

SEE THE SIGNS speak out

Facilitator Guide



Ohio Domestic Violence Network
Ohio Alliance to End Sexual Violence

TABLE OF CONTENTS:

Table of Contents:	1
Before you begin	2
<i>About the In-Person Trainings</i>	2
<i>Preparing for the Training</i>	2
<i>Facilitation Tips</i>	3
<i>Training Agenda</i>	3
<i>About this Guide</i>	3
Frequently Asked Questions	4
Domestic Violence Bystander Training	6
<i>Training: Part I</i>	6
<i>Training: Part II</i>	14
Sexual Assault Bystander Training	26
<i>Training: Part I</i>	26
<i>Training: Part II</i>	37
Training Evaluation Form	46
Find a local expert	47
Complete the See The Signs Tracking Survey	47

BEFORE YOU BEGIN

ABOUT THE IN-PERSON TRAININGS

This guide includes instructions for two 1-hour trainings:

- 1) a domestic violence bystander intervention training, and
- 2) a sexual assault bystander intervention training.

The trainings can be facilitated by an employer's human resources department or by an expert from a local domestic violence agency/rape crisis center. (To find an expert in your area, see [Find a Local Expert](#).)

PREPARING FOR THE TRAINING

The training is based on a PowerPoint Presentation with embedded videos.

Before hosting the training you will need the following items:

- The PowerPoint presentation, available for download at www.seethesigns.org.
- Computer and a Projection screen – *The PowerPoint training includes embedded videos so no internet connection is required.*
- A sign in sheet
- Nametags (optional)
- Pens or pencils
- Scrap paper
- A dry-erase board, chalkboard or large presentation style paper to use when brainstorming as a group
- Printed out evaluation forms (Sample included at the end of this guide and also available at www.seethesigns.org)

FACILITATION TIPS

1. Familiarize yourself with the material and practice the presentation several times before conducting the training.
2. Consider recruiting a co-facilitator to help present the training.
3. **If you are not an expert on the subject matter:**
 - Do not stray from the script.
 - Let the audience know that while you are familiar with the basic information being presented, if they have detailed questions you can follow-up with a [local expert in your community](#).
4. **If you are an expert on the subject matter:**
 - Feel free to make the script your own and adjust the content as needed.
 - Use this training as an opportunity to educate the employer about the services that your agency provides and how you can be of service to their employees who may be in need of assistance.

TRAINING AGENDA

The training is **1 hour** and split into two parts:

- **Part I** [30 minutes]: Introduction and agenda, background information on domestic violence or sexual assault
- **Part II** [30 minutes]: Introduction to bystander intervention, watch video clips, interactive exercise, complete evaluation form.

ABOUT THIS GUIDE

This guide includes a domestic violence training and a sexual assault training. Both are split into Part I and Part II.

The script is in a gray box:

This is the training script.

Facilitator questions to the group are highlighted like this:

Facilitator Question to Group: This is an example of where a question would appear.

When you are asked to play a video (which is embedded into the PowerPoint), this icon is present:



Play video

You will be instructed to advance the slide with this:

[NEXT SLIDE]

You will be instructed to click the mouse to activate animation or graphics with this:

[CLICK MOUSE]

FREQUENTLY ASKED QUESTIONS

1. What is the difference between the domestic violence training and the sexual assault training?

The domestic violence training provides information about domestic violence and how to intervene to prevent domestic violence. The sexual assault training provides information about sexual assault and how to intervene as a bystander to prevent sexual assault.

However, both trainings utilize video examples along with an interactive exercise to teach how to intervene as a bystander.

2. What are training objectives?

The training objective are twofold. The first goal is to equip employers and employees with the skills to become engaged bystanders in their workplace and community in order to prevent domestic violence and sexual assault. The videos and interactive exercises allow individuals to model bystander intervention and to practice the skills. We all have a role in ending domestic violence and sexual assault!

The second goal is to connect local domestic violence and sexual assault experts with businesses in their community. This will allow businesses and local experts to work together in order to make referrals for victims who are in need of services. In addition, prevention experts can share their knowledge by collaborating with workplaces that are interested in hosting trainings for their employees.

3. Who can facilitate the training?

The training is designed to be facilitated by either a human resources professional (or similar professional with experience conducting workplace trainings) or a local expert trained in domestic violence or sexual assault prevention.

The script is very detailed so that an individual who is not familiar with the content can familiarize themselves with the issue and facilitate the training without expertise in the content area. We do ask that individuals unfamiliar with the content not modify or stray from the script. Prevention experts who are familiar with the content may adapt the script as needed.

4. How long is the training?

The training is one hour.

5. Do I need access to internet or any other specific technology to conduct the training?

You do not need internet access—the video clips are embedded into the PowerPoint presentation. You will need a computer with PowerPoint as well as a projection screen.

DOMESTIC VIOLENCE BYSTANDER TRAINING

TRAINING: PART I

Welcome to today's training!

[NEXT SLIDE]

Welcome to today's training!

My name is [Name] and I am the [title] at [organization/company]. I am going to be facilitating the training today.

This training is part of the "See the Signs, Speak out" project, which offers free trainings for employers and employees on bystander intervention.

The program offers in-person trainings (like this one) as well as online video lessons for individuals to participate in at their own pace. You can find out more about the project at www.seethesigns.org.

[NEXT SLIDE]

Before we begin, let's take a moment to review the agenda:

- We are going to start with a brief overview of the goals of today's training and a brief introduction to bystander intervention
- We are then going to take 25 minutes to answer some common questions about domestic violence
- Then, we are going to watch a very short video that demonstrates bystander intervention and have a chance to practice the skills
- We will then wrap up at the end and fill out evaluations.

Facilitator Question to Group: Any questions about what we are covering today?

[NEXT SLIDE]

By the end of our training today, you will know how to intervene as a bystander to prevent domestic violence. Let's get started.

[NEXT SLIDE]

Before we dive into the material, I want to establish some ground rules for the training. I'm first going to share my two simple ground rules, and then if anyone wants to add to the list you will have a chance to do so.

[CLICK MOUSE]

Rule 1: Take care of yourself

I want to recognize that there may be individuals in this training who are victims of domestic violence or sexual assault and the training material may trigger difficult memories or emotions. Please take care of yourself, whether it means stepping out of the room to get fresh air, getting a glass of water, or tuning out if the material is difficult to discuss.

[CLICK MOUSE]

Rule 2: Speak respectfully

Even if you disagree, please keep your comments respectful.
Please take turns when speaking.

Facilitator Question to Group: That is it! Does anyone have any other rules they want to contribute before we get started?

[NEXT SLIDE]

Let's first define the term bystander intervention –

Bystander intervention is the act of someone intervening when they see or hear behaviors that promote domestic and sexual violence.

[NEXT SLIDE]

At this point, you might be wondering why we are asking you specifically to intervene:

Most people do not perpetrate domestic violence, and most people are not victimized by domestic violence.

However, it is likely you know or will know someone who is directly impacted by domestic violence...

[NEXT SLIDE]

1 in 4 women will be a victim of domestic violence in her lifetime, and **1 in 7** men will be victims in his lifetime.

The skills you learn today will empower you to help the people in your community who you care about.

[NEXT SLIDE]

The skills you learn today can help you make a difference. A recent survey of domestic violence and sexual assault victims showed that when supervisors and colleagues reach out, victims feel safer, supported, validated, and less isolated.

[NEXT SLIDE]

Before we learn to intervene to prevent domestic violence, it is important we understand what domestic violence is and the dynamics of domestic violence in a relationship.

Facilitator Question to Group: *Have any of our participants today taken part in a training about domestic violence?*

[NEXT SLIDE]

[See if anyone raises hands]

[If yes]: It is great to see some of you are familiar with this issue. For those of you who haven't, we will take a little bit of time to hopefully answer questions you might have.

[If NO]: That is ok, today you will get a chance to become more familiar with this issue.

We could spend the whole session today just talking about domestic violence, but since we have a lot of ground to cover, we are going to focus on answering these five questions:

What is domestic violence?

What are the dynamics of domestic violence?

How does it impact workplaces?

Why do victims stay in abusive relationships?

How can you help someone who is a victim of domestic violence?

[NEXT SLIDE]

Domestic violence is purposeful and deliberate behavior aimed at gaining POWER and CONTROL over another person.

[NEXT SLIDE]

Domestic violence includes a pattern of coercive behaviors that might include physical, sexual, psychological or economic abuse.

Let's talk about what the dynamics of power and control look like in a relationship.

Facilitator Question to Group: *Can you think of any examples of how abusers exert power and control? There have been a lot of stories in the media lately, so you might even draw on those examples.*

Power and control are in the center of the wheel. The spokes of the wheel are tactics an abuser systematically uses to instill fear in a partner.

Physical and sexual violence often occurs less frequently, but holds it all together—this violence is the rim of the wheel.

Let's see what tactics were mentioned by our group— *[look on wheel to see. Point out any tactics that were mentioned, and cover those tactics that were not mentioned]*

[NEXT SLIDE]

The use of technology to abuse is becoming more and more frequent, and this is something you might see in workplaces as well, which is why I want to mention it.

An abuser might:

Make threats via email, send disturbing info, post fake or hurtful information on blogs.

Monitor or stalk the victim. An abuser might install devices on the victim's car or install spyware on the victim's phone to stalk and track them.

Impersonate the victim by sending email from the victim's account, or pose as someone else when sending email or texts to the victim.

[NEXT SLIDE]

In addition to an abuser using work and work technology to commit domestic violence, there are ways domestic violence impacts victims at work as well.

Abuse Impacts **Work Performance and Productivity:**

One study found that 64 percent of victims said that the violence significantly impacted their work performance.³

Another study found that women who were victims of recent domestic violence had 26 percent more time lost to tardiness and absenteeism than non-victims.⁴

And the **impact on health** is great as well - Compared to women who have not experienced domestic violence, victims of domestic violence are:

- 80 % more likely to have a stroke
- 70 % more likely to have heart disease
- 60 % more likely to have asthma, and
- 70 % more likely to drink heavily

[NEXT SLIDE]

As far as signs that someone in the workplace might be a victim of domestic violence, individuals may be more likely to:

Receive an unusual number of calls and have a strong reaction to these calls

Show a decrease in work productivity or work performance

Isolate him/herself at work

Have difficulty concentrating at work

[NEXT SLIDE]

As part of this project a survey was conducted of domestic violence and sexual assault survivors who were asked how their experience impacted their work.

- **71 percent** of respondents said that they had difficulty focusing while at work
- **Over half** said that post-traumatic stress syndrome impacted their work
- **Nearly half of respondent** said they were not as productive at work
- **And a third of respondents** said that they were fearful for their safety while at work.

[NEXT SLIDE]

A common question is often, why does someone stay in an abusive relationship? Consider this: shouldn't the question be, why do abusers abuse?

Let's talk about some of the many barriers victims face when leaving an abuser:

- Risk of more violence/death: A victim's risk of getting killed greatly increases when they are in the process of leaving or have just left an abusive relationship.¹
- Fear of losing custody of children
- While victims fear these things all too often their fears are based in reality. All of these are risks, not just perceptions
- Cultural or religious values
- The abuser threatens suicide or other self-destructive behavior

- The hope that the abuser changes
- Lack of financial independence

Facilitator Question to Group: Are there any other barriers you want to add?

[NEXT SLIDE]

As part of the survey mentioned, we also asked survivors: if they had one message for employers about how to help, what would it be? Here are a few of their responses.

[show responses]

[After last response]: I just want to thank YOU again for being part of this training. You are making a difference.

[NEXT SLIDE]

30 second stretch break before we dive into the bystander intervention slides!

TRAINING: PART II

Now that we know a little bit more about domestic violence and bystander intervention, we are going to learn how to intervene as bystanders if we see domestic violence.

[NEXT SLIDE]

There are FIVE steps to take to safely intervene as a bystander

[NEXT SLIDE]

First, you notice an event

Then, you recognize that action might need to be taken

Third, you decide to act

Fourth, you figure out how to safely intervene

And lastly, you take action

Let's look at these steps in a little more detail.

[NEXT SLIDE]

First, you are aware of actions or behaviors that might point to someone being a perpetrator or a victim of domestic violence

As a quick recap, this might be a partner who seeks to exert power and control by:

- Isolating their partner
- Using economic abuse
- Manipulating children
- Making threats to their partner
- Exerting economic abuse
- Showing extreme jealousy

[NEXT SLIDE]

Next, you decide that action needs to be taken.

One way to decide is to ask yourself,

If I don't act, could the situation get worse?

IF YES, continue on!

[NEXT SLIDE]

The next step is deciding to take action.

[CLICK MOUSE]

You might ask yourself: am I observing a behavior or action that, if I witnessed happening to a family member or close friend, I would want someone to take action to help?

Before we talk about how you might intervene, let's discuss some of the common barriers that keep people from acting.

Facilitator Question to Group: *What do you think are some of the most common reasons someone might be hesitant to intervene if they witness domestic violence?*

[NEXT SLIDE]

If you are concerned that you are misinterpreting what you are seeing, here are some things to keep in mind:

[CLICK MOUSE]

Trust your gut: if something doesn't seem right, it probably isn't

[CLICK MOUSE]

The worst case scenario is that even if everything is ok, a colleague knows you care enough to speak out on their behalf

[Have discussion and once you have generated some ideas, continue.]

[NEXT SLIDE]

Here are some common barriers – let's see if there are any we didn't mention.

- Concern that you are misinterpreting what is happening
- Concern that if you respond, the individual may become hostile
- Concern that you are interfering in something personal
- Don't know how to respond (this training addresses that!)

[CLICK MOUSE]

Use the buddy system. Ask a colleague or manager to help. If they agree that something seems wrong, you can respond together.

[NEXT SLIDE]

Never put yourself in danger! As someone who intervenes you will want to choose a safe way to respond. We will review those options as part of step 4.

[NEXT SLIDE]

Another barrier might be concern that you might interfere with something “private”

While domestic violence is a personal issue, it is time to raise the standards of how we as a community respond.

Consider responding in the way we would want others to respond if it was our loved one in danger.

In the worst case scenario, if you misinterpret a situation, nobody is harmed and your colleague knows you care about their safety and well-being.

[If there are barriers others brought up, that are not on slide, ask if people have ideas for how that barrier might be overcome.]

[NEXT SLIDE]

Once you have decided to act, you want to consider the best way to safely intervene.

Some of the options include:

[CLICK MOUSE]

Directly responding - You take responsibility as the person intervening and you confront the situation directly.

[CLICK MOUSE]

Distraction - You use distraction to redirect the focus somewhere else.

[CLICK MOUSE]

Delegate - You ask someone else to intervene, be it the police, security, or someone else. This might include delegating to:

Supervisors

Colleagues

Workplace security

Human Resources

Police/9-1-1

Employee Assistance Programs

Local domestic violence or rape crisis center

Hotline or website resources

[NEXT SLIDE]

Lastly, you take action and implement the plan you devised in step 4.

[NEXT SLIDE]

After you take action, first of all you should be proud –together we can end domestic violence!

[CLICK MOUSE]

There are a few things to keep in mind after you take action:

First of all, know that you aren't responsible for the final outcome.

Respect an individual's choices and do not take it personally if they respond differently than you anticipated.

Domestic and sexual violence are crimes that take away an individual's power and control. It is important to give power back to survivors and to trust them to make the choices that are best and safest for them.

[NEXT SLIDE]

Even if the outcome is not how you envisioned it, it does not mean you didn't have an impact. As one survivor of domestic violence and sexual assault reminds us, there may be barriers to leaving that you don't see, and the victim might be making plans to leave that you are not aware of.

Respect a victim's choices.

[NEXT SLIDE]

Next, we are going to watch a video that shows an example of bystander intervention. In this video, a restaurant employee is confronted by his partner at work. We will then watch two examples of ways that the colleague could decide to intervene.

As you watch the video, think about:

- 1) Behaviors that might signal potential domestic violence and 2) What barriers might keep someone from responding

We will then discuss those questions as a group.

[NEXT SLIDE]



Play video

INSTRUCTIONS:

- Video is embedded into the PowerPoint; in the bottom left of the screen if you hover your mouse you will see the play button.
- Once it is done playing, the screen will go black. If it loops and plays again, you can hit the escape button and then proceed to the next slide.
- *****IF YOU PREFER TO SHOW IT ON YOUTUBE******
 - Click on the link at the bottom of the slide to view in youtube

***Facilitator Question to Group:** What were some of the signs you noticed?*

[Brainstorm as a group. Once done, proceed to next slide to see our full list.]

[NEXT SLIDE]

Let's see if we missed any -

[CLICK MOUSE]

[discuss any that you haven't talked about]

Physical intimidation— grabbed his partner's arm and became physically aggressive

Emotional abuse— blamed him for being late at work, minimized his work (you only make \$3 an hour)

Stalking – tracking his partner's whereabouts and showing up unannounced

[mention anything else that the group brainstormed]

[NEXT SLIDE]

Facilitator: *At this point you ask yourself, If nobody acted, could the situation get worse? What do you think—could it get worse?*

[NEXT SLIDE]

In the video, the colleague decides to act, and we'll watch two different ways that she can respond.

[NEXT SLIDE]

Before we watch the remainder of the video, individually think about how you might respond in this situation.

[NEXT SLIDE]

We are now going to practice intervening!

[NEXT SLIDE]

Pair off into groups of three (or two if necessary):

- One person will be the abuser
- One person will be the victim
- One person will be the colleague intervening

[NEXT SLIDE]

[Read slide]

[Leave this slide up on the screen while the audience practices – that way they can reference the instructions as needed.]

[NEXT SLIDE]

We will now watch two different ways of responding, the first being direct intervention.

[NEXT SLIDE]

Let's see an example of someone directly responding.



Play video

- Video is embedded into the PowerPoint; in the bottom left of the screen if you hover your mouse you will see the play button.
- Once it is done playing, the screen will go black. If it loops and plays again, you can hit the escape button and then proceed to the next slide.
- *****IF YOU PREFER TO SHOW IT ON YOUTUBE******
 - Click on the link at the bottom of the slide to view in youtube

[NEXT SLIDE]

In this example the colleague directly responded. She said Hey Jeff, he said he has to finish his work. Why don't you wait outside and Eric will be there in a couple of minutes?

[NEXT SLIDE]

Facilitator Question to Group: *What do you think are the pros and cons to this technique?*

[NEXT SLIDE]



Play video

- Video is embedded into the PowerPoint; in the bottom left of the screen if you hover your mouse you will see the play button.
 - Once it is done playing, the screen will go black. If it loops and plays again, you can hit the escape button and then proceed to the next slide.
 - *****IF YOU PREFER TO SHOW IT ON YOUTUBE******
 - Click on the link at the bottom of the slide to view in youtube
- The colleague used distraction, by telling her coworker that she needed to return his money so she could talk to him in private.

[NEXT SLIDE]

[After discussing as group – click mouse to display]

Note: *If the group comes up with their own list and has a good discussion, feel free to just quickly review this list.*

Here are some pros and cons of direct intervention:

Pros:

- The abuser stopped being aggressive and left the premises. She broke the silence that often surrounds domestic violence

Cons:

- In some cases it could be hard to gauge how an abuser might respond and there could be a risk that they respond in a volatile way. Trust your gut and if you don't feel safe responding directly, consider calling police or security instead
- Some individuals might not be as comfortable with direct confrontation

We are now going to see the colleague use the distraction technique

[Depending on time – you can ask participants for their ideas/generate list of pros and cons]

What do you think are the pros and cons to this technique?

When done discussing,

[CLICK MOUSE]

Here are some pros and cons of distraction as a technique:

Pros:

The victim might feel safer discussing the situation in private

She was able to help him safety plan by offering a ride home and she was able to refer him to resources

Cons:

The abuser may be suspicious of the colleague's actual motives and question his partner about what happened

A distraction might not always work, and there might not always be a private place to go and talk

NEXT SLIDE

The third option is to DELEGATE.

Facilitator Question to Audience: We don't have a video example for this but how might someone delegate in this situation?

NEXT SLIDE

Wait for responses from group.

Some ideas would be contacting someone from human resources or security.

Here, someone might contact security and say, "I am concerned with how an employee is treating his colleagues at this work party –he is being aggressive and making colleagues uncomfortable. Can you help?"

What do you think are the pros and cons to this technique?

When done discussing...

[CLICK MOUSE]

Here are some pros and cons of distraction as a technique:

Pros:

You can ensure that you stay safe in situations that might be volatile

[CLICK MOUSE]

Doesn't require you to stick out your neck!

[CLICK MOUSE]

Cons:

None really!

NEXT SLIDE

Facilitator Question to Group: *What did you think about the video examples? How did they differ from your own responses?*

There is no “one” way to respond - it depends on the situation and what you are comfortable with

NEXT SLIDE

No matter how you decide to respond, know that your actions make a difference. We thank you for being a part of this training and for being part of a community that will prevent domestic violence.

NEXT SLIDE

Does anyone have any final questions or thoughts before we wrap up and fill out evaluations?

Thank you again for your time and attention today!

SEXUAL ASSAULT BYSTANDER TRAINING

TRAINING: PART I

Welcome to today's training!

My name is [Name] and I am the [title] at [organization/company]. I am going to be facilitating the training today.

This training is part of the "See the Signs, Speak out" project, which offers free trainings for employers and employees on bystander intervention.

The program offers in-person trainings (like this one) as well as online video lessons for individuals to participate in at their own pace. You can find out more about the project at www.seethesigns.org.

[NEXT SLIDE]

Before we begin, let's take a moment to review the agenda:

We are going to start with a brief introduction to bystander intervention

We are then going to take 20 minutes to answer some common questions about sexual assault

Then, we are going to watch a short video that demonstrates bystander intervention and have a chance to practice the skills

Facilitator Question to Group: Any questions about what is on the agenda?

[NEXT SLIDE]

By the end of our training today, you will know how to intervene as a bystander to prevent sexual violence. Let's get started!

[NEXT SLIDE]

Before we dive into the material, I want to establish some ground rules for the training. I'm first going to share my two simple rules, and then if anyone wants to add to the list you will have a chance to do so.

Rule 1: Take care of yourself

I want to recognize that there may be individuals in this training who are victims of sexual assault and the training material may trigger difficult memories or emotions. Please take care of yourself, whether it means stepping out of the room to get fresh air, getting a glass of water, or tuning out if the material is difficult to discuss.

[CLICK MOUSE]

Rule 2: Speak respectfully

Even if you disagree, please keep your comments respectful. Please take turns when speaking.

***Facilitator Question to Group: That is it!
Does anyone have any other rules they want
to contribute before we get started?***

[NEXT SLIDE]

Let's first define the term bystander intervention –

Bystander intervention is the act of someone intervening when they see or hear behaviors that promote domestic and sexual violence.

[NEXT SLIDE]

At this point, you might be wondering why we are asking you specifically to intervene.

Most people do not perpetrate sexual violence, and most people are not victimized by sexual violence.

[NEXT SLIDE]

That being said, it is likely you know or will know someone who is directly impacted:

1 in 4 girls will be sexually abused before she turns 18 years old.

1 in 6 boys will be sexually abused before he turns 18 years old.

The skills you learn today will empower you to help the people in your community who you care about.

[NEXT SLIDE]

Before we learn to intervene to prevent sexual assault, it is important we understand a little bit more about the issue.

Facilitator Question to Group: *Have any of our participants today taken part in a training about sexual assault?*

(See if anyone raises hands)

If yes: It is great to see some of you are familiar with this issue. For those of you who aren't as familiar, we will take a little bit of time to hopefully answer questions you might have.

If no one raises hand: That is ok, by the end of today everyone will be more familiar with the issue.

[NEXT SLIDE]

We could spend the whole session today just on sexual violence, but since we have a lot of ground to cover, we are going to focus on answering these five questions:

Read slide

[NEXT SLIDE]

Let's start by defining sexual assault and sexual violence:

The Centers for Disease Control and Prevention defines sexual violence and sexual assault as the following:

(Read slide)

(after reading definition of sexual violence):

Sexual Violence encompasses a range of offenses, including:

- a completed nonconsensual sex act (i.e., rape)
- an attempted nonconsensual sex act
- abusive sexual contact (i.e., unwanted touching)
- non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment)

[NEXT SLIDE]

Take a moment to think about how rape is portrayed in popular culture. When you picture a perpetrator, who comes to mind?

***Facilitator Question to Group:** Any thoughts about what comes to mind, based on what we have seen in our media and popular culture?*

[NEXT SLIDE]

In popular culture, perpetrators of sexual assault are often portrayed as strangers who attack outdoors

[NEXT SLIDE]

In reality, that is not usually the case.

[NEXT SLIDE]

[READ SLIDE]

[NEXT SLIDE]

We've defined sexual assault, but let's also talk a bit about what consent is, and is not.

- When sexual activities are consensual, it means that those involved have agreed to what they are doing and have given their permission.
- Sex without someone's agreement or permission is rape.

[NEXT SLIDE]

Consent is clear and unambiguous agreement at every stage of a sexual encounter—whether kissing, touching, or having sex.

[CLICK MOUSE]

Consent cannot be assumed.

[CLICK MOUSE]

Silence does not imply consent; the absence of no is not a yes.

[CLICK MOUSE]

You cannot rely on past sexual interactions to assume you have consent. And, consent for some sexual actions does not imply consent for other actions. (For example, consenting to kiss doesn't mean consenting to sex.)

[NEXT SLIDE]

In many states, including Ohio, an intoxicated person who is substantially impaired (or incapacitated) cannot legally give consent.

[NEXT SLIDE]

There are a lot of misconceptions about alcohol and sexual assault. Let's talk about some of the facts today.

[CLICK MOUSE]

First, Alcohol is a weapon that some perpetrators use to control their victims and render them helpless.

- Perpetrators often look for intoxicated victims who have higher vulnerabilities.
- As part of a plan to commit sexual violence, an assailant may encourage the victim to use alcohol, or may identify an individual who is already drunk.
- Alcohol is not a cause of rape; it is only one of many tools that perpetrators use to commit a crime.

[NEXT SLIDE]

Second,

[CLICK MOUSE]

A victim of sexual assault should not be blamed for the crime because they chose to drink or use drugs.

- To say someone asked for it by drinking or using other drugs blames the victim and fails to hold perpetrators of crime responsible.
- Perpetrators who choose to commit sexual violence are solely responsible for their actions.

[NEXT SLIDE]

There are many ways that the trauma of sexual violence impacts victims, and we will focus specifically on how this impacts workplaces.

[NEXT SLIDE]

While every survivor's experience and recovery is different, most survivors experience some or all of the following reactions to the trauma of sexual violence. Victims may experience these reactions immediately after the trauma or years later.

[CLICK MOUSE]

Some of the emotional impacts include disbelief, sadness, anxiety, anger, irritability, neediness, feeling numb, mood swings, distrust, fear, low self-esteem

Physically, a victim might experience body aches/pains, fatigue, upset stomach, changes in eating and sleeping patterns, nightmares, an increased startle response, pregnancy, and Post Traumatic Stress Disorder. In fact, sexual assault victims are 6 times more likely to suffer from post-traumatic stress disorder (PTSD).

[CLICK MOUSE]

Trauma impacts a victim mentally as well. Victims may have difficulty with concentration and comprehension, may experience confusion, or have flashbacks

[CLICK MOUSE]

Lastly, the trauma of sexual violence can impact an individual's behaviors, such as showing hypervigilance, avoiding people or places, wanting to change one's appearance, eating disorders, or substance abuse. Individuals may withdraw from relationships with loved ones and colleagues as well.

[NEXT SLIDE]

***Facilitator Question to Group:** Now that we've explained some of the ways sexual trauma can impact a victim emotionally,*

physically, mentally and behaviorally, in what ways do you think it might impact their work?

Have the audience brainstorm ways that they think it would impact someone's work.

Once the group is done generating a list, continue to next slide

[NEXT SLIDE]

It looks like we mentioned [some, all, none of these listed]

[Mention any of the ones on the slide that were not mentioned as a group]

This of course is not a complete list – some of the other things we talked about are also ways it could impact work, such as [list any impacts that they mentioned as a group that are not on this slide.]

[NEXT SLIDE]

As part of this project we conducted a survey of domestic violence and sexual assault victims and asked them how their experience impacted their work.

71 percent of respondents said that they had difficulty focusing while at work

Over half said that post-traumatic stress syndrome impacted their work

Nearly half of respondent said they were not as productive at work

And a third of respondents said that they were fearful for their safety while at work.

[NEXT SLIDE]

At this point you might be wondering, how can you help someone who might be a victim? Here are a few key things to keep in mind:

Tell them you believe them – remind the survivor you believe them and are there for them.

Ask what can I do for you? What would be helpful?

Remind them you are there for them

Listen – validate the survivor’s feelings. Be present for them.

Don’t pry for details about what happened – such as asking them to tell you the entire story. Allow a survivor to share as little or as much as they want, when they want.

Allow them to make their own choices and decisions –

Rape is a crime that takes power and control away from the victim. By letting the survivor make their own choices you are helping them regain control and be in charge of their own recovery.

This means, not forcing them to take a certain course of action, such as telling them they should (or should not) report to police, or should (or should not) see a counselor. Hold them responsible for stopping the offender: such as saying if they don't report, the perpetrator will hurt someone else

Say, it's not your fault –

Keep in mind as well:

Don't dwell on hindsight, which could be perceived as blaming the victim – such as saying If only you had not gone out, this wouldn't have happened or If only I had given you a ride home, this wouldn't have happened. Keep the focus on how the survivor is feeling and responding to the trauma, and what you can do to help.

[NEXT SLIDE]

In our survey, we asked survivors, if they had one message for employers about how to help, what would it be? Here are a few of their responses.

- *show responses*
- *After last response:* I just want to thank YOU again for being part of this training. You are making a difference to your employees and to the community!

Now...time for a 30 second stretch break before we dive into the bystander intervention slides!

{Stretch!}

TRAINING: PART II

We are ready to learn to intervene as bystanders to prevent sexual violence

[NEXT SLIDE]

There are five steps to safely intervening as a bystander...

[NEXT SLIDE]

First, you notice an event;
Then, you recognize that action might need to be taken;
Third, you decide to take responsibility to act;
Fourth, you figure out how to safely intervene;
And lastly, you take action.
Let's look at these in a little more detail.

[NEXT SLIDE]

Step one is to notice actions or behaviors that might point to someone being a perpetrator of sexual assault.

Warning signs include someone who:

Acts physically or sexually aggressive toward another person who appears uncomfortable

Talks about having sex with others in ways that suggest they coerced or pressured their partner

Talks about women in demeaning and sexualized terms

[NEXT SLIDE]

Next, you decide there is a problem that requires action.

[CLICK MOUSE:]

One way to decide whether the situation needs action is to ask yourself, if I don't act, could the situation worsen?

[NEXT SLIDE]

Next, you decide to take responsibility to act.

If you aren't sure whether to act, you might ask yourself: am I observing a behavior or action that, if I witnessed happening to a family member or close friend, I would want someone to take action to help?

[NEXT SLIDE]

Once you have decided to act, you want to consider the best way to safely intervene.

Some of the options include:

[CLICK MOUSE]

Directly responding - You take responsibility as the person intervening and you confront the situation directly.

[CLICK MOUSE]

Distraction - You use distraction to redirect the focus somewhere else.

[CLICK MOUSE]

Delegate - You ask someone else to intervene, be it the police, security, or someone else. This might include delegating to:

- Supervisors
- Colleagues
- Workplace security
- Human Resources
- Police/9-1-1
- Employee Assistance Programs

- Local domestic violence or rape crisis center
- Hotline or website resources

[NEXT SLIDE]

Finally, you implement the plan you devised in step 4.

[NEXT SLIDE]

After you take action, first of all you should be proud – together we can end sexual violence!

[CLICK MOUSE]

There are a few things to keep in mind after you take action:

First of all, know that you aren't responsible for the final outcome.

Respect an individual's choices and do not take it personally if they respond differently than you anticipated.

Domestic and sexual violence are crimes that take away an individual's power and control. It is important to give power back to survivors and to trust them to make the choices that are best and safest for them.

[NEXT SLIDE]

We will now have a chance to see an example of bystanders intervening, and then we can practice the skills ourselves.

As you watch the video, think about:

[CLICK MOUSE]

What behaviors you see that might indicate potential sexual violence

[CLICK MOUSE]

And, what barriers might keep someone from responding?

We will then discuss those questions as a group.

[NEXT SLIDE]



Play video

*video is embedded in slide, hover over bottom left corner and **press play**.*

If the video doesn't stop and plays again, just hit "Escape" and then proceed to next slide

*****IF YOU PREFER TO VIEW VIDEO ON YOUTUBE:*****

The video link is located at the bottom of the slide

[To group] What were some of the signs you noticed?

[Brainstorm as a group. Once done, proceed to next slide to see our full list.]

[NEXT SLIDE]

Here is a list – let's see if we missed any or noticed any that are not on the list:

Physical/Sexual aggression– invaded personal space and seemed persistent in sexually pursuing several colleagues.

Use of alcohol – In both instances sought to give alcohol to his colleagues. (Remember: alcohol does not cause sexual violence. However, perpetrators often target individuals who may be incapacitated due to alcohol, and alcohol is the most common drug used to facilitate rape.

Spoke in demeaning way about female boss–Not everyone who makes demeaning jokes is a perpetrator of violence, but in this case the individual had a pattern of behaviors that showed disrespect toward his female colleagues.

Once you have noticed the signs, you then decide whether action needs to be taken....

[NEXT SLIDE]

At this point you ask yourself, If nobody acted, could the situation get worse?

Facilitator Question to Group: What do you think—here, could the situation get worse?

[NEXT SLIDE]

In a situation like this, what kind of barriers do you think exist that would keep someone from taking action?

(Pause to see if the audience can contribute a few – and let us know if there are some we should add to the slide based on their feedback!)

[CLICK MOUSE]

Here are some that we have listed *(see if there are any new ones on list)*

Concern that you are overreacting – that while the colleague might not be very likable, he may not be a perpetrator of sexual violence

And

Concern that you might interfere with something “private”

Let’s talk about how we might overcome these barriers

[NEXT SLIDE]

[CLICK MOUSE]

Concern that you are “overreacting” – while their colleague is not very likable, he may not be a perpetrator of sexual violence

You can’t know for sure if the situation would escalate. But at a minimum, consider whether you would want someone to come to your defense if you felt cornered or uncomfortable.

Trust your gut. If something doesn’t seem right, then it probably isn’t.

NEXT SLIDE

[CLICK MOUSE]

Another barrier might be concern that you might interfere with something “private” -

While sexual violence *is* a personal issue, it is time to raise the standards of how we as a *community* respond.

Consider responding in the way we would want others to respond if it was our loved one in danger.

In the worst case scenario, if you misinterpret a situation, nobody is harmed and your colleague knows you care about their safety and well-being.

If there are barriers other ideas are mentioned that are not on slide, ask participants for their thoughts on how that barrier might be overcome.

NEXT SLIDE-

Think about how you might respond in this situation. We are then going to break into groups to practice intervening.

For this exercise, you will want to pair off into groups of three or four (*NOTE: depending on size of group you can make smaller if needed. You could use pairs – one is the perpetrator and one is the bystander*)

If groups of threes:

One person will be the potential perpetrator

- One person will be the potential victim

- One (or two) person(s) will be a colleague(s) intervening

[NEXT SLIDE]

[READ SLIDE and keep the slide up while they do the exercise so they can refer to instructions as needed.]

We are now going to see an example of one way you could intervene in this situation.

[NEXT SLIDE]

We will now see an example of one way you can intervene as a bystander in this situation



Play video

video is embedded in slide, hover over bottom left corner and **press play**.

When Video is done playing: click the “Escape” key and then proceed to next slide (otherwise the screen will go black and you won’t be able to advance to next slide)

***IF YOU PREFER TO VIEW VIDEO ON YOUTUBE: You can click on the video link at the bottom of the slide

Facilitator Question to Group: *What technique did they use?*

(wait for response, then click slide)

[CLICK MOUSE]

Yep, they used distraction.

They offered Carmen to join them in grabbing some food. The colleagues responded together to support Carmen.

Here, the colleagues conferred among each other and got validation with one another that the situation didn’t seem right

They worked together to figure out a way to respond that they were all comfortable with.

[NEXT SLIDE]

Facilitator Question to Group: *What are other ways someone could respond in this situation?*

Once people mention “direct” or “delegate” click mouse

Facilitator Question to Group: *How might you respond directly or by delegating? Any ideas?*

Discuss ways you could respond directly or by delegating– here are some ideas:

Direct – here are some examples of how to directly respond:

You could directly confront Jake and say “Hey Jake, I think it’s time you moved along.

You could say to Carmen, “Hey Carmen, you seem uncomfortable. Do you want to come hang out with us?”

Delegate

If you are not comfortable helping, find someone who is willing to help

In a work situation, if a supervisor or human resources staff member is available, ask them to intervene.

NEXT SLIDE

What are your thoughts about the video? How did your own response differ from the video response?

Keep in mind that there is no “one” way to respond.

NEXT SLIDE

No matter how you decide to respond, know that your actions make a difference. We thank you for being a part of this training and for being part of a community that will prevent domestic violence and sexual assault.

NEXT SLIDE

Does anyone have any final questions or thoughts before we wrap up and fill out evaluations?

Thank you again for your time and attention today!



TRAINING EVALUATION FORM

1. Today's training increased my understanding of:

a. The *See the Signs, Speak Out* program.

Strong disagree Disagree Neutral Agree Strongly Agree

b. How to recognize domestic violence/sexual assault as a bystander.

Strong disagree Disagree Neutral Agree Strongly Agree

c. How to intervene to prevent domestic violence/sexual assault.

Strong disagree Disagree Neutral Agree Strongly Agree

2. The interactive exercise helped me improve my bystander intervention skills:

Strong disagree Disagree Neutral Agree Strongly Agree

3. The videos were useful in illustrating how bystanders can safely intervene in cases of domestic violence/sexual assault:

Strong disagree Disagree Neutral Agree Strongly Agree

4. The most useful part of this training:

5. One way to improve the training:

FIND A LOCAL EXPERT

If you would like to have a workplace training conducted by a local domestic violence or sexual assault expert, please contact the agency in your community.

Find the **nearest domestic violence** provider in your state at:
<http://www.ncadv.org/learn/state-coalitions>

Find the **nearest rape crisis center** in your state by contacting your state's coalition (listed here):
<http://www.nsvrc.org/organizations/state-and-territory-coalitions>

COMPLETE THE SEE THE SIGNS TRACKING SURVEY

At the completion of your training we would greatly appreciate it if you would take a brief survey about your use of the tools.

Please visit: <https://www.surveymonkey.com/r/2KKG9BH>

Thank you for your feedback! We greatly appreciate your input so we can further improve the training tools.