

TRAINING
CATALOG

FY21

SUPP
**SUBSTANCE USE PREVENTION
PROFESSIONAL DEVELOPMENT**

PREVENTION FIRST

Funded in whole or in part by the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery through a grant from the Substance Abuse and Mental Health Services Administration



PREVENTION FIRST is a nonprofit organization dedicated to preventing teen drug use before it starts. Since 1980, Prevention First has provided training, technical assistance and resource materials to thousands of schools, community groups, parents and youth. We specialize in building the capacity of practitioners to address local substance misuse by assessing needs and selecting and implementing evidence-based programs, curricula and strategies. We also develop and implement media and communication campaigns designed to educate the public on substance-related issues.

Prevention First is primarily funded by the Illinois Department of Human Services (IDHS) Division of Substance Use Prevention and Recovery (SUPR). Additional funding is provided by the Illinois Department of Corrections, Illinois Department of Transportation and through private foundations and individual donations.

OUR MISSION

Prevention First advances efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness.

OUR VISION

Prevention First is the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies.

We believe that evidence-based approaches are the most effective paths to building communities and proactively support health and well-being.





PROFESSIONAL DEVELOPMENT SERVICES

OUR PROFESSIONAL DEVELOPMENT SERVICES include a vast array of training programs, learning opportunities, technical assistance and electronic resources aimed to increase the knowledge, skills and abilities of prevention professionals to effectively plan, implement and evaluate appropriate evidence-based strategies to address local substance-related problems. Our training and technical assistance services are designed to specifically meet the needs of IDHS SUPR Substance Use Prevention Program (SUPP) providers as well as Drug-Free Communities and Partnerships for Success grantees in Illinois.

OUR PROFESSIONAL DEVELOPMENT RESOURCES include a wide variety of electronic resources that provide timely information about substance misuse prevention best practices and trends as well as SUPP-related program guidance.

RESOURCES INCLUDE, BUT ARE NOT LIMITED TO:

- **A Model Program Overview** with links to all SUPP-Approved Youth Prevention Education programs.
- **Professional Development Resource Guides** that provide general information and helpful resources, designed to provide timely guidance in lieu of available training.
- **Fact Sheets** designed to inform the reader about a specific emerging drug trend or prevention concept, including strategies for infusing the information into prevention efforts.
- **Tip Sheets** which provide tips and ideas to address specific problems or issues faced when implementing substance abuse prevention strategies. **Youth Prevention Education Model Program Tip Sheets** offer guidance related to implementation, fidelity and adaptation of each SUPP-approved YPE program.
- **Our Virtual Clearinghouse** provides links to relevant prevention-related resources that can be downloaded, and in some instances ordered in bulk for little/no cost.

OUR TRAINING includes interactive classroom, virtual classroom, and online courses, live and recorded webinars, and networking events to build the capacity of prevention specialists. We conduct an annual assessment to determine whether any existing courses need to be modified or discontinued, and to identify new training needs. Our courses are developed by Instructional Design Specialists using evidence-based processes and innovative methods. To see our training schedule and register for courses, visit <https://www.prevention.org>.

OUR TECHNICAL ASSISTANCE commonly referred to as consulting or coaching, is a one-on-one service that provides timely, flexible and targeted support to an organization. The goal of technical assistance is to overcome prevention-related challenges; apply training concepts and best practices to local conditions; and enhance the professional development of prevention staff. For more information about technical assistance or the services we offer, please contact providerservices@prevention.org or call 217-836-5346.

OUR TEAM

OUR TRAINING AND TECHNICAL ASSISTANCE SPECIALISTS

each have many years of experience in health promotion and prevention in Illinois. We are well-versed in prevention best practice and passionate about building the capacity of practitioners to foster healthy youth, families and communities in Illinois.



Anne Cox (SAP TTA Manager)

Anne Cox joined our team in 2012. Anne oversees substance use prevention training and technical assistance services at Prevention First. She has been in the human services field for 24 years and has worked extensively with communities, schools, substance abuse prevention providers, researchers and federal, state and local governments. She has 14 years of program management experience. Anne is passionate about developing and delivering quality professional development and learning experiences for substance abuse prevention professionals. Anne earned her BA degree from Columbia College of Missouri.



Kim Callaway-Thompson

Kim joined our team in 2017. Kim's areas of expertise include strategy development and implementation, coalition coordination and youth prevention education. Kim is a strong advocate for best practices in community health and prevention, emphasizing equity in education. Kim is fueled by a vision of healthy individuals, families, and communities and is passionate about helping practitioners achieve this vision through capacity-building and collaboration using a community-driven, multi-sector approach. Kim earned a Master of Public Administration from Drake University in Iowa and in 2009 was inducted into the Global Honor Society for Public Affairs and Administration.



Cher Hanson

Cher joined our team in 2018. Cher's areas of expertise include local policy change and other environmental prevention strategies; youth engagement in prevention efforts; coalition work; and communication campaigns. Cher is very passionate about her own learning and growth as a prevention professional and as a TTA Specialist enjoys engaging providers in learning opportunities that they can impart into real world experiences to enhance their own professional development and success. She received the 2016 Lake County Juvenile Officer's Association Social Service Award and is certified in Youth Mental Health First Aid. Cher earned a Masters of Public Health from Northern Illinois University in 2000.



Jake Levinson

Jake joined our team in 2019. Jake's areas of expertise include planning and implementing youth prevention education; school-based communication campaigns; coordinating community coalitions; engaging stakeholders in community assessment and data analysis; and grants management. He is passionate about building provider capacity to implement strategies. Jake earned his B.A. from the University of Illinois at Chicago in Education.



Pamela Ziegler

Pam joined our team in 2017. Pam is a Certified Prevention Specialist. Her areas of expertise include coalition building; planning and implementing youth prevention education; coordinating town hall meetings and Drug Take Back Days; and school-based communication campaigns. She is passionate about assisting practitioners in planning & implementing their communication campaigns, where her marketing degree comes in handy! Pam earned her B.S. from Eastern Illinois University in 1982.

CORE TRAININGS

Our core trainings are offered on a regular basis. See our website for our full listing of courses, including recorded webinars, networking events, and model program trainings.

ATOD EFFECTS AND TRENDS

This online training provides general information about substance use disorder, the impact of substance use on the brain and adolescent development and introduces drug classifications and types. Participants will further explore the effects and trends of the most widely used substances by teens - alcohol, tobacco and marijuana. Participants will learn about the effects of each drug on the brain and body, signs and symptoms of use and state and national rates and trends of use. The training also includes information and resources for IDHS SUPP providers to make referrals for early intervention or treatment services as well as strategies for applying this information to their work. Participants will obtain additional resources to learn more about ATOD effects and trends.

ACTION PLANNING FOR SUCCESSFUL PREVENTION PROGRAMS

This one-day training will provide participants with the information, tools and templates to develop and implement a successful action plan, as well as an opportunity to practice and apply an action planning process. Action planning is a process during which specific and detailed steps are identified and carried through in order to achieve a goal. It can be used to successfully plan for direct service programs such as Youth Prevention Education and Communication Campaigns, as well as other local prevention efforts such as IYS recruitment, hosting a town hall meeting, coalition-led efforts, etc. Participants should come prepared with a prevention strategy or effort for which they would like to develop an action plan.

ANALYZING AND SHARING ILLINOIS YOUTH SURVEY DATA

(*OFFERED DURING IYS NON-ADMINISTRATION YEARS)

During this one-day training, participants will become familiar with Illinois Youth Survey data by reviewing the contents of local and state reports, evaluating the strengths and limitations of data, and analyzing data to identify concerns, priorities and outcomes. Participants will learn methods for displaying and packaging data and strategies for sharing and analyzing data with schools and stakeholders. Additionally, participants will identify ways to incorporate data into local prevention strategies.

COALITION COORDINATION

During this two-day training, participants will learn strategies for advancing and facilitating a community coalition to prevent substance abuse. Participants will learn characteristics of effective coalitions, strategies for recruiting and retaining stakeholders, and strategies for enhancing coalition organization/structure (mission and vision, clear roles and organizational structure, meeting and communication habits, decision-making and problem-solving process, leadership). Additionally, participants will enhance their ability to fulfill their role as a coalition facilitator, including meeting coordination and facilitation.

COLLABORATING WITH KEY STAKEHOLDERS

This online course will increase participants' knowledge and skills related to building relationships and collaborating with key community stakeholders. Participants will learn strategies for identifying and engaging key stakeholders, building relationships and getting stakeholders on board, and convening local coalitions.

FY21 TRAINING CALENDAR

JULY

22	Too Good for Drugs High School Facilitator Training	Chicago
23	Too Good for Drugs High School Facilitator Training	Chicago
29-30	Foundations of Youth Prevention Education	Springfield
29-30	Foundations of Youth Prevention Education	Chicago

AUGUST

4-6	Ten Steps for Planning & Implementing Communication Campaigns	Virtual Classroom
11	Too Good for Drugs High School Facilitator Training	Springfield
12	Too Good for Drugs Middle School Facilitator Training	Springfield
13	Too Good for Drugs Middle School Facilitator Training	Springfield
18-20	Preparing for Successful Focus Groups	Virtual Classroom
26-27	Foundations of Youth Prevention Education	Chicago

SEPTEMBER

1	Too Good for Drugs High School Facilitator Training	Chicago
2	CSUPS Networking Event	Virtual Event
10	SUPS Networking Event	Virtual Event
15-16	IISUP III: A Framework for Prevention	Virtual Classroom
23	SUPS Networking Event	Virtual Event
29	Establishing and Leading a Youth Advisory Committee	Chicago
30	SUPS Networking Event	Virtual Event

OCTOBER

1	Analyzing & Sharing IYS Data	Chicago
6-8	Ten Steps for Planning & Implementing Communication Campaigns	Virtual Classroom
13	Analyzing & Sharing IYS Data	Chicago
20-22	Preparing for Successful Focus Groups	Virtual Classroom
28-29	Developing Materials for Locally-Designed Campaigns	Virtual Classroom

NOVEMBER

4-5	Foundations of Youth Prevention Education	Springfield
4-5	Foundations of Youth Prevention Education	Chicago
9-10	IISUP III: A Framework for Prevention	Virtual Classroom
17	Establishing and Leading a Youth Advisory Committee	Springfield

NOVEMBER

18	Analyzing & Sharing IYS Data	Springfield
19	Analyzing & Sharing IYS Data	Springfield

DECEMBER

15	Too Good for Drugs Middle School Facilitator Training	Chicago
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JANUARY

12-13	IISUP III: A Framework for Prevention	Virtual Classroom
26-28	Ten Steps for Planning & Implementing Communication Campaigns	Virtual Classroom

FEBRUARY

9	Establishing and Leading a Youth Advisory Committee	Chicago
16-18	Preparing for Successful Focus Groups	Virtual Classroom
24-25	Foundations of Youth Prevention Education	Normal

MARCH

2	CSUPS Networking Event	Chicago
4	SUPS Networking Event	Bloomington/Normal
10	Analyzing & Sharing IYS Data	Chicago
16	SUPS Networking Event	Location TBD
18	SUPS Networking Event	Mt. Vernon

APRIL

7-8	IISUP III: A Framework for Prevention	Virtual Classroom
14-15	Foundations of Youth Prevention Education	Chicago
20-22	Ten Steps for Planning & Implementing Communication Campaigns	Virtual Classroom
29	Establishing and Leading a Youth Advisory Committee	Chicago

MAY

4-5	Developing Materials for Locally-Designed Campaigns	Virtual Classroom
11-12	Effective Group Facilitation	Chicago
18-20	Preparing for Successful Focus Groups	Virtual Classroom

JUNE

2-3	Effective Group Facilitation	Springfield
8	Action Planning for Successful Prevention Programs	Chicago
15	Action Planning for Successful Prevention Programs	Springfield

CONDUCTING A MARIJUANA ENVIRONMENTAL SCAN

Conducting a Marijuana Environmental Scan is an online training for CSUPS Providers that relays the information and tools needed to conduct a marijuana environmental scan within their service area. The scan will assist providers in identifying local retailers that sell marijuana paraphernalia. Participants will also be provided with information and tools that will allow them to create and implement a plan to educate merchants of the importance of not selling marijuana paraphernalia to people under the age of 21. This course has been updated to align with FY21 deliverables and the Illinois Cannabis Regulation and Tax Act (June 2020).

DEVELOPING MATERIALS FOR LOCALLY-DESIGNED CAMPAIGNS

During this interactive virtual classroom course participants will learn about the steps and best practices involved in planning and implementing a locally-designed communication campaign. Participants will become familiar with print ad principles and obtain tips, tools and resources for designing and pilot testing materials.

EFFECTIVE GROUP FACILITATION

The ability to lead groups is essential to a wide variety of positions within the prevention field. This two-day training builds basic facilitation skills of individuals working with youth and/or adult groups. By the end of the training, participants will understand the stages of group development and the major issues associated with them, as well as how to identify and use interventions that will influence group behavior. This is an interactive training that will incorporate theory into discussions, group interaction, role playing and practice, and applied learning.

ESTABLISHING AND LEADING A YOUTH ADVISORY COMMITTEE

In this one-day training, participants will learn how to establish and lead a youth advisory committee to support local substance abuse prevention efforts. Participants will learn best practices for engaging youth in advisory roles; how to establish an advisory committee structure; and strategies for recruitment and retention of youth advisors. Participants will also learn appropriate roles for youth committee members in substance abuse prevention activities.

FOUNDATIONS OF YOUTH PREVENTION EDUCATION

Foundations of Youth Prevention Education is a two-day training that prepares direct service providers to implement evidence-based Youth Prevention Education (YPE) programs. Participants will obtain a basic understanding of the components and best practices related to implementing any YPE model program. This training will increase participants' knowledge and skills related to planning, managing, facilitating and evaluating a Youth Prevention Education program.





ILLINOIS INTRODUCTION TO SUBSTANCE USE PREVENTION (IISUP) I: WELCOME TO PREVENTION (*NEW WORKER TRAINING)

IISUP I: Welcome to Prevention is a self-paced, online course which introduces participants to the prevention field. It provides an overview of the need for prevention services, prevention history, the evolution of prevention science and evidence-based prevention.

ILLINOIS INTRODUCTION TO SUBSTANCE USE PREVENTION (IISUP) II: SUP SYSTEM ORIENTATION (*NEW WORKER TRAINING)

IISUP II: SUP System Orientation is a self-paced, online course that introduces Illinois Department of Human Services (IDHS) Substance Use Prevention Program (SUPP) providers to the Illinois Substance Use Prevention (SUP) system. The course includes an overview of IDHS, SUPR and SUPP; roles and responsibilities of SUPP providers; and grant, reporting and training requirements. Estimated completion time for the course is 1 hour.

ILLINOIS INTRODUCTION TO SUBSTANCE USE PREVENTION (IISUP) III: A FRAMEWORK FOR PREVENTION (*NEW WORKER TRAINING)

This interactive virtual classroom course introduces Illinois Department of Human Services (IDHS) Substance Use Prevention Program (SUPP) providers to the prevention specialist's role in service delivery. Participants will be introduced to strategies for program planning, capacity-building, implementation and evaluation. Participants will also learn about their role in prevention, including an exploration of ethical issues related to their personal and professional conduct.

INTRODUCTION TO COMMUNICATION CAMPAIGNS

This online self-study course introduces participants to the term 'communication campaign,' the goals and objectives of communication campaigns within the SUPP system, and the SUPP standards.

INTRODUCTION TO ENGAGING YOUTH IN PREVENTION

This online training will provide an overview of youth engagement and best practices for working with youth committees/councils. Participants will learn about the benefits of engaging youth, levels of youth participation, strategies for addressing barriers to youth engagement and best practices for youth/adult partnerships.

INTRODUCTION TO FOCUS GROUPS

This online self-study course identifies the characteristics of focus groups and when to use them, illustrates how to create a focused purpose statement, and guides participants through the steps of planning a focus group study.

OVERVIEW OF STRATEGIC PLANNING

Overview of Strategic Planning is a self-paced, online course that provides participants with an overview of the purpose and process used to develop a comprehensive strategic substance abuse prevention plan. Participants will gain a better understanding of the role of the community coalition and the steps involved in developing a strategic plan.

PLANNING FOR NATIONAL PREVENTION WEEK

This online course was originally a webinar recorded on February 26, 2019. The content from that webinar has been updated and modified for an online format. During the course, participants will obtain information, tips and tools for planning for implementing activities for National Prevention Week. National Prevention Week is an annual health observance dedicated to increasing public awareness of, and, action around mental and/or substance use disorders.

PREPARING FOR SUCCESSFUL FOCUS GROUPS

During this interactive virtual classroom course participants will learn how to screen and recruit participants, develop effective questions to gain useful insights, moderate focus groups successfully and confidently, and analyze the results of focus groups to bolster programming.

PREVENTING PRESCRIPTION AND OPIOID DRUG MISUSE

Preventing Prescription and Opioid Drug Misuse is an online course designed for substance abuse prevention professionals who would like a better understanding of prescription drug and opioid misuse. During the course, participants will learn about the most commonly abused prescription drugs, including opioids, use rates and trends among U.S. and Illinois teens, factors that contribute to prescription drug and opioid misuse and effective prevention strategies and applicable resources.

PROMOTING THE ILLINOIS YOUTH SURVEY

(*OFFERED DURING IYS ADMINISTRATION YEARS)

This one-day training will build participants' knowledge and skills to promote the administration of the Illinois Youth Survey (IYS) to schools in their service area. Participants will learn strategies to promote the IYS to schools and obtain schools' commitment to administer the survey, as well as strategies for building relationships and overcoming barriers to participation. Participants will also become familiar with a recruitment plan template.

SUBSTANCE USE PREVENTION SUPERVISOR TRAINING SERIES

The SUP Supervisor Training is a series of three online courses designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. By taking the courses in this series, participants will identify critical skills of prevention specialists to consider in hiring decisions and apply a hiring process, identify strategies for providing effective supervision to staff, and identify strategies for providing initial and ongoing program support to prevention staff. The three courses in the series include:

◆ MAKING THE RIGHT HIRING DECISION

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify critical skills to consider when hiring prevention specialists and apply a hiring process, including creating a job description, recruiting applicants, interviewing candidates, and making a candidate selection.



◆ **DEVELOPING EFFECTIVE SUPERVISORY SKILLS**

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify qualities of effective supervisors and strategies for providing effective supervision to staff, including developing a flexible management style, building relationships, challenging staff to grow, providing ongoing engagement, and conducting formal performance evaluations. Supervisors will also learn strategies for balancing their workload.

◆ **PROVIDING PROGRAM SUPPORT TO YOUR PREVENTION STAFF**

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify strategies for supporting prevention staff, including communicating expectations, supporting professional development, supporting program planning and implementation, and identifying available resources.

TEN STEPS FOR PLANNING & IMPLEMENTING COMMUNICATION CAMPAIGNS

During this interactive virtual classroom course participants will learn about the steps and best practices involved in campaign planning and implementation.

TIPS FOR PROGRAM PROMOTION

This course will provide you with tips for promoting your prevention efforts and to increase awareness and support for prevention and the prevention services you provide your community.

TOO GOOD FOR DRUGS HIGH SCHOOL FACILITATOR TRAINING

This training will prepare facilitators to implement the Too Good for Drugs High School Revised program successfully. The Too Good for Drugs High School program prepares students with the skills they need for academic, social, and life success. Participants will review the interactive games and activities that provide practical guidance on dating and relationships, building healthy friendships, and refusing negative peer influence. The training will also provide a review of lessons focused on the effects of ATOD use as well as prescription and OTC drug use and various nicotine delivery devices. The trainer will familiarize participants with the research, theory, and concepts behind the program and provide an opportunity for facilitation practice.

TOO GOOD FOR DRUGS MIDDLE SCHOOL FACILITATOR TRAINING

This training will prepare facilitators to implement the Too Good for Drugs (TGFD) Program successfully. The Too Good for Drugs Program has separate, developmentally appropriate curriculum for grades K-12; the focus of this training is on SAPP-approved implementation for grades 6-8. TGFD is a school-based prevention program designed to reduce the risk factors and enhance the protective factors related to alcohol, tobacco, and other drug use among students. Participants will gain hands-on experience with the core curriculum while acquiring essential prevention education teaching strategies. The trainer will familiarize participants with the research, theory, and concepts behind the program and provide an opportunity for facilitation practice.

UNDERSTANDING THE IMPACT OF CANNABIS REGULATION TAX ACT AND WHAT IT MEANS FOR PREVENTION

Marijuana will be legal for adults in Illinois on January 1, 2020. You might be wondering what's in the law and what it means for your prevention efforts. During this online recorded webinar, participants will learn about the Illinois marijuana law, including benefits and concerns related to legalization. We'll discuss relevant prevention education messages related to potency, vaping, edibles, etc., as well as other appropriate prevention strategies.

VAPING 101 AND TRENDS AMONG YOUTH IN ILLINOIS

In this online recorded webinar, Dr. Brian Williams of the University of Wisconsin School of Medicine and Public Health presents an overview of vaping, including basic facts of vaping and how it works, the harm it causes, and current national youth vaping stats and trends. Jake Levinson shares Illinois-specific data regarding vaping use among youth – taken from the 2018 Illinois Youth Survey.

YAC ENGAGEMENT & RETENTION

This recorded webinar is designed for YAC leaders who have an established committee and want to learn more about keeping youth members actively involved. Participants will learn strategies, tips and tools for keeping youth YAC members on board and engaged in program meetings and activities.

Prerequisites: [Introduction to Engaging Youth in Prevention](#) and [Establishing and Leading a Youth Advisory Committee](#). Once the prerequisites are complete, a link will be sent for this recorded webinar.

YOUTH PREVENTION EDUCATION FACILITATION SKILLS AND CLASSROOM MANAGEMENT TECHNIQUES

This recorded online webinar will assist participants in strengthening their facilitation skills and implementing the program successfully. Participants will obtain strategies from peers in the field for overcoming barriers and challenges they face in managing the classroom and facilitating their YPE program.

TRAINING POLICIES

Prevention First reserves the right to make changes in the training personnel, date and/or location scheduled for any training session. Before registering for a course, review all of our training policies located on our training page at www.prevention.org.

REGISTRATION

Participants must register for and receive an email confirmation before attending any classroom-based training, virtual classroom training, or webinar via their user account at www.prevention.org. Registration will close two days before the scheduled training event for webinars and classroom training programs. Registration will close ten days before the on-line training event to prepare and ship participant materials. If enrollment reaches capacity, Prevention First will place new registrants on a waitlist and notify them if an opening is available.

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

- Go to www.prevention.org and log into your account.
- Select the “My Training” tab.
- Select the “Current” button 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” button. Select this, include the reason for cancelling, then “Complete Cancellation” button.
- When you click on the “Complete Cancellation” button, a box will pop-up that says, “Your cancellation request has been sent.” Prevention First will send you a confirmation email of your cancellation.

ATTENDANCE

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. To receive a certificate of completion/CEUs for any training event (classroom-based, virtual classroom, or webinar), the participant must complete the course in its entirety.

If the participant cannot complete the course in its entirety, Prevention First reserves the right to deny entry or re-entry to any participant. A participant will NOT receive a certificate of completion or CEUs if s/he misses:

- Any 1 hour of content during a classroom-based training event
- More than 10 minutes during a webinar
- More than 20 minutes in a virtual classroom training

Participants must also complete the post-test to complete the course and receive credit/CEU's.

When attending a webinar and virtual classroom training, each participant must use their own viewing device. Screen sharing is not allowed.



PREVENTION FIRST

Headquarters
2800 Montvale Dr.
Springfield, IL 62704
p: 217.793.7353

Branch Office
33 W. Grand Avenue,
Ste. 300
Chicago, IL 60654
p: 312.988.4646

www.prevention.org

