/Lecture

Facilitation Notes:

1. Housekeeping:

a. Welcome, introductions with ice breaker activity

b. Explain training format along with breakout sessions for small groups

c. Expectations for training. Have handouts ready to pass out before training.

d. Times/breaks and course evaluations

2. Technology check

a. Have participants set up their screen. Open chat, screen name appears visible for all to see, sound check microphone and video to ensure they work properly.

Virtual: Ask for any questions they have regarding virtual training format. Explain hand raising, chat, breakout rooms, and split or shared screens if needed. Have participants utilize the microphone/video.

In-Person: Ask participants to silence their phones or other technical devices.

* + **Content**

Welcome, introductions with ice breaker activity

* Introduce the speaker(s)
* Discuss training format
* Introduce those facilitating the small groups and their role
* Technology check

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**Topic #1**: Self-Care Assessment

* + **PowerPoint Slides:** 1-6
  + **Time Estimate:** 15 - 20 minutes
  + **Learning Method(s) & Facilitation Notes**

Methods: PowerPoint/Lecture

Facilitation Notes: Facilitator will have the participants fill out the handout on Burnout. Ask participants if they would like to share their answers with the group for discussion purposes. The handout could be used with topic 2, Secondary Traumatic Stress.

Virtual: Have participants use chat or hand raising to start discussion on Burnout test.

In-Person: Discussion

* + **Activity Packet (if applicable):** ACTIVITY- Burnout Self-care Test
  + **Handouts: (if applicable):** ACTIVITY- Burnout Self-care Test
  + **Application Questions:**

1. What are some ways you feel would help with Burnout?
2. Can you relate to the questions asked in the handout?

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**Topic #2: Secondary Traumatic Stress: Compassion Fatigue, Vicarious Trauma, and Burnout**

* + **PowerPoint Slides:** 7-16
  + **Time Estimate:** 20 minutes
  + **Learning Method(s) & Facilitation Notes**

Methods: PowerPoint/Lecture

Facilitation Notes: On slide 6, define Secondary Traumatic Stress and discuss the different terms that complement each other with in this title.

Slide 7-8 using slides to define Secondary Traumatic Stress.

Slide 9, describe Compassion Fatigue.

Slide 10, Vicarious Trauma and slide 11, Burnout. At this time, ask participants that are willing to share their results from the Burnout activity done at the beginning of the training topic.

Slides12-16, present the symptoms of Secondary Traumatic Stress.

Virtual: Use Chat or raised hands for participants to engage in the conversation along with their results of the Burnout Activity.

In Person: Engage the participants for discussion using their completed Burnout Activity.

* + **Activity Packet (if applicable):** N/A
  + **Handouts: (if applicable):** N/A
  + **Application Questions:**

1. How does Secondary Trauma mimic PTSD (slide 7)?
2. What have participants learned about Secondary Traumatic Stress?
3. Did you feel your scores might have changed after hearing the different terms within this topic based on burnout and compassion fatigue?
4. Ask yourself what can you do right now and what can you postpone to put your stressful situation in perspective?

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**Topic #3: Self Care Recommendations/Strategies**

* + **PowerPoint Slides:** 17-48
  + **Time Estimate:** 30-40 minutes
  + **Learning Method(s) & Facilitation Notes**

Methods: PowerPoint/Lecture/Discussion

Facilitation Notes: Facilitator will use the notes when applicable for each slide. Slide 19, discusses the ABC’s of Self-care. Use notes to explain the meaning behind this. Slide 20, use notes. Slide 21 discuss Self-Care tips for helpers/workers. Slides 22-28 use notes with slide 24 having an ACTIVITY prompting a discussion with participants. Use slide 34 notes to discuss tips for helpers.

Virtual:

In-Person:

* + **Activity Packet (if applicable):** Use SLIDE 24 to prompt discussion with participants. No handout with this activity.
  + **Handouts: (if applicable):** N/A
  + **Application Questions:**

1. What knowledge have you gained regarding your own personal care and providing appropriate care for others?
2. How is Self-Care important in our work in order to provide successful services to the communities in which we serve?
3. What is the ABC’s of Self-Care?
4. Can you relate to the Barriers to Delegate from Slide 25?

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**Topic #4: Action Plan**

* + **PowerPoint Slides:** 49-52
  + **Time Estimate:** 20-25 minutes
  + **Learning Method(s) & Facilitation Notes**

Methods:

Facilitation Notes: Slide 49 has an activity. My Self-Care action plan. Pass out the action plans. The participants will fill out the action plan. After the plans are completed ask participants who would like to volunteer to share their plans.

Virtual: You can create breakout groups also and have them address questions separately in each group.

In-Person:

* + **Activity Packet (if applicable):** My Self Care action plan
  + **Handouts: (if applicable):** My Self Care action plan handout with activity
  + **Application Questions:**

1. What new action plan did you learn to help alleviate stress?
2. Would you use this activity in your life and/or workplace?

**Training Wrap-Up**

* + **PowerPoint Slides:** 52-54
  + **Time Estimate:** 10-15 minutes
  + **Learning Method(s) & Facilitation Notes**

Methods:

Facilitation Notes: Use this time to answer any questions from participants.

* + **Content**
* Thank You
* Housekeeping items
* Evaluation (if applicable)
* FVCC info (<https://icjia.illinois.gov/ifvcc>)
* Closing