

AVADE[®]

WORKPLACE VIOLENCE PREVENTION



SAFETY INCIDENT REPORTING SYSTEM™

| 2-HOUR COURSE OUTLINE |

Education, Prevention, and Mitigation for *Violence in the Workplace*

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The **AVADE**[®] **SIRS**[™] Training program is designed to teach you how to effectively and efficiently **document a variety of incidents** with reports that are **informative, detailed, and intelligent**.

In this 2-hour **AVADE**[®] **SIRS**[™] course, participants will learn how to prevent, mitigate, and eliminate unnecessary liability risk through informative proper documentation of incidents.

This course involves group interaction, discussion, lecture, and practice exercises. The **AVADE**[®] **SIRS**[™] Training is modular-based and can be adapted into a variety of scheduling and training dynamics.

- All Participants Will Receive the **AVADE**[®] **SIRS**[™] Student Guide and Certificate of Completion.
- **AVADE**[®] **SIRS**[™] Training is Nationally Recognized and Court Defensible.
- **AVADE**[®] **SIRS**[™] Training 2-Hour Certification Cost – \$1,697.00 per course.
(For Up to 20 Participants)

▶ Introduction

- What is **SIRS**[™]?
- Write an Incident Report
- Incident Reports Must Be
- Report Writing Fundamentals
- **SIRS**[™] Training Objectives
- **AVADE**[®] **SIRS**[™] Training Modules
- **AVADE**[®] **SIRS**[™] System Exercise
- Incident Reports Are Used for
- $I + R = O$

› **Module One - WWWWH**

- The Who?
- The What?
- The Where?
- The When?
- The Why?
- The How?
- The Five Senses
- Report Facts NOT Opinions
- Just the Facts, Ma'am
- Write an Incident Report

› **Module Two - Interviews & Note Taking Skills**

- The Memory Exercise
- Interviewing | Gathering Information
- When Interviewing Individuals
- Pocket Notebooks | PNB
- Pocket Notebook for Field Notes
- Using Notes for Writing a Report
- Good Notes = Good Sentences
- Good Sentences
- Good Sentences = Good Reports
- Write an Incident Report

▶ **Module Three - Narrative Characteristics**

- Narrative = Story
- A Picture is Worth a 1,000 Words
- Narrative Characteristics
- Be Descriptive in Your Narrative
- “Quotes”
- Narratives Should Include
- Write an Incident Report

▶ **Module Four - Before, During, & After**

- Before, During, & After
- Report in Chronological Order
- Write in Past Tense
- Write an Incident Report

▶ **Module Five - Tell the Story (Non-Fiction)**

- 1st Person | 3rd Person
- 1st Person Reporting
- Tell the Story
- Once Upon a Time
- Elements of the Story
- Stylistic Report Writing
- Use Active Voice
- Paragraph Structure
- Finalizing the Story | Report
- Write an Incident Report

▶ **Module Six - Types of Documentation**

- Types of Incident Reports
- Writing a Handwritten Incident Report
- Writing an Electronic Incident Report
- Writing an Event or Dispatch Incident Report
- Write an Incident Report

▶ **Module Seven - Documenting Use of Force**

- Self-Defense
- Use of Force
- Use of Force & Self-Defense Awareness
- Elements of Reporting Force
- The Importance of Documentation
- Use of Force Narrative Characteristics
- Stop Litigation
- Attitudes Toward Reports
- Write an Incident Report

▶ **Module Eight - Grammar, Spelling, & Punctuation**

- Grammar, Spelling, & Punctuation
- Your Spelling & Punctuation
- Grammar Tips & Techniques
- Subject & Verb Agreement
- Pronoun Antecedent Agreement
- Write an Incident Report

▶ **Module Nine - Report Writing Skills**

- Avoid Ambiguous Pronouns
- Avoid Security & Police Jargon
- Avoid Wordiness
- Avoid Wordy Phrases
- Be Specific
- Avoid Redundancy
- Write an Incident Report

▶ **Module Ten - Post-Incident Follow Up**

- Writing an Incident Report
- KISS Method
- Addendum
- Post-Incident Follow Up | Track & Trend
- Report Writing Tips & Warnings
- Practice Makes Improvement
- Write an Incident Report

▶ **AVADE**[®] **SIRS**[™] **Student Training Requirements**

- **AVADE**[®] **SIRS**[™] 2-Hour Training Course Certification.
- Student Must Pass the Ten Question Written Exam With an 70% or Better.
- One Retest is Allowed. If Student Fails Re-Test, Course Must Be Taken Over Again.
- Recertification for Healthcare is Required Annually.
- Recertification for Corporate Required Every Other Year. (No Time Requirement for Recert)
**Yearly Training is Recommended.*
- Recertification Qualification = Pass Written Test Again.

