

TRAINING  
CATALOG

FY20

**SUBSTANCE ABUSE 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

is to build community capacity to prevent substance abuse by providing training and technical assistance and raising public awareness.

## OUR VISION

is healthy communities that encourage drug-free youth.





# 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 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](mailto:providerservices@prevention.org) or call 217-836-5346.

# OUR TEAM

**OUR TRAINING AND TECHNICAL ASSISTANCE SPECIALISTS** each have 20 or more 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.



## CONDUCTING A MARIJUANA ENVIRONMENTAL SCAN

This online training for CSUPS Providers 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 the information and tools that will allow them to create and implement a plan to educate merchants that sell marijuana paraphernalia regarding the consequences of violating the law, and community benefits of not selling marijuana paraphernalia. CSUPS Providers should contact Prevention First for the link to this course.

## CONDUCTING FOCUS GROUPS

This in-depth, two-day training will provide the opportunity to learn the steps necessary to conduct a successful focus group. Attention will be placed on question development, moderator skills, and planning critical logistical details of focus group interviews. Participants will also learn how to analyze the results of focus groups and put those results into action.

## CREATIVE PROBLEM-SOLVING (\*WEBINAR)

It's not uncommon in our role as prevention specialists to experience roadblocks and barriers to implementing effective prevention strategies. Unfortunately, there are rarely "one size fits all" solutions to our problems. During this webinar you will learn a problem-solving model that you can apply to help you overcome the roadblocks and barriers you experience.

## 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 ABUSE PREVENTION (IISAP) I: WELCOME TO PREVENTION (\*NEW WORKER TRAINING)

IISAP 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 ABUSE PREVENTION (IISAP) II: SUP SYSTEM ORIENTATION (\*NEW WORKER TRAINING)

IISAP 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 ABUSE PREVENTION (IISAP) III: A FRAMEWORK FOR PREVENTION (\*NEW WORKER TRAINING)

This one-day classroom-based training 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 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.

## PLANNING AND IMPLEMENTING COMMUNICATION CAMPAIGNS

This two-day training introduces direct service providers to the basic skills, information and concepts needed to plan and implement effective communication campaigns. This course specifically relates the process of campaign development to preventing youth alcohol and marijuana use. Participants will learn about the steps and best practices involved in campaign planning and implementation.

## PLANNING FOR NATIONAL PREVENTION WEEK

This online recorded webinar provides participants with information, tips and tools for planning and 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.

## 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.

## 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.

## 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

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

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

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.



## 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 SUPP-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.

## YAC ENGAGEMENT AND RETENTION (\*WEBINAR)

Now that you have your Youth Advisory Committee (YAC) up and running, how do you keep it going strong? This 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. Participants must complete Introduction to Engaging Youth and Establishing and Leading a Youth Advisory Committee prior to registering for this webinar.



# FY20 TRAINING CALENDAR

## JULY

30	Action Planning for Successful Prevention Programs	Chicago
30-1	Foundations of Youth Prevention Education	Springfield

## AUGUST

6	Too Good for Drugs High School Facilitator Training	Normal
7-8	Planning and Implementing Communication Campaigns	Chicago
13	Project Towards No Drug Abuse Facilitator Training	Chicago
14	Too Good for Drugs Middle School Facilitator Training	Springfield
15	Promoting the Illinois Youth Survey to Schools	Springfield
20	IISAP III: A Framework for Prevention	Chicago
21	Too Good for Drugs Middle School Facilitator Training	Chicago
22	CSUPS Networking Event	Chicago

## SEPTEMBER

10	SUPS Networking Event	Bloomington
12	Promoting the Illinois Youth Survey to Schools	Chicago
18	SUPS Networking Event	Mt. Vernon
19	Promoting the Illinois Youth Survey to Schools	Chicago
25	SUPS Networking Event	Naperville

## OCTOBER

3	Promoting the Illinois Youth Survey to Schools	Normal
9-10	Foundations of Youth Prevention Education	Chicago
17	Establishing and Leading a Youth Advisory Committee	Chicago
22-23	Conducting Focus Groups	Chicago

## NOVEMBER

7	IISAP III: A Framework for Prevention	Springfield
13-14	Planning and Implementing Communication Campaigns	Normal

## DECEMBER

3-4	Effective Group Facilitation	Springfield
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**JANUARY**

9 Youth Advisory Committee Engagement and Retention **Webinar**

**FEBRUARY**

11 Establishing and Leading a Youth Advisory Committee Springfield  
 13 IISAP III: A Framework for Prevention Chicago  
 19-20 Coalition Coordination Chicago  
 26-27 Foundations of Youth Prevention Education Normal

**MARCH**

4 CSUPS Networking Event Chicago  
 10-11 Planning and Implementing Communication Campaigns Chicago  
 17 SUPS Networking Event Bloomington  
 24-25 Conducting Focus Groups Springfield  
 31 SUPS Networking Event Mt. Vernon

**APRIL**

2 SUPS Networking Event Naperville  
 14 IISAP III: A Framework for Prevention Normal  
 21 Action Planning for Successful Prevention Programs Springfield  
 30 Establishing and Leading a Youth Advisory Committee Chicago

**MAY**

6-7 Coalition Coordination Springfield  
 19-20 Effective Group Facilitation Chicago

**JUNE**

2-3 Planning and Implementing Communication Campaigns Springfield  
 17-18 Foundations of Youth Prevention Education Chicago  
 23 Creative Problem Solving **Webinar**  
 24-25 Conducting Focus Groups Chicago

# 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](http://www.prevention.org).

## REGISTRATION

Participants must register for and receive email confirmation prior to attending any classroom-based training or webinar. Registration will close two days prior to the scheduled training event. If registration reaches capacity, new registrants will be placed on a wait list and will be notified 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:

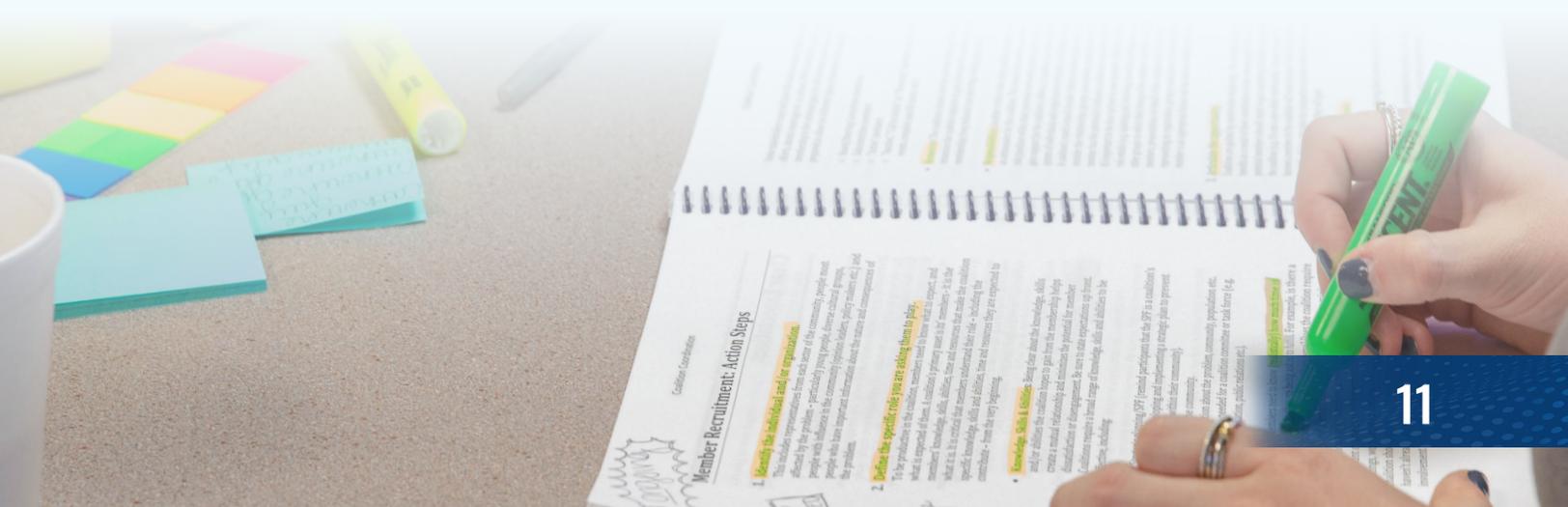
- Go to [www.prevention.org](http://www.prevention.org) and log into your account.
- Select the “My Training” tab.
- Select the “Current” button and scroll down to see what upcoming trainings you are registered for. Below each training title you will find training dates and a “Cancel My Registration” 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.” uConnect will send you a confirmation email of your cancellation.

## 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. To receive a certificate of completion/CEUs for any training event (classroom-based 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 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.

When attending a webinar training, each participant must use their own viewing device (computer, mobile, etc.). Screen sharing is not allowed.





**PREVENTION FIRST**  
*Building community capacity to prevent substance abuse*

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