1/3/2023 version from www.treatment-innovations.org / www.seekingsafety.org

**Training Information Sheet**

**Thanks for your interest in our training. This document includes costs, options, and how to request a training.** After you read this document, if you’d like to speak directly to one of our team to explore options or discuss your needs, please contact Jamie Miller, our training coordinator at coordinator@treatment-innovations.org or 617-299-1610. We are always happy to help!

* The first several pages below provide key information about setting up a training.
* Costs are listed in part 6.
* If you want to want us to get back to you on setting up training and/or phone consultation, please fill out the current Training Request Form on our [Training page](https://www.treatment-innovations.org/training.html). It does not obligate you to conduct a training but if you send it, we can suggest possible options.
* See also the [training FAQ section of our website](https://www.treatment-innovations.org/faq-training.html).

**Part 1.** ***Training Topics****.*

Training is available on many topics. The [full list](https://www.treatment-innovations.org/many-topics-we-train-on.html) is on our website, including the training outline and objectives. Some of the most popular are:

✧ *Seeking Safety (and/or Advanced Seeking Safety)*

✧ *Trauma-Informed Care* (alone or combined with Seeking Safety training)

✧ *Theme Based Consultation Calls*

✧ *Fidelity Rater Training*

✧ *Supervisor Training*

✧ *Women and Addiction*

> We also have [Open Trainings](https://www.treatment-innovations.org/store/c13/Open_Trainings.html) that anyone can register for. If you are training 20 or fewer people this is typically the least costly option.

> We can customize any specific focus relevant to your attendees, such as adolescents, criminal justice, etc.

**Part 2. *Training Length***

Any topic we train on can be conducted in any length. But to train your staff to conduct the Seeking Safety model, a length of one day or more is recommended.

Training can range in length:

⬥ *Plenary or other short talk:* These are typically about an hour or other similar length (e.g., 1.5 hours, 45 minutes), but sometimes are shorter (15 minutes) or longer (e.g., 2 hours).

⬥ *Workshop.* These are several hours or a half day. Sometimes a combination of workshops is conducted (e.g., Seeking Safety overview, then Seeking Safety implementation).

⬥ *One day to two days.* This is the usual length to learn the Seeking Safety model. The training can be 1 day, 1.5 days, or 2 days. The longer lengths allow greater discussion of implementation, more exercises and video material. However, a one day training is sufficient for people to learn the model and start to use it with clients. See the training outline.

**Part 3. *Training Format***

Training can be conducted **onsite at your location** or via **webinar** or **phone**). There are also other training options on our website store:

* [Seeking Safety training videos](https://www.treatment-innovations.org/store/p53/Set_of_all_4_Seeking_Safety_Training_DVDs_%284.5_hours%29.html). The videos (in DVD format, or electronic via license) can be used after an in-person training to help create sustainability (e.g., new staff can watch the training videos and sit in on existing Seeking Safety sessions). For sites that cannot do an onsite training, the videos can also be used alone, or used in conjunction with the [Teaching Guide to Introduce Seeking Safety to Your Agency](https://www.treatment-innovations.org/store/p35/Teaching_Guide_to_Introduce_Seeking_Safety_to_Your_Agency.html); or combined with phone consultation and/or fidelity monitoring (see part 5 below). This teaching guideis designed for anyone in an agency who wants to help staff learn about Seeking Safety.
* [Online courses for Seeking Safety](https://www.treatment-innovations.org/store/p272/All_online_learning_for_Seeking_Safety_%28courses_%231_-_%236%29.html). There are 2 courses related to the book and 4 to the DVDs (see point above). They are available alone or together and with or without continuing education units.
* There is also a [Teaching Guide to Introduce *A Woman’s Path to Recovery* to Your Agency](https://www.treatment-innovations.org/store/p36/Teaching_Guide_to_Introduce_A_Woman%27s_Path_to_Recovery_to_Your_Agency.html), which is used with [A Woman’s Addiction Workbook](https://www.treatment-innovations.org/store/p19/A_Woman%E2%80%99s_Addiction_Workbook.html).

**Part 4. *Key details for any training* – Frequently asked questions**

**1. *How many people can attend?***There is no limit other than, for virtual training, the Zoom limit. In many years of conducting trainings, we have found that large groups work just as well as smaller ones. Thus, we have conducted trainings with hundreds in the room or just a few people. All of the exercises and material remains the same. "The more the better" is the principle-- having many people learn at the same time does not decrease the learning, and does increase the public health goals of creating greater sustainability and shared knowledge.

**2. *Can other agencies or individuals be invited (and/or charged) to attend the training?***Most entities that host a training do so on a non-profit basis such as training their internal staff only, i.e., not charging anyone to attend. In that case, you can invite as many to attend as you choose; there is no limit. However, if you are looking to create a training in which you will charge individuals or any other entity to attend, please email info@treatment-innovations.org to negotiate an arrangement with Treatment Innovations regarding the terms as this needs an advance written agreement. Also, you may want to consider [co-host](https://www.treatment-innovations.org/uploads/2/5/5/5/25555853/cohost_training_option.docx) an onsite training with us to help offset your training costs.

**3. *Which trainers are certified to conduct the training?***On our website, in the section [About Us](https://www.treatment-innovations.org/our-trainers.html), we list trainers who are certified to conduct our training, which is trademarked as of 2014. Lisa, the developer of Seeking Safety, has closely trained and supervised each of these certified trainers and can assure their quality as well as ensure that they are conducting the certified training (same slides, videos, exercises). Others sometimes create their own trainings, but we are not connected to them and can’t verify their quality. We do offer, however, the [Teaching Guide to Introduce Seeking Safety to Your Agency](https://www.treatment-innovations.org/store/p35/Teaching_Guide_to_Introduce_Seeking_Safety_to_Your_Agency.html), which can be used by any staff at your location to help your staff learn about the model, without a formal training. We greatly value a public health approach and offer various options to be respectful of resource limitations.

**4. *How much time is needed to book a training?****.* We can book trainings on short notice if needed (a few weeks), but the more time allowed, the better.

**5. *What location and setup are needed?***Most trainings currently are virtual. Onsite trainings have been conducted at hotels, in conference centers, in agencies, etc. The room setup can be anything available; it does not require a particular setup.

**6. *Can the training be taped?***Because we have actual [Seeking Safety training videos](https://www.treatment-innovations.org/store/p53/Set_of_all_4_Seeking_Safety_Training_DVDs_%284.5_hours%29.html) available, we do not allow recording of any training, including webinars, unless agreed on in advance and in writing. The reason is that the training include video clips of real clients that are not allowed to be taped or further distributed; and also because the quality of the recording may be poor, or the nature of the questions/answers may not be relevant for further distribution.

**7.** ***What materials are needed for the training?***The training requires only the free [handouts](https://www.treatment-innovations.org/trg-handouts.html) from our website*.* But to conduct Seeking Safety after the training, the publisher requires that each staff person needs the [Seeking Safety book](https://www.treatment-innovations.org/books.html), which is available as paperback or e-book, and from which they can share handouts with their own clients. For a training, you can provide a book for each attendee if desired.

**8.** ***Can the training be closed? Can it be listed on your website?***Yes, you can choose to close your training or we are happy to list it on our website if you want to open it up for anyone to register at no cost to them; if you plan to charge people to attend, you would an advance written agreement with Treatment Innovations on the terms of that in advance (per point #2 above).

**9.** ***Are CEUs or attendance certificates provided?***Please see our [CEU options](https://www.treatment-innovations.org/all-ceu-info.html).

**10.** ***Is “train the trainer” available? Can my staff conduct Seeking Safety training after attending a training?***

We do not have a formal “train the trainer” option as (a) it is not possible to guarantee the quality of the training provided via that method; and (b) training in Seeking Safety is not required so train the trainer is not essential to have. However, we do have a [Teaching Guide to Introduce Seeking Safety to Your Agency](https://www.treatment-innovations.org/store/p35/Teaching_Guide_to_Introduce_Seeking_Safety_to_Your_Agency.html) that works well for introducing the model and for sustainability.

**11. *Can non-clinicians attend the training?*** Yes! Anyone can attend the training and anyone can conduct Seeking Safety (no specific license, degree, or experience is required). It has been successfully conducted by a very wide range of professionals, paraprofessionals and peers, without any adverse event from the model. Seeking Safety focuses on coping skills in the present so is very safe to use and easy to learn. Note: in a 1 day or longer training, the morning of the first day of training can be attended even by people who don’t plan to conduct Seeking Safety as it provides an overview including trauma-informed care. It can help “buy-in” in your treatment system if you invite a broad audience to this first part of the training (counselors, program administrators, aides, ancillary staff, night staff, etc.). The rest of the training is typically attended by those who will actually be conducting Seeking Safety.

**Part 5. *Other training options -- followup training, phone consultation, fidelity, research***

★***Webinar****.* Our webinars are identical to in-person trainings-- we use all the same exercises and videos. We can set up the webinar on Zoom or you can use your own platform. We use break-out groups for the exercises and for a very large number of attendees (50 or more), chat and polling as well for questions/answers. We also suggest to have a maximum of 3 hours at a time in webinar format as people often find it difficult to be at their screen for longer. A one-day training is typically 6 hours of teaching time (not including breaks), so we suggest having a 3 hour segment on two different days rather than doing the 6 hours in one full day. Please note the following requirements for our webinars: (1) They cannot be recorded. (2) They can only be for people within your agency (not the general public or anyone outside your agency). (3) You cannot charge people to attend it. (4) The slides that are used for the webinar cannot be posted electronically after the webinar, distributed, nor stored. The standard Seeking Safety handouts can, however, be distributed, stored, etc.

 We want to make webinars possible as a way to provide Seeking Safety training. Yet in the past, sometimes the training materials have been used in ways that have been problematic. Thus, we need to abide by these requirements. Thanks for understanding.

★***Phone consultation****.* This can be very helpful after a training to provide a place for clinicians to ask questions and discuss case scenarios, do role-plays, and otherwise deepen their understanding of Seeking Safety or other content.

 --It is typically done as one-hour phone sessions, or you can request any other length.

 --There is no limit on the number who can attend the phone sessions (as long as you are not charging them to attend; see point #2 in the previous section on this point).

 --We offer a theme for each phone session (e.g., “Getting started with Seeking Safety,” “Working with challenging clients,” “Role-play of a session,” etc.). However, there is still plenty of time for open-ended discussion, topics the attendees would like to cover, and general questions-and-answers. For a detailed description of the 14 themed calls that we offer go to www.treatment-innovations.org, Training, Consultation calls.

 --For phone consultation related to Seeking Safety, we follow a format for phone sessions that mirrors the treatment itself (“parallel process”) to enhance learning. There is a check-in where clinicians are invited to state any topics they would like to cover in the session, any updates on how they are doing with the model, and whether they completed their “commitment” (homework related to learning) since the last phone session. At the end of the phone session, we do a check-out (“Name one thing you got out of the consultation,” “Commitment of new learning”).

 --Phone consultation can also be used to train one or more of your staff in ***Fidelity Monitoring*** and/or ***Supervisor training*** (see below for details on each of these).

★ ***Fidelity monitoring****.* **This is *required* for any research trial on Seeking Safety (e.g., a randomized controlled trial or other funded, formal outcome study that will be published).** In addition, even aside from research, some agencies want to assure that their clinicians are conducting the Seeking Safety model with strong fidelity (i.e., consistent with the model). We can provide two options, and you can choose either or a combination.

(a) **We can train your staff to conduct fidelity ratings for your agency.** This is the most popular option as it builds sustainability. We can train one or more of your staff to conduct fidelity ratings and the person(s) receives a fidelity rater certificate once they complete this training. This allows your staff person to rate an unlimited number of staff within your agency. Please note, however, that this is not designed to allow your staff person to then teach others how to conduct fidelity ratings, nor to charge anyone outside your agency. It is solely agency-specific as the types of clients and settings differ and our training of your staff is solely within the context of your agency. Training one or more of your staff to conduct fidelity ratings involves a series of tapes that are rated by your staff person and our associate, and they compare their ratings until your staff person is able to achieve close ratings to our associate—typically 3 tapes are needed, but sometimes more. Note that we can provide the tapes for that (we have a set of standardized client interviews of real sessions of Seeking Safety on DVD) or you can provide the tapes. Also, as part of this process, there are phone consultations with your staff person to go over the fidelity scale and to discuss the tape ratings. These phone calls can be half hour or longer, and you can choose the length.

(b) **Role-plays by phone**, in which our Seeking Safety expert plays the client, and your clinician plays the clinician.

(c) **Review of** **tapes of actual sessions** with real clients (i.e., your clinician sends a taped session with his/her client or group). Most programs no longer do this due to HIPAA / confidentiality concerns, but if you are interested, there are ways to set up secure sending of tapes. Email us to discuss.

**For any method above:** Our associate uses the *Seeking Safety Adherence Scale* (long version). To see the scale, go to www.treatment-innovations.org, section Assessment. The benefit of the long scale is that it offers highly detailed feedback that is relevant to clinical practice and offers a very strong learning opportunity. In addition, the phone discussion about the ratings with our associate also provided helpful feedback. The call can be attended by other clinicians as well, if desired, so they can benefit from hearing how fidelity is addressed. The associate always uses a compassionate, tactful approach so that even if there are flaws in the clinician’s conduct of Seeking Safety, it is used as a positive learning experience. When possible, we have the trainer who provided the onsite training (if any) also provide the fidelity monitoring, to help sustain the connection.

★ ***Supervisor training****.* This is the highest level that can be completed for Seeking Safety. It is designed for someone who has already completed the *Fidelity Rater Training* (see section above). Now the person learns how to provide feedback to supervisees who are implementing Seeking Safety. The feedback process is designed to mirror (be “parallel process”) to Seeking Safety sessions. There is a check-in and check-out, for example. The supervisor learns to provide feedback using the *Seeking Safety Adherence Form,* with guided role-plays of the process with our trainer. Once the supervisor achieves two good role-plays demonstrating the supervision process, s/he receives a certificate. Here too, the certificate allows your staff person to supervise an unlimited number of staff within your agency. Please note, however, that this is not designed to allow your staff person to then teach others how to conduct supervision or fidelity, nor to charge anyone outside your agency. It is solely agency-specific as the types of clients and settings differ and our training of your staff is solely within the context of your agency.

★ ***Certification in conducting Seeking Safety.*** [Certification](https://www.treatment-innovations.org/certs.html) in conducting Seeking Safety is also possible—and **is *required* for any research trial on Seeking Safety (e.g., a randomized controlled trial or other funded, formal outcome study that will be published).** For clinical purposes too, some agencies ask us to *certify* one or more of their clinicians. This means that the clinician has completed at least two tapes or roleplays that obtain adequate positive ratings, as rated by our trainer. Note that certification is not required for routine clinical implementation, however, as the model is safe even when conducted with less than strong fidelity. Certification can be helpful, however, for agencies that want to obtain as strong fidelity to the model as possible. And, as noted it is required for formal research studies.

★ ***Advanced / followup training****.* Followup training can be helpful to reinforce learning, to help address implementation issues that arise once Seeking Safety is being conducted, and to address advanced topics. Some agencies choose to do a followup training 6 months or a year after the initial training.

★ ***Research and other consultation****.* We can also provide advice on research design, measures, help with data analysis and/or writing of papers for journal submission, as well as provide general research guidance. Also for extensive or ongoing contracts, Lisa Najavits sometimes is included so as to supervise the trainer and/or consult with the implementation team to provide guidance.

★ ***Webinar****.* A webinar can be cost effective because it does not include travel expenses. There are, however, some caveats to having a webinar: (1) It cannot be recorded. (2) It can only be for people within your agency (not the general public or anyone outside your agency). (3) You cannot charge people to attend it. (4) The slides that are used for the webinar cannot be posted electronically after the webinar, distributed, nor stored. (The standard Seeking Safety handouts can, however, be distributed, stored, etc.).

 Please note that we very much want to make webinars possible as a way to provide Seeking Safety training. Yet in the past, sometimes the training materials have been used in ways that have been problematic. Thus, we need to abide by these various parameters. Thanks for understanding.

**Part 6. *Cost of training and consultation***

**❖ *The cost for training is based on a per-day rate****.* For one of our associates to conduct the training, the standard per-day rate in 2023 is $3000 (plus travel expenses if onsite). But we always want to make trainings happen, so if your agency needs some other rate, please identify what you propose in the Training Request form at the end of this document. For Lisa Najavits to conduct the training is substantially higher (more than double); if you want to consider this option, please email training@seekingsafety.org to inquire about her rate.

Note: we also have [Open Trainings](https://www.treatment-innovations.org/store/c13/Open_Trainings.html) that anyone can register for. If you are training 20 or fewer people this is typically the least costly option.

**❖ *Travel costs, if applicable, are on our Planning Form****.* You can specify how you want travel to be arranged. The usual travel includes coach airfare, hotel, meal per diem or meal rate, ground transportation in the trainer’s home city and ground transportation in your location. The trainers are in different cities so if you are estimating travel, please consider their location. We try to provide a trainer closest to your location. A flat-fee arrangement is also possible in which all travel costs are defined in advance and that becomes the agreed-on final travel cost.

**❖ *The hourly rate for phone consultation, fidelity rating, supervisory rating, and research consultation****.* This is usually $190/hour (2023 rate), but as always, if you have some other rate in mind, please indicate that in the form at the end of this document. This rate is for telephone consultation, rating fidelity tapes (the length of the tape, plus add 15 minutes for the associate to fill out the fidelity scale), supervisory rating, and for research consultation

**❖ *Books are additional, if desired.*** See our [books page](https://www.treatment-innovations.org/books.html).The training is designed so that attendees are not required to have a book at the training itself (e.g., the Seeking Safety book). If they choose to actually conduct the model, however, they will need a book. Thus, it is an option to provide a book for each attendee (as they appreciate seeing the full book as they go through the training), but this is not required. If you decide to order the books, they can be obtained using the Store at www.treatment-innovations.org, which also allows for purchase orders by institutions.

**❖ *We can provide alternatives as needed****.* This may include, for example, a flat-fee arrangement that includes all costs in one rate; different lengths of training; etc.

**Part 7: *Logistics***

**❖ *Organizing a training.***If you’d like to take the next step, please fill out a Training Request Form on our [training page](https://www.treatment-innovations.org/training.html). This is a first step to help us identify how best to meet your training needs, but it dosen’t obligate you in any way—this is just a preliminary form, after which we will get back to you with some options (which you can choose to pursue or not). Email the form to training@treatment-innovations.org.

Note that you would not typically be contacting the trainer until later in the process. We have a centralized system for all training requests, and provide you with information on trainers’ dates, availability, and CVs. Lisa Najavits supervises all of the trainers and the training content, and can discuss options to help suit your needs.

**❖ *We have a Planning Form to help make the process as smooth as possible****.* It includes audiovisual information, handouts, training schedule, objectives, etc. See our [Training Materials page](https://www.treatment-innovations.org/training-materials.html) for the Planning Form (but no need to fill it out yet-- the first step is the Training Request Form on that page).

**❖ *Contract****.* We use the Planning Form as a contract but if you have a contract you need us to fill out we can certainly do so.

**❖ *Invoicing****.* We invoice after a training but if you need an advance invoice, we can do that. For phone consultations, we invoice at the end of the project; but other timeframe are possible.

**❖ *Flexibility****.* We are happy to meet your training needs in any way that is helpful to you. Please feel free to suggest other options or ideas and get in touch anytime.

**Part 8: *Next Step***

If you want to want us to get back to you on setting up training and/or phone consultation, please fill out the current Training Request Form on our [Training page](https://www.treatment-innovations.org/training.html). It does not obligate you to conduct a training but if you send it, we can suggest possible options.