



206091

Training Calendar for **Victim Service Providers**

Fall/Winter 2004



OFFICE FOR VICTIMS OF CRIME
Training and Technical Assistance Center

**U.S. Department of Justice
Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531**

**John Ashcroft
Attorney General**

**Deborah J. Daniels
Assistant Attorney General**

**John W. Gillis
Director, Office for Victims of Crime**

**Office of Justice Programs
Partnerships for Safer Communities
www.ojp.usdoj.gov**

**Office for Victims of Crime
World Wide Web Home Page
www.ojp.usdoj.gov/ovc**

For grant and funding information contact:
**Department of Justice Response Center
1-800-421-6770**

**OVC Resource Center
1-800-851-3420
(TTY: 1-877-712-9279)
www.ncjrs.org**

**OVC Training and Technical Assistance Center
1-866-682-8822
(TTY: 1-866-682-8880)
www.ovcttac.org**

The Office for Victims of Crime is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office of Juvenile Justice and Delinquency Prevention.

Message from the Director

Dear Colleague:

I am pleased to present the Office for Victims of Crime's (OVC's) *Training Calendar for Victim Service Providers* for training scheduled from October to December 2004. As the needs of victims of crime become more complex, so do the challenges faced by those who work with them. Professionals in the victim services field need tools to continue building their technical skills as well as enhance their knowledge in leadership, professional development, and training design and delivery. Through OVC's Training and Technical Assistance Center (TTAC), OVC offers workshops throughout the country to address these concerns.

The workshops announced in this calendar address the skill-building needs and respond to requests and suggestions from the field for up-to-date, pertinent, and action-oriented training. We have assembled an unparalleled group of instructors—all specialists in their respective areas and committed to sharing their expertise to advance the delivery of high-quality services to victims.

When you attend OVC training, you gain more than information. Each participant receives a comprehensive course manual filled with models, checklists, examples, and job aids for real-life use after the session. You will leave not only with a new understanding of "what works," but also with the know-how and tools to replicate proven methods within your organization.

Your partnership with OVC continues after the training as participants are provided a broad range of comprehensive resources. Current, practical information is the cornerstone for building the capacity of victim service providers to support the needs of victims sensitively and efficiently. I strongly encourage you to take full advantage of this training and of the tremendous opportunities it affords us to strengthen that partnership.

Sincerely,

John W. Gillis
Director
Office for Victims of Crime

PROPERTY OF
National Criminal Justice Reference Service (NCJRS)
Box 6000
Rockville, MD 20849-6000

Training for Victim Service Providers

Through OVC TTAC, OVC brings comprehensive and practical skill-building sessions to victim service providers throughout the country. Continue meeting your 2004 training goals with this lineup of select workshops from OVC!

Using This Calendar

Read the descriptions of the OVC training events scheduled between October and December 2004. Then choose one or more workshops that best suit your needs and the needs of your organization.

Use the OVC Training Calendar at a Glance (on the inside back cover) to find the locations and dates of all training events.

Select the workshops and locations that are right for you, fill out the registration form, and mail the form and your payment to OVC TTAC at the address shown. You can also download the registration form from the OVC TTAC Web site: www.ovcttac.org.

Detailed information will be sent to you when OVC TTAC confirms your registration.

The Trainers: Experience and Expertise

The OVC roster of trainers includes well-known and highly respected experts in victim services and leaders in corporate, nonprofit, and other major organizations. These experts use their outstanding instructional skills and specialized knowledge to deliver timely, relevant, and practical training that you can apply right away.

**Visit the OVC TTAC Web site
(www.ovcttac.org) for upcoming
training events!**

Professional Development Institute

Two and one-half days

Cost: \$250

Burlington, VT

October 13–15, 2004

Who should attend?

Program managers and supervisors who want to enhance how they manage their services, resources, and staff.

The Professional Development Institute provides theoretical concepts and practical guidelines for leadership, strategic planning, human resource development, and program evaluation. You will

- Learn to distinguish between leadership and management.
- Discuss what makes effective and successful leaders.
- Assess your own leadership skills.
- Learn the five steps of strategic planning.
- Discuss program evaluation and how it can be carried out realistically and practically to enhance and sustain your victim assistance programs.
- Explore how employee value orientations can foster a harmonious workplace and contribute to an organization's performance.
- Further your understanding of ways that change can affect behavior in organizations.
- Develop an action plan for applying the skills learned in the training to your work environment.

Hosting or Sponsoring a Conference?

Boost the benefits to your attendees when you schedule one or more OVC training workshops on site at your meeting. Contact OVC TTAC to find out more about custom scheduling.

Leadership in Victim Services

Two and one-half days

Cost: \$250

Albuquerque, NM

October 27-29, 2004

Who should attend?

Experienced victim service providers in leadership positions. Using case studies and examples from inside and outside the field of victim services, this workshop focuses on the qualities, attitudes, styles, and strategies of true leaders in victim services. You will

- Explore the source of leadership qualities and common myths about leadership.
- Increase your understanding of how one's past experiences contribute to the ongoing and dynamic process of becoming a leader.
- Identify core leadership strategies for victim assistance and justice organizations.
- Recognize challenges to ethical leadership.
- Learn to approach problems as opportunities and use cooperative communication skills.
- Develop a checklist for successful collaboration.
- Examine factors affecting change, such as threats and resistance to change, and use change as a driving force for promoting and advocating victims' rights and enhancing services.

Space is limited!

Reserve early for the dates and locations most convenient for you. See the registration form for fees.

Sexual Assault Advocate/Counselor Training

Two days

Cost: \$200

Nashville, TN

November 16–17, 2004

Who should attend?

This training is intended primarily for sexual assault advocates, counselors, volunteers, or staff at rape crisis centers. However, nurses, including sexual assault nurse examiners (SANEs), physicians, law enforcement officers, and mental health practitioners who assist sexual assault victims may also benefit from this training.

With a focus on crisis intervention rather than long-term counseling, this training helps you deepen your understanding of the problem of sexual assault and the major roles of an advocate/counselor. Through case studies, role-playing, and other interactive exercises, you will gain real-world skills to assist sexual assault victims effectively and sensitively. You will

- Separate the myths about sexual assault from the facts.
- Examine the physical and emotional impact of sexual assault.
- Learn how to respond to a crisis call reporting recent sexual assault.
- Develop a “toolkit” of crisis intervention techniques to support recovery from sexual assault.
- Learn to identify possible cases of drug-facilitated sexual assault.
- Formulate a personalized self-care plan to prevent burnout.

**When you register, remember to ask
about professional development
scholarships—You could be eligible!**

The Ultimate Trainer: An OVC Curriculum for Training Design and Delivery

Two and one-half days

Cost: \$250

Nashville, TN

November 16–18, 2004

Who should attend?

Victim service providers and allied professionals who develop and deliver training but do not have a formal background or extensive experience in adult education or instructional design.

This interactive training helps you build the knowledge and practical skills you need to plan, develop, implement, and evaluate quality training programs. During the training, you will apply new concepts and skills by developing a lesson plan for a training for your agency.

In this training, you will

- Learn the basic principles of adult learning.
- Explore a range of training techniques and activities that meet the needs of those with different learning styles.
- Learn how to ask the right questions to pinpoint training needs and to get to know your participants.
- Prepare a lesson plan for a one-day training course that includes goals, objectives, a content outline, and an outline of activities.
- Hone your presentation skills by learning how to organize lectures and apply five principles of effective communication.
- Examine ways to facilitate training, create a positive learning environment, and ensure productive group activities.
- Learn four levels of training evaluation and devise an evaluation strategy for your lesson plan.

**Do you have a suggestion for a 2005
training topic?**

Let OVC TTAC know. Call 1-866-OVC TTAC.

Curriculum Design Training for State Victim Assistance Academies

Three and one-half days

Cost: \$350

Fairfax, VA

December 14–17, 2004

Who should attend?

Victim service providers from states with established State Victim Assistance Academies (SVAAAs) or from jurisdictions that anticipate launching an SVAA. Participants may be from state government offices or from public agencies involved in training design and development. Participants may also include those who design and deliver curricula; who are involved in the planning, development, and delivery of training; or who have some background in either adult education or instructional design.

This interactive workshop builds your skills to create skill-based trainings for victim service providers. Applying adult learning principles, you will develop an actual training module that you may be asked to create at your agency. You are encouraged to bring your agency's training materials to the workshop. In addition, you will

- Learn to apply effective training techniques that appeal to different adult learning styles.
- Develop a simple training needs assessment plan.
- Prepare a brief presentation that illustrates the five core components of effective communication.
- Learn to facilitate training and work effectively with challenging participants.
- Identify four levels of training evaluation.

**When you register, remember to ask
about professional development
scholarships—You could be eligible!**

About Fees

To cover the cost of training materials, refreshments, and certificates of participation, a fee is charged for each workshop. Group registrations (three or more persons from the same organization) receive discounts. For complete fee information, see the registration form on the facing page.

OVC Professional Development Scholarship Program

The OVC Professional Development Scholarship Program provides financial assistance through reimbursements associated with costs of continuing education for qualified victim service providers. The scholarship program is designed for service providers from small, community-based or faith-based organizations or agencies that assist crime victims and operate with limited budgets or resources.

Who is eligible?

Service providers from any organization—public, nonprofit, or faith-based—that assists victims of crime but does not have an adequate budget to support training are eligible for the OVC Professional Development Scholarship Program, including:

- Victim service providers.
- Victim service advocates.
- Social service providers.
- Mental health workers.
- Healthcare professionals.
- Substance abuse workers.

Individuals as well as multidisciplinary teams of up to five individuals may apply. Individuals may be reimbursed for up to \$1,000 for costs associated with participation in a training or conference, and multidisciplinary teams up to \$5,000. Only one individual per organization (except those applying as part of a multidisciplinary team) may receive a Professional Development Scholarship in any one calendar year. (Multidisciplinary teams consist of individuals in various victim service roles. For example, a team could consist of a prosecutor, advocate, probation agent, and law enforcement officer.)

What are the criteria for scholarship awards?

Scholarship awards are based on the following criteria:

- The applicant has provided direct services to, or worked on behalf of, victims of crime in his or her current organization for at least one year.
- The applicant's organization has insufficient funds for training.
- The training is delivered by an established and credible organization.

Registration Is Easy

Tear off and complete the registration form on the next page. Mail it along with your check or money order to the OVC TTAC address shown.

Questions?

Call OVC TTAC at 1-866-OVC-TTAC (1-866-682-8822). Space is limited. Register early for the dates and locations most convenient for you.



OVC Training Calendar Event Registration Form

Yes, I want to register for
OVC Fall/Winter 2004 Training for Victim Service Providers

Please fill in all information below.
Incomplete applications will delay timely processing and may be returned for verification.

Name _____

Title or Responsibility _____

Organization _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

E-mail _____

Do you require special accommodations? (Please specify.) _____

Indicate your selection(s) by checking the appropriate box(es).

I have included my payment (check or money order).

My OVC Professional Development Scholarship Application Form is attached.

Title	Location	Dates	Fee*	Register
Professional Development Institute	Burlington, VT	Oct. 13-15, 2004	\$250	<input type="checkbox"/>
Leadership in Victim Services	Albuquerque, NM	Oct. 27-29, 2004	\$250	<input type="checkbox"/>
Sexual Assault Advocate/Counselor Training	Nashville, TN	Nov. 16-17, 2004	\$200	<input type="checkbox"/>
The Ultimate Trainer	Nashville, TN	Nov. 16-18, 2004	\$250	<input type="checkbox"/>
Curriculum Design Training for SVAs	Fairfax, VA	Dec. 14-17, 2004	\$350	<input type="checkbox"/>
TOTAL ENCLOSED				\$



* Group fee: A 10 percent discount applies for three or more persons from the same organization who attend the same training.
All group registrations must be submitted together.

Registration Information

- Complete the registration form on the back of this page for each person.
- You can register for multiple sessions on a single form.
- Registrations are processed in the order in which they are received and are accepted on a space-available basis.
- Registrations will be acknowledged with a confirmation notice.
- Information about the training site, lodging, a map or directions, and other details will be sent to all registered (paid) participants approximately one month before the training.
- Personal expenses such as travel, food, lodging, and incidentals related to attending the training are the participant's responsibility.

Cancellations and Changes

- Contact OVC TTAC at **1-866-OVC-TTAC (1-866-682-8822)** to cancel or change a reservation.
- Cancellations or changes to your registration must be received by OVC TTAC two weeks prior to the scheduled training date. If you are unable to attend and do not cancel at least two weeks before the training, you will forfeit half the registration fee.
- OVC reserves the right to cancel scheduled workshops if registration is insufficient. If OVC TTAC cancels a session, you will be notified two weeks in advance, and registration fees will be refunded or applied to a different training.

Payments

- Make check or money order payable to OVC TTAC.
- Mail to OVC TTAC, 10530 Rosehaven Street, Suite 400, Fairfax, VA 22030, ATTN: Training Calendar.
- Your registration will not be complete until OVC TTAC receives your payment.

For additional information about planned training in 2005 for victim service providers, contact OVC TTAC:

Office for Victims of Crime
Training and Technical Assistance Center
10530 Rosehaven Street, Suite 400
Fairfax, VA 22030

Phone: 1-866-OVC-TTAC (1-866-682-8822)
TTY: 1-866-682-8880
Fax: 703-279-4673
Web site: www.ovcttac.org



OVC Professional Development Scholarship Application Form

Thank you for your interest in the OVC Professional Development Scholarship Program. The application will allow us to learn more about you and your organization. This scholarship is competitive, so please fill out the application completely. Incomplete applications will not be considered.

Section A: Applicant Information

This section will provide additional information about you and your organization.

Date: _____

Name of Applicant: _____

Applicant's Position: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Individual application This application is part of a multidisciplinary team

If part of a multidisciplinary team, please state the "name" of the team: (Multidisciplinary teams consist of individuals from various disciplines. For example, a team could consist of a prosecutor, advocate, probation agent, and a law enforcement officer.)

Name of Agency/Organization: _____

Name and Title (Head of Organization): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Web Site: _____

Type of Agency or Organization:

- State/County/Local Municipality (state government, local government, etc.)
 Nonprofit (501(c)(3), for example)
 Faith-based

Have you or your agency/organization received funding for training from the following within the last year?

- Office for Victims of Crime (OVC)
 Victims of Crime Act (VOCA)
 Neither

If either (or both), please respond to the following:

Name of State VOCA Administrator: _____
(See www.navaa.org for information.)

Name of State Compensation & Assistance Director: _____
(See www.navaa.org for information.)

What was the amount of the grant/contract? _____

Have you or your agency been a Project HOPE grantee?

Yes No

Have you or your agency ever received an OVC Professional Development Scholarship before?

Yes No

If yes, when did you receive the scholarship? _____

What was the amount? _____

Have you or your agency ever applied to OVC TTAC for technical assistance?

Yes No

If yes, when, and for what event? _____

Section B: Event Information

Please be as detailed as possible about the event for which you need financial support. Include information about the event's objectives and how the event will support your current work in serving victims of crime.

Event Title: _____

Date(s): _____

Location: _____

Name of Organization Sponsoring the Event: _____

Telephone Number: _____

What does the event content include?

How does this event relate to the work you do in your current position?

Section C: Budget Information

You must also submit a budget of anticipated expenses associated with event attendance. Expenses should include tuition/registration fees, transportation, lodging, and meals/incidental expenses. All expenses will be reimbursed at the current government rates. For current rates, please go to www.gsa.gov. If the government rate is less than the rate charged, the participant is responsible for the difference. For example, if the government rate for Hotel A is \$80/night and Hotel A charges \$90/night, you will be responsible for the \$10 difference.

- **Tuition/registration fees** will be reimbursed to the scholarship recipient after the event.
- **Transportation expenses** will be reimbursed to the scholarship recipient after the event at the current government rate. Transportation expenses can include round-trip coach airfare, train fare, bus fare, or a personal vehicle mileage reimbursement. Personal vehicle mileage to and from the event site is reimbursed at the Federal per diem rate of \$0.375 per mile. Rental cars are not covered. Scholarship recipients must take advantage of excursion or other special airfares (such as 14-day advance purchase) when booking air travel. Train or air travel may be booked only if it is the least expensive travel option.
- **Lodging expenses** will be reimbursed to the scholarship recipient after the event at the current government rate.
- **Meals/incidental expenses** will be reimbursed to the scholarship recipient after the event. These will be paid at the Federal rate for the event location for as many days as required by the event. See www.gsa.gov, "key topics," "per diem rates" for the per diem rates for the event location.

A. Expenses (Completed by Applicant)	Rate/Day	Total
Number of Event Days		
Number of Scholarship Recipients		
Conference Fee		
Lodging		
M&IE (meals and incidental expenses)		
Ground Transportation: Personal Car Mileage (@ \$0.375 per mile) From _____ to _____ Shuttle: Taxi: Note: Rental car not covered.		
Travel (airfare/train/bus)		
	Subtotal	
B. Expenses To Be Covered by Agency (Completed by Administrator)	Rate/Day	Total
Conference Fee		
Allowance for Lodging		
M&IE (meals and incidental expenses)		
Travel (airfare/train/bus)		
Ground Transportation (personal car mileage, shuttle, taxi)		
TOTAL (Please subtract "B" from "A" to determine total request)	\$	

C. Agency Budget Information (Completed by Administrator)	Total
What is your agency's current total operating budget?	
What is your agency's current training budget?	
How much was spent on training last year?	
How many people are employed by the agency?	
How many people were sent to training events/conferences last year?	

Please answer the following:

1. From what sources do you currently receive your training funding?

2. How are staff currently trained?

How often?

What types of trainings do staff attend?

Section D: Evaluation

If you are awarded a scholarship, you will receive two evaluation forms with the award letter. One evaluation form provides feedback on the scholarship application process; the other provides feedback on the event you attended. The evaluations must be completed and returned to the Office for Victims of Crime Training and Technical Assistance Center (OVC TTAC) within two weeks of the event for you to receive reimbursement for your expenses. Evaluations will also be used to determine the efficacy of the program.

Section E: Scholarship Concurrence

This ensures that the information provided, to the best of your knowledge, is accurate.

I certify that (1) the information provided in this application is accurate, (2) the scholarship applicant has at least one year of experience within my organization, (3) my organization supports the event and scholarship request, and (4) my organization is unable to completely underwrite the professional development activity for which the applicant is requesting support.

Signature of Applicant

Date

Signature of Supervisor

Date

Printed Name of Supervisor

Title

Street Address

City

State

Zip Code

Phone Number

E-mail

Please mail the Professional Development Scholarship Application Form, along with your Training Calendar registration form, to: **Office for Victims of Crime Training and Technical Assistance Center**,
10530 Rosehaven Street, Suite 400, Fairfax, VA 22030, ATTN: Training Calendar

OVC Professional Development Scholarship Program

continued from page 8

- The application clearly states how the training relates to the applicant's current work in serving victims of crime.
- The training will significantly increase knowledge or skills of the applicant.
- The request for training is supported by the applicant's organization.
- The event has been deemed to further OVC's organizational mission and professional objectives for victim services staff.
- The event focuses primarily on victims' rights, services and/or skills, and educational development.

What does the scholarship pay for?

The OVC Professional Development Scholarship covers some or all of the following:

- Tuition/Registration Fees
- Transportation Expenses (at the government rate)
- Lodging Expenses (at the government rate)
- Meals/Incidental Expenses Per Diem (at the government rate)

Additional Information

- OVC Professional Development Scholarships are awarded based on the availability of funding.
- OVC reserves the right to deny scholarships to individuals or multidisciplinary teams seeking financial support to attend:
 - A training or event supported by other OVC discretionary or formula grant funding.
 - A training or event whose program content or message does not support the mission, goals or stated priorities of OVC.
- Only one individual per organization—except those applying as part of a multidisciplinary team—may receive a Professional Development Scholarship in any one calendar year.
- Scholarships are nontransferable.

How do I apply?

Applications MUST be received 45 days prior to the date of the training for which you are applying. To apply for the OVC Professional Development Scholarship, fill out the application in this booklet and submit it, along with your Registration Form, to OVC TTAC, 10530 Rosehaven Street, Suite 400, Fairfax, VA 22030.

Office for Victims of Crime

The Office for Victims of Crime (OVC) was created by the U.S. Department of Justice in 1983 and formally established by Congress in 1988 through an amendment to the Victims of Crime Act of 1984. OVC's mission is to enhance the Nation's capacity to assist victims of crime and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

OVC accomplishes its mission by

- Administering the Crime Victims Fund
- Supporting direct services
- Providing training programs
- Sponsoring demonstration and evaluation projects with national and international impact
- Publishing and disseminating materials that highlight promising practices that can be replicated worldwide
- Sponsoring fellowships and clinical internships.

Office for Victims of Crime Resource Center

The Office for Victims of Crime Resource Center (OVCRC) is your information clearinghouse for emerging victim issues.

As a component of the National Criminal Justice Reference Service (NCJRS)—a federally funded resource offering justice and substance abuse information to support research, policy, and program development worldwide—OVCRC offers access to a vast criminal justice resource library and top information specialists to answer your questions. Staff can offer statistics and referrals, discuss publications, compile information packages, and search for additional resources using OVCRC's extensive network of victim advocates and organizations.

OVCRC also offers easy access to OVC and other victim-related publications through an online ordering system, an electronic newsletter (JustInfo), and the quarterly Justice Resource Guide. To learn more about OVCRC and its products and online services, visit www.ojp.usdoj.gov/ovc/ovcres/welcome.html or call toll free 1-800-851-3420 (TTY: 1-877-712-9279).

Office for Victims of Crime Training and Technical Assistance Center

For victim service providers, the Office for Victims of Crime Training and Technical Assistance Center (OVC TTAC) is the portal to a broad range of resources. OVC TTAC extends training and technical assistance to victim service providers, allied professionals, volunteers, advocates, and victim/witness coordinators. OVC TTAC training and technical assistance services are designed to enhance participants' skills and improve the quality and efficiency of the services they deliver.

OVC TTAC also provides a broad range of comprehensive resources for victim service providers. These resources include needs assessment, resource development and delivery, education and outreach, and evaluation. OVC TTAC is committed to helping the Nation's victim service community build the capacity that it needs to respond to the increasingly complex needs of victims of crime.

**Office for Victims of Crime
Training and Technical Assistance Center**
10530 Rosehaven Street, Suite 400
Fairfax, VA 22030

Phone: 1-866-OVC-TTAC (1-866-682-8822)

TTY: 1-866-682-8880

Fax: 703-279-4673

E-mail: ttac@ovcttac.org

Web site: www.ovcttac.org

PROPERTY OF

National Criminal Justice Reference Service (NCJRS)
Box 6000
Rockville, MD 20849-6000

Professional Development Institute

Leadership in Violence Prevention

Sexual Assault Awareness Counselor Training

The Ultimate Trainer's Manual

Curriculum Design Guide for SVAAAs

The Office for Victims of Crime developed this Training Course Manual (*Linda E. Ledra*) based on the Manual (Office for Victims of Crime, VF-GX-K021) originally developed by the Office of Justice Programs' Office of Victim Assistance Legal Services. This manual was revised as *The Ultimate Trainer's Manual*.

OVC would also like to thank the development of the calendar. Anne E. Kip Lowe, Pamela M. Johnson, and

OVC is indebted to the training courses conducted by the



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 9921 FAIRFAX, VA

POSTAGE WILL BE PAID BY ADDRESSEE

OFFICE FOR VICTIMS OF CRIME
TRAINING AND TECHNICAL
ASSISTANCE CENTER
10530 ROSEHAVEN STREET STE 400
FAIRFAX, VA 22030-9834



