

# HOST GUIDE

## TRAUMA-INFORMED LEADERSHIP

*Getting started is as easy as 1-2-3.*

**You're just one month away from building a more resilient workplace.**

So...you are interested in finding out more about how trauma may be preventing you, your co-workers or team from being their best? Great! In just four weeks you can learn how chronic stress and trauma impacts people and how to manage big emotions and overwhelming behaviors so everyone can perform to their full potential. Thanks for taking the lead. We'll make it easy for you with some quick tools so it doesn't take too much heavy lifting on your part. Here are a few things to get the ball rolling.

1

**Create a group.**

Sharing insights in a group setting helps solidify this learning and put it into action. Think of 4-8 people who might be interested in taking this journey with you. We've created an easy sample email you can use to invite people to the study. You can also attach the one-pager called *Building Resilient Teams and Better Work Cultures* to give people a bit of background.

2

**Send people the *Getting Started* handout.**

Once you've confirmed who's coming, send out the *Getting Started* handout which outlines a simple two-step process to login and access the materials. Send this handout before your first meeting to ensure all participants can get set up prior to the start of the training.

3

**Schedule a quick initial meeting and future group sessions.**

We've found having a quick 15 minute meeting to make sure everyone is set up ensures a smooth start. Refer to the page *Quick Meeting* for what to cover.

*Thanks for hosting!*

# SUGGESTED EMAIL

*Maybe something like this...*

Hi \_\_\_\_\_,

*I've been reading about trauma and I've found a four-week group study that would help us learn more about how trauma may be affecting us and how we can make the workplace an even healthier, safer and more productive place. It looks really great and super easy to do and I wanted to see if you'd be interested in joining me.*

*The commitment is about 90 minutes to two hours per week – individually watching expert training on video, answering some targeted self-reflection questions, and then getting together weekly to share insights and ideas. I've attached a one-pager titled *Building Resilient Teams & Better Work Cultures* to give you some background.*

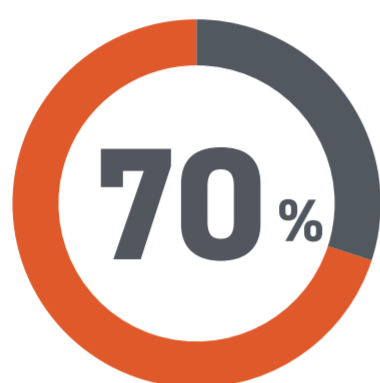
*If you are interested, please send me some times/days that work best for you for a group meeting. If I can get 4-8 of us together, I'll handle all the details to get us going. Let me know if you know others who would like to join too.*

Thanks,

*Your name here*

# BUILDING RESILIENT TEAMS AND BETTER WORK CULTURES

*Learn how to create a healthier, safer, more productive workplace*

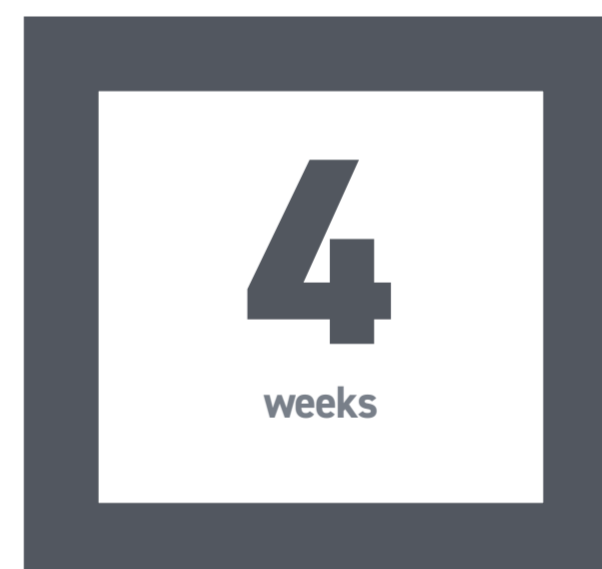


70% of adults have experienced trauma

**Way too many people have experienced trauma, but there is hope.** Trauma affects a person's brain and ability to learn, regulate their behavior and build relationships. Training can help you put people on a more positive trajectory. Research shows that a relationship with just one healthy adult can make a huge difference in someone's life.

## **4-week study for business leaders.**

In just one month, this training will help you understand how chronic stress and trauma may be impacting your coworkers and give you strategies to manage big emotions and overwhelming behaviors. A trauma-informed approach creates a healthy and productive workplace that helps people perform at their best.



## **Easy to implement, small group study.**

We've made this study plug-and-play so it doesn't require a facilitator or trauma pro to make it impactful. Each week participants watch expert training via on-demand videos, answer a handful of self-reflection questions in the companion guide and meet with the group to share insights and ideas—a total commitment of 90-minutes to 2-hours per week.

# GETTING STARTED

*What to do prior to your first group meeting.*

1

## **Register on [traumafreeworld.org](https://traumafreeworld.org) to access materials.**

As part of this journey, we'll be watching expert training videos and using a companion guide for self-reflection and group discussion questions. To sign up do this.

*If your organization purchased training for you.*

Go to the custom registration page and enter the password that your host provided.

Click Register

Fill out your info and click Purchase Class

Click Go To Training in the menu bar to access the videos

*If you are purchasing training for yourself.*

visit <https://traumafreeworld.org/product/trauma-informed-leadership/>

Click Add to Cart

Fill out your info and click Purchase Class

Click Go To Training in the menu bar to access the videos

★ ★ ★ *To return to your training login at [traumafreeworld.org](https://traumafreeworld.org) and hit Go to Training, no need to go back to the registration page.*

2

## **Download the Companion Guide and read pages 1-7.**

The Companion Guide gives us space to take notes on the videos, along with individual and group questions. Read pages 1-7 to get familiar with the guide and what's coming up.

# QUICK MEETING

*A 15-minute check in to be sure everyone's ready.*

**Hi Host! Thanks for getting everyone together. This is just a quick check-in to make sure everyone's ready. Here's a suggested flow.**

1

**Thank everyone for joining, maybe something like...**

Thank you all for joining this study. I know it's tough to find extra time to learn and I appreciate you making the effort. I'm excited to see how this material will help us all have healthier more positive interactions with our coworkers and create a workplace that is healthier and more productive for everyone.

2

**Make sure everyone knows each other**

Either make introductions or try one of these exercises.

Ask everyone to fill in the blanks.

Hi, my name is \_\_\_\_\_ and if I was going to be in a band, I'd like to be the \_\_\_\_\_ (lead singer, tambourine player, etc.) because \_\_\_\_\_.

Hi, my name is \_\_\_\_\_, but in high school / college I had the nickname \_\_\_\_\_, because \_\_\_\_\_.

Hi, my name is \_\_\_\_\_ and if I could go anywhere for a weekend for free, I'd choose to go to \_\_\_\_\_ because \_\_\_\_\_.

# QUICK MEETING

*A 15-minute check in to be sure everyone's ready.*

3

### **Check that everyone was able to register and login.**

Was everyone able to register? Can everyone login and see their training dashboard with the video modules listed? If not, resend registration directions on the Getting Started Handout. Or if anyone has technical difficulties, email [hello@traumafreeworld.org](mailto:hello@traumafreeworld.org).

4

### **Check that everyone downloaded the Companion Guide**

Did everyone have a chance to download the companion guide and read the first 7 pages. Any questions? If anyone has trouble downloading, email [learn@traumafreeworld.org](mailto:learn@traumafreeworld.org).

5

### **Remind everyone of the Week 1 details**

So for our first meeting we'll be discussing Module 1, which has six short videos. Take notes in the companion guide, do the self-reflection questions on your own and then we'll regroup for group discussion on \_\_\_\_\_. (Insert date of next meeting)

#### *Week 1*

*watch all Module 1 videos*

1. Why Learn About Trauma
2. Stress and Trauma
3. Attachment, Regulation & Sensory Processing
4. The Effects of Trauma
5. The Importance of Safety
6. Increasing Trust and Connection