

SYLLABUS

COURSE: Workplace Violence Instructor Certification—Awareness Training Course Syllabus

CERTIFYING OFFICIAL: Randy Spivey, CEO/Founder

DATE: 4/3/2023

PROGRAM CLASSIFICATION: Instructor Certification Course

SUBCLASSIFICATION: Awareness



Workplace Violence Instructor Certification—Awareness Training Course Syllabus

Course Information

Term Dates, Year: Initial Certification, 2023, 2-year certification

Description

This course allows learners to gain background knowledge on Workplace Violence Prevention and Intervention (WVPI) principles, WVPI policies, processes, and protocols to achieve Instructor Certification. Upon completion, learners will be able to deliver and train their organization's members and community onsite or virtually. The focus of the core curriculum is to maintain compliance with all prevailing standards, international and local standards, guidelines, and policies.

Outcome

Upon course completion, learners will receive CPPS Workplace Violence Instructor Certification confirming the ability to provide instruction in CPPS curriculum. The training curriculum is licensed for use while certification requirements remain current.

Completion is determined by passing a 30-question timed multiple-choice exam with a grade of 70% or higher presented at the end of the course.

This course qualifies for six credits towards the ASIS International CPE program.

Prevailing Standards

- 1) 29 USC Ch. 15: OCCUPATIONAL SAFETY AND HEALTH (Duty of Care)
- 2) ASIS WVPI AA-2020 ANSI Standard
- 3) OSHA Instruction CPL 02-01-058



Objectives

Upon completion of this course, individuals will be able to:

- 1) Articulate a *Standards*-based training regimen for individuals to facilitate organizational and community Workplace Violence and Active Assailant Prevention, Intervention, and Response training.
- 2) Educate individuals at an awareness level on the following subjects:
 - a) Basic facts about workplace violence (relevant behavior and psychological aspects of violence).
 - b) Organizational policy considerations, including reporting options.
 - c) Identifying behaviors of concern.
 - d) Responding to concerning behaviors and emergencies.
 - e) Domestic and Intimate Partner Violence, impact on the workplace.
 - f) Fundamentals of verbal de-escalation
- 3) Recognize resources for self-paced continuing education.

4) Outline documentation and record-keeping considerations for tracking completion.

Support Material

- 1) Workplace Violence Instructor Certification Program Guideline
- 2) Workplace Violence Instructor Certification—Awareness Training Notes Guide
- 3) Workplace Violence Awareness Course - Lesson Plan
- 4) Workplace Violence Awareness Course – Instructor Guide
- 5) Workplace Violence Awareness Course – PowerPoint Presentation

Overview

Note: This course is 6 hours long and will take place over one full business day, if live (onsite or virtual). It is a self-paced process within a 60-day time limit if completed online.

Learning Modules	Content & Instruction
<p>1. Course Introduction</p>	<p>CPPS history and background</p> <p>Outline overall course, learning objectives, and WVPI program guidance.</p> <p>Instructor Certification qualifications</p>
<p>2. Examining Extreme Violence</p>	<p>An inside look into extreme violence and its impact on society.</p> <p>Provide an overview of case studies that have informed WVPI policy, including business, healthcare, primary and higher education, and House of Worship.</p>
<p>3. Workplace Violence Prevention and Intervention Regulatory Considerations and Standardization</p>	<p>Overview of prevailing regulations and Standards Publications for the United States and International Labor Organization and Laws</p> <p><i>ANSI ASIS WVPI-AA 2020</i></p> <p><i>OSHA 02-01-058</i></p> <p><i>OSHA 3148-04R</i></p> <p>Joint Commission and DNV</p> <p>29 USC Ch. 15: OCCUPATIONAL SAFETY AND HEALTH</p> <p>National Incident Management System (NIMS)</p> <p>CA OSHA (Healthcare and General Industry)</p> <p>Federal legislation in consideration</p>
<p>4. Workplace Violence Prevention and Intervention Components and Fundamentals</p>	<p>Overview of program development</p> <p>Required awareness training objectives.</p> <p>Considerations necessary for maintaining an effective training program</p> <p>Understanding facts about workplace violence, including behavioral and psychological considerations</p> <p>Supporting publications, historical data required topics and learning objectives.</p>
<p>5. Fundamentals of De-escalation</p>	<p>Considerations for a personal safety mindset</p> <p>Interpersonal conflict roadmap</p> <p>De-escalation principles to calm, connect, and capitalize.</p> <p>FBI’s Behavioral Change Stairway Model: De-escalation process</p>
<p>6. The Dichotomy of Active Assailant and Hostage Situations</p>	<p>Utilizing a survival mindset and situational awareness strategy</p> <p>Understanding an active assailant and hostage situation and the differences within</p>

7. Intimate Partner Violence	The relationship between intimate partner violence and the workplace The cycle of violence, the power and control wheel, and recognizing warning signs Significance of stalking and the “danger zone.”
8. Workplace Violence Prevention and Response Training Demonstration	Live demonstration