



Workshop Logistics for Hosting LEA

Comprehensive School Threat Assessment Guidelines

Schedule

The workshop involves approximately 6.5 hours of presentation time. Set a start/stop time for 8 hours (6.5 hours for the presentation + 30 minutes for breaks + 30 minutes for lunch + 30 minutes of extra time). It is nice to have drinks and snacks for these breaks. The speaker's goal is to finish 30 minutes early, although often the extra 30 minutes of padding is needed if there are technical problems, a fire drill, or some other interruption. **An on-site lunch scheduled for 30 minutes is strongly recommended.**

Handouts and manuals

The trainer will provide a master copy of handouts (about 65 pages) that covers the PowerPoint slides, training exercises, and forms that can be used in conducting threat assessments. Please make the appropriate number of copies for your attendees. The manual is called *Comprehensive School Threat Assessment Guidelines*. It is a good idea to have at least 2 copies per school. Please give the exact delivery address and when you want to receive them (allow 2-3 weeks). You may order directly from **School Threat Assessment Consultants, LLC**, with no shipping charges, by sending an email request and PO to: ibpeggypowell@gmail.com - You may also order from [AMAZON](#), however, shipping charges increase the cost.

Group composition and size

The training covers elementary, middle, and high school cases. Ideally, each school should send an administrator, a school counselor, a school psychologist, and a law enforcement officer, staff permitting. Some schools also include social workers, teachers, or other staff members. Consider inviting community members, local law enforcement or mental health agencies. The size of the group is up to you.

Presentation logistics

It is important to choose a room that has comfortable seating, temperature, and lighting for the audience. Room set up should include tables for group work. Try to avoid rooms with excessive noise (such as AC units), cold temperature, or lighting that makes it hard to see the screen. The trainer will use PowerPoint throughout the day and will need access to a large screen and audio capabilities.

Here are some equipment tips:

- Make sure the room has a very large screen (the larger the better); no portable screens or plain walls.
- The projector should have a sound system to play the videos. The speakers in a laptop are not sufficient.
- The speaker needs a lavalier microphone in order to be mobile and engage the audience. In a small group, a microphone is not needed.
- Ideally, a second cordless mike is recommended to pass around during discussion.
- Ideally, the computer operating the projector is set up so that the trainer can use the computer screen as a monitor and not require turning the head to check out each slide.
- The computer needs a remote control (clicker) to advance the slides.
- It is essential to have a tech support person on hand before the workshop begins. There are frequently unexpected problems that require tech support.
- Check the lighting in the room and dim any lights that glare on the screen. Close any blinds or curtains that let light onto the screen. This may sound picky, but the audience will be looking at this screen all day.
- The speaker can bring a laptop (PC) or plug in a USB drive to your computer. Again, it works best if the laptop is placed on a cart or podium so that the speaker can use the screen as a monitor.

Evaluation

There is a one-page pre-test given at the beginning of the workshop and then a one-page post-test at the end of the day. The evaluation is given online, but there is a back-up paper copy for those who cannot get online. School Threat Assessment Consultants, LLC will score the tests, analyze the data, and send the trainer a report summarizing how the group did in learning the workshop content as well as their evaluation of the workshop experience.

Let your trainer(s) know if you have any questions.