



The ASIST T4T: What You Need to Communicate to Your Supervisor

You will have the responsibility to brief or inform your supervisor about these important steps for you and your organization to implement ASIST.

Trainer Requirements

- » Workshops must be consistent with the program’s standardized and evidence-based curriculum, objectives, content, training processes, and updates.
- » Workshops must be done by a minimum of two trainers with a minimum of eight participants and a maximum of 30 participants.
- » Provisional trainers must do a minimum of three workshops in the first year and must be able to demonstrate that they can present all the tasks in the small workgroup in a single workshop. Some trainers are given special conditions after their Training for Trainers (T4T) and complete provisional status in five or more workshops.
- » Copyrighted materials should be distributed to participants at all LivingWorks workshops. Materials must be ordered and purchased at least one month in advance of the workshop to allow sufficient time for shipping.
- » Participant registration is an important part of the workshop, allowing trainers to prepare the room set-up, trainer tasks, etc. Trainers need at least 18–24 hours of preparation for each workshop during their provisional trainer status. In addition to this, it is important for the training team to have time to plan and prepare.
- » ASIST must be offered over 2 consecutive days. Each day will include 8 hours of training including a 1-hour lunch break and multiple snack breaks.
- » The training space should have all necessary equipment and supplies. This includes a laptop, a projector, speakers, a flip chart and paper, markers, etc.
- » Participants attending the ASIST 2-day workshop must be at least 16 years old. Based on best practices for youth suicide prevention training, ASIST workshops that include youth should include a mix of adults and youth.
- » *Participant Feedback* forms and trainer reports must be sent in to LivingWorks within 3 weeks for LivingWorks to track trainer status. Registered trainers must continue to complete a minimum of one workshop per year.
- » Trainer materials received during the T4T remain the property of the successful trainer candidate, regardless of sponsorship for the training, in part or in full. Should the trainer be suspended for any reason or no longer wish to deliver training for LivingWorks, the training materials must be a) returned to LivingWorks or b) destroyed.

Sign off by Organization/Employer: _____