



Quick Start Guide for
Domestic Violence & Rape Crisis Centers

By

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CONTENTS

What is “See the Signs, Speak Out”?	3
Free Training Tools Available to Local Programs	3
• Employer video vignettes	3
• Employee video vignettes	3
• Online training modules	3
• On-site bystander intervention trainings	3
• Workplace Resources.....	3
The Role of Local Programs	4
Why use See the Signs trainings?	4
Training To-Do List	5
10 Ways to Utilize the <i>See the Signs</i> Training Materials	5
Talking Points – Speaking with Workplaces.....	7
Sample Letter to Employers.....	8
Sample Letter to the Editor	9

What is “See the Signs, Speak Out”?

See the Signs, Speak Out is a free, online-based training program that instructs employers and employees how to intervene safely as bystanders to prevent domestic and sexual violence, whether it occurs in the workplace or the community. Trainings model how to talk to friends or colleagues who may be a victim of domestic or sexual violence, how managers can talk to employees who may be perpetrating domestic or sexual violence, and how individuals can safely intervene as bystanders to prevent domestic and sexual violence before it happens. The project was created through a collaboration between the Ohio Domestic Violence Network and Ohio Alliance to End Sexual Violence and was funded by the Avon Foundation for Women.

Free Training Tools Available to Local Programs

All trainings and materials are available for free at <https://www.odvn.org/see-the-signs/>. Materials available in Spanish or with Spanish subtitles are indicated below.

- **Employer video vignettes** **AVAILABLE EN ESPAÑOL (SUBTITLES)**
 - How to talk to an employee who may be a victim of domestic violence or sexual assault.
 - How to address an employee perpetrator of domestic or sexual assault.
- **Employee video vignettes** **AVAILABLE EN ESPAÑOL (SUBTITLES)**
 - How to intervene safely as a bystander to prevent domestic violence.
 - How to intervene safely as a bystander to prevent sexual assault.
 - How to reach out to a colleague who may be a victim of domestic violence or sexual assault.
- **Online training modules** **AVAILABLE EN ESPAÑOL**
 - Online courses on domestic violence, sexual assault, and how to intervene safely as a bystander.
 - Courses are 20-40 minutes long and quizzes test the participant’s knowledge.
 - Certificate available upon completion of the training.
 - Employers also have the option to upload files into their workplace Learning Management System.
- **On-site bystander intervention trainings**
 - Two 1-hour trainings on how to intervene as a bystander to 1) prevent domestic violence; and 2) prevent sexual assault.
 - Includes a facilitator guide and information about how to connect with a community expert from a local domestic violence or rape crisis program.
- **Workplace Resources**
 - Getting Started Guide and Guide to Next Steps.

The Role of Local Programs

While the *See the Signs* trainings are designed to be facilitated by anyone and do not require a background in domestic violence or sexual assault issues, the hope is that prevention experts will leverage the tools to share their expertise and build relationships with employers in their community. This packet is designed to make it as easy as possible for organizations to reach out to local employers, with free materials including a sample letter to employers and talking points.

Why use *See the Signs* trainings?

Here are just a few of the benefits of the *See the Signs* free trainings:

- **The training program can help domestic violence programs and rape crisis centers build relationships with community employers.** Free trainings provide local programs with an opportunity to connect with employers in their community. Workplace trainings serve as an organizational asset that can help local programs forge long-term relationships with businesses, which can result in increased awareness, survivor support, and investment in critical programs and services.
- **The training connects survivors to resources and support.** Trainings are survivor-centered and survivor's voices have been included throughout the program. *See the Signs* also encourages employers to identify and share relevant internal and external resources available for victims, including referrals to community domestic violence and rape crisis agencies.
- **The training helps shift workplace culture.** *See the Signs* trainings focus on culture change rather than policy change. The program encourages workplaces to break the silence surrounding domestic and sexual assault and to start conversations in the workplace. Trainings model how to talk to employees or colleagues who may be a victim of domestic violence or sexual assault, how to talk to an employee who is perpetrating domestic violence or sexual assault, and how to safely intervene as a bystander to prevent domestic violence and sexual assault from occurring.

Training To-Do List

□ Compile a list of local employers

- Compile a list of local employers that you would like to build a relationship with. You can consult the yellow pages or a local chamber of commerce to find business directories.
- Consider reaching out to your board of directors for community contacts.

□ Contact Employers to Schedule a Training

- Send a letter or email to contacts at local companies. (See the [sample letter](#).)

□ Follow up with Employers

- A week or two after mailing the letters call the contacts directly and ask if they are interested in hosting a training. See the [talking points](#) for ideas on what to say.

□ Host the Training

- Facilitation materials can be downloaded at <https://www.odvn.org/see-the-signs/>.

□ Complete the **See the Signs** Training Survey

- After the training, please complete a [brief survey](#) about your use of the training tools. We appreciate your feedback so that we can continue to improve the trainings and understand how the tools are being used.

□ Send the Employer a Thank You Letter

10 Ways to Utilize the *See the Signs* Training Materials

1. Incorporate workplace trainings into your agency's domestic violence or sexual assault awareness month activities.
2. Contact local business associations and offer to show a short video vignette and host a discussion at their next membership meeting.
3. Contact the nearest human resources association chapter in your community to share information about the free trainings and offer to show a video at an upcoming meeting or event.
4. Incorporate the training materials into any employee orientation trainings you currently conduct in the community.
5. Send a letter to the editor ([see sample](#)) encouraging local businesses to host a training.
6. Challenge your board members to take the online training.
7. Show a video vignette as part of your volunteer orientations/trainings.
8. Share information about the free trainings at your next community coalition event or meeting.
9. Add information about workplace trainings on your organization's website.
10. Post one of the video vignettes on social media and share information about how employers can contact your organization to schedule a training.

Talking Points – Speaking with Workplaces

- May I please speak with the human resources staff member who handles employee trainings?
- I'm contacting you to see if [Employer] would be interested in hosting a free workplace training on domestic violence/sexual assault
- **Optional:** As you might know, *October is domestic violence awareness month/April is Sexual Assault Awareness Month*, so this might be a great time to schedule a training.
- As part of the Avon Foundation for Women's "See the Signs and Speak Out" we are able to provide free workplace trainings to help employers and employees learn to talk about domestic violence and sexual assault issues in the workplace. The skills-building training teaches managers how to talk to employees who might be perpetrators or victims of violence, how employees can support victims and how to safely intervene to prevent domestic or sexual violence in the workplace.

We can provide the following types of trainings:

- A brief video viewing with discussion [30-minute training]
- A 1.5-hour training on [*domestic violence/sexual assault – whatever you decide to focus on*] which includes a brief video and interactive exercise on how employees can safely intervene as bystanders to prevent domestic and sexual violence and support survivors.
- Information about free, online-based trainings that can be completed by employees at their own pace [Total course time is approximately 1.5 hours]. The course is free and only requires that the employer create a username and password on the [online portal](#).

Sample Letter to Employers

Attn: HR Contact Name
Human Resources
Company Name
123 Main Street
City, ST Zip

TIP: If you don't have any professional contacts within the company, inquiry as to who handles **employee trainings**.

Date

TIP: you can replace this with Domestic Violence Awareness Month, too.

Dear [Human Resources contact]:

[As you may know, **April is Sexual Assault Awareness Month.**] I am writing to see if [Employer Name] would be interested in hosting a **free workplace training** about how employers can make a difference in preventing domestic violence and sexual assault.

I am writing on behalf of [name of organization], a local organization with the mission of [state mission]. We are pleased to offer employers **FREE domestic violence and sexual assault workforce trainings** as part of the Avon Foundation's "See the Signs and Speak Out" program.

As a human resource professional you understand how domestic violence and sexual assault impacts workplaces. **Our free workplace trainings can help to:**

- **Reduce Absenteeism:** Victims of rape/sexual assault often miss extensive work days because of the trauma, with one study finding that over a third lost more than 10 days.¹
- **Increase safety:** Another study found that two in five victims of domestic violence were afraid of their intimate partner's unexpectedly calling or visiting their workplace.²
- **Reduce risk:** According to a 2004 study of domestic violence perpetrators, 78 percent used workplace resources at least once to express remorse/anger, pressure, or threaten the victim.³

Would you be interested in hosting a free training, perhaps over a lunch hour or as part of an employee meeting or orientation? To schedule a training, or for more information about the trainings, you can contact me at (123) 123-1234, ext. 123 or at name@email.org. Thank you in advance for your time and I look forward to speaking with you soon!

Sincerely,
Name
Title

P.S. I will reach out to you by phone within two weeks.

¹ Duhart, D. (2001). Violence in the Workplace, 1993-99. Bureau of Justice Statistics. Available at <http://bjs.ojp.usdoj.gov/content/pub/pdf/vw99.pdf>

² CAEPV National Benchmark Telephone Survey. 2005. Bloomington, IL: Corporate Alliance to End Partner Violence. Available at: http://www.caepv.org/getinfo/facts_stats.php?factsec=3

³ Kim C. Lim et al., Maine Department of Labor and Family Crisis Services, Impact of Domestic Violence Offenders on Occupational Safety & Health: A Pilot Study (2004), available at http://www.state.me.us/labor/labor_stats/publications/dvreports/domesticoffendersreport.pdf.

Sample Letter to the Editor

Date

Dear Editor:

TIP: Find out what the paper's word limit requirement is. Many publications limit letters to 100-300 words. This letter is 135 words.

[April is Sexual Assault awareness month/October is domestic violence awareness month]. Now is the time for employers to say #NOMORE to domestic and sexual violence in their workplaces and in our community.

Domestic and sexual violence impact workplaces in many ways. Victims often fear for their safety while at work or miss work due to trauma or injuries. Studies show that perpetrators often use work time and resources to pressure or threaten victims.

We invite community businesses to speak out against domestic and sexual violence. [Agency name] has videos and interactive trainings about how employers can start conversations in the workplace to prevent domestic and sexual violence and about how to support victims. Contact [title/name] at (xxx)-xxx-xxxx or name@email.org to schedule a free training. To learn more about free workplace trainings visit <https://www.odvn.org/see-the-signs/>.

Sincerely,
Name
Title
Agency