AVADE®

WORKPLACE VIOLENCE PREVENTION

SAFETY INCIDENT REPORTING SYSTEM™

| INSTRUCTOR COURSE OUTLINE |

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

1.866.773.7763 ▪ personalsafetytraining.com ▪ avadetraining.com

The **AVADE® SIRS™** Training program is designed to **empower staff**, **increase awareness**, **knowledge**, and **skills** in effective writing, organizations, accuracy, and improved documentation.

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

AVADE® SIRS™ INSTRUCTOR CERTIFICATION COURSE

Upon successful completion of the 1-Day (8-Hour) **AVADE® SIRS™** Training program, Instructors will receive the following:

- **AVADE® SIRS™** 3-Year In-House Instructor Certification

Authorization to train and certify staff in the:

- **AVADE® SIRS™** 2-Hour Certification Course
- **AVADE® SIRS™** 4-Hour Certification Course
- **AVADE® SIRS™** Modular-Based Training

The **AVADE® SIRS™** Instructor package includes:

- Access to the **AVADE® SIRS™** Instructor Portal
- **AVADE® SIRS™** Instructor Manual
- **AVADE® SIRS™** Student Handouts and Training Forms
- Be Safe Not Sorry - The Art and Science of Keeping YOU and Your Family Safe From Crime and Violence
- Maintenance of Training Records
- Continual Support From **AVADE®** | Personal Safety Training Inc.

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 - WWWWWH

- 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™ Instructor Training Requirements

- Once Certified, the Instructor Shall Provide Training in the **AVADE® SIRS™** Training Program to Individuals in YOUR Agency Only.

- Each Person Trained by The Certified **AVADE® SIRS™** Instructor Must Receive an **AVADE® SIRS™** Student Guide for Initial Certification and Every Two Years Thereafter. The **AVADE® SIRS™** Instructor is Responsible for Purchasing the Student Guides From Personal Safety Training Inc. *Copying of the Guides is Strictly Prohibited by Copyright Laws.*

- Instructor Must Pass the Twenty Five Question Written Exam with an 80% or Better.

- Instructor Must Pass a Trainers Presentation With an Acceptable Rating.

- Instructor Must Adhere to All Requirements and Guidelines Set Forth in this Instructors Manual.

- Recertification as an Instructor is Required Every Three Years.