

SYLLABUS

COURSE: Workplace Violence Instructor Certification—Manager Training Course Syllabus

CERTIFYING OFFICIAL: Randy Spivey, CEO/Founder

DATE: 4/3/2023

PROGRAM CLASSIFICATION: Instructor Certification Course

SUBCLASSIFICATION: Managers



Workplace Violence Instructor Certification—Manager Training Course Syllabus

Course Information

Prerequisite: Workplace Violence Instructor Certification – Awareness Training Course with a 70% or better.

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

Description

This course provides an enhanced understanding of 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 managers and community leaders onsite or virtually. The focus of the core curriculum is to provide workplace violence instruction consistent with all prevailing standards and best practices.

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 20-question timed multiple-choice exam with a grade of 70% or higher presented at the end of the course.

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

Prevailing Standards

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



Objectives

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

- 1) Expand knowledge levels to articulate a *Standards*-based training regimen for individuals to facilitate organizational and community Workplace Violence and Active Assailant Prevention, Intervention and Response training for managerial personnel.
- 2) Educate individuals at an enhanced level with additional emphasis on the following subjects:
 - a) Workplace Violence Prevention and Intervention manager's level role and responsibilities
 - b) Ability and skills necessary to identify, respond, and report concerning behaviors and emergencies.
 - c) Supporting the Threat Management Team

- d) Enhanced verbal de-escalation strategies
- 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—Managers Training – Notes Guide
- 3) Workplace Violence Managers Course - Lesson Plan
- 4) Workplace Violence Managers Course – Instructor Guide
- 5) Workplace Violence Managers Course – PowerPoint Presentation

Overview

Note: This course is 4 hours long and will take place over one 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>Outline overall course, learning objectives, and WVPI program guidance. Leader’s role within WVPI Instructor Certification qualifications for training leaders</p>
<p>2. Violence Prevention Concepts for Leaders</p>	<p>Leadership principles for WVPI Behavioral differences between offenders and non-offenders of WV WVPI Policy and discipline considerations, including documentation</p>
<p>3. Enhanced Threat Awareness Concepts</p>	<p>Expanded background into Behaviors of Concern and Threatening Behavior Recognizing how professionals utilize Behavioral Threat Assessment and Management Identifying how to support a Threat Management Team as a leader</p>
<p>4. Advanced De-escalation</p>	<p>Advanced De-escalation principles to calm, connect, and capitalize. Leadership communication styles De-escalation scenario exercise</p>
<p>5. Workplace Violence Prevention and Response Enhanced Guide for Leaders Training Demonstration</p>	<p>Live demonstration</p>