

# Presenters Guide

## Module 6

This training is geared towards law enforcement and service providers. The presenter will use the presentation and notes to guide conversation around understanding the victimization and vulnerabilities of human trafficking survivors. The goal of this training is to build understanding from not only listening to the presentation but also the conversations that follow.

Text that is *Italicized* is directly from the slide itself.

Text that is **Highlighted** is tips for the presenter.

**Slide One (Title Slide):** We have three categories of training. We have worked through the first two sets that were titled What You Need to Know and Do It Well. We will now start on to the third and final set that is titled Keep Doing It. The first set of goals of this series is to have participants examine what vicarious trauma is, to demonstrate the warning signs of vicarious trauma as well as illustrate a model for self-care in the workplace that is specific to addressing vicarious trauma. In the other training in this series we will work through sustainability and funding your growth as well as incorporating survivor experience.

**Slide Two (DOJ Disclaimer Slide):** *This Training was created with the support of grant #2020-NZ-NX-0001, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this content are those of the contributors and do not*

*necessarily represent the official position or policies of the U.S. Department of Justice.*

**Slide Three (Learning Objectives Slide): Review Learning Objectives.**

*Objective 1: Examine what vicarious trauma is.*

*Objective 2: Demonstrate the warning signs of vicarious trauma.*

*Objective 3: Illustrate a model for self-care in the workplace that is specific to addressing vicarious trauma.*

**Slide Four (What is Vicarious Trauma Slide):** *Vicarious trauma, happens when people accumulate and carry stories of trauma, including images, sounds and details, that they hear and witness.*

When people work with survivors of violence i.e. human trafficking survivors whether directly or indirectly vicarious trauma can occur. The stories we hear from our clients can affect our bodies, our minds, and our worldview.

That is why it is important to be able to identify vicarious trauma not only in our coworkers/employees but in ourselves as well.

**Slide Five (OVC Vicarious Trauma Toolkit Slide): Work through the tool and how to use it.**

People who experience vicarious trauma can respond in many ways, however it is inevitable that their view on the world will change. Think about it, when you hear story after story of atrocious things that these clients have been through it only makes sense that you would start to

view the world differently a little more cynically or fearfully. Or, you might go the opposite way and become more appreciative of what you have and what your experiences have been and sometimes both happen.

As we see from this tool the responses to vicarious trauma we see can either be harmful, neutral, or positive. These things can also change over time. They also are not always the same from person to person.

According to Office for Victims of Crime, “Vicarious traumatization is an adverse reaction to trauma exposure and includes a range of psychosocial symptoms. (In the VTT, the term “vicarious traumatization” is used broadly to include other related words such as secondary traumatic stress (STS), compassion fatigue (CF), and critical incident stress (CIS).”

When dealing with vicarious trauma a neutral reaction is one that the individual is able to be resilient, has support and is able to cope with the traumatic material and has no effect on the individual.

As far as vicarious resilience and vicarious transformation, these are newer concepts that positively reflect the effect of this work. For example some of you may be able to draw inspiration from the clients you work with and their resiliency. This can the strength your mental and emotional

For instance, individuals may draw inspiration from a victim’s resilience, which strengthens your own mental and emotional resiliency. Like some survivors are able with time positively be transformed by their trauma so can service providers that work with those individuals.

The term compassion satisfaction refers to the sense of meaning you might gain when working as a service provider or as a first responder.. These positive outcomes can motivate and as well protect against the adverse effects of being exposed to the trauma that our clients have faced.

**Slide Six (Who Is at Risk Slide):** *Anyone working with survivors of trauma and violence is at risk of being negatively impacted by the varied effects of vicarious trauma. Factors that may make employees or volunteers more vulnerable to this occupational risk include.*

Those with who might be at risk of experiencing vicarious trauma are those with prior traumatic experiences. Those who experience social isolation, both on and off the job. Those that have a tendency to avoid feelings, withdraw, or assign blame to others in stressful situations. Those that have difficulty expressing their feelings. Some other contributors might include a lack of preparation, orientation, training, and supervision in these jobs. On the same note those that are newer employees and less experienced at their jobs can also be at a higher risk of experiencing vicarious trauma. Those that have constant and intense exposure to trauma with little or no variation in work tasks; as well as those that lack an effective and supportive process for discussing traumatic content of the work are all at added risk for experiencing vicarious trauma.

**Slide Seven (Symptoms Slide):** It is important to mention that each individual may experience the effects of vicarious trauma differently. Just as no two people are the same no two responses to vicarious trauma are the same. Some common response might include.. (read a few of the examples from the slide).

(Good time for activity, break and have them reflect and check-in with themselves)

**Slide Eight (Coworkers Help Slide):** If you see a coworker and believe they might be struggling with some negative reactions to vicarious trauma, some things to consider might be... (read a few of the examples from the slide).

(Could use this time to engage the audience to see how they might be able to relate to their coworkers and help them with working through this)

**Slide Nine (Supervisor Help Slide):** If you are a supervisors and believe an employee might be experiencing vicarious trauma, here are a few suggestions that might help. (read a few of the examples from the slide).

(Could use this time to engage the audience to see how they might like their supervisor to help them with working through this)

**Slide Ten (What is Self-Care Slide):** Let's talk about self-care, what is self-care? *Self-care refers to activities and practices that we can engage in on a regular basis to reduce stress and maintain and enhance our short- and longer-term health and well-being. Self-care is necessary for your effectiveness and success in honoring your professional and personal commitments.*

When we practice self-care regularly we can identify and manage the challenges that we face when working with these survivors.

We can be more aware of your own personal vulnerabilities and in turn help with burnout as well as vicarious trauma.

We can achieve a more balanced life by paying attention to the different areas of our life in a way that makes sense to you.

All in all when we take part in self-care we are better able to perform our jobs because we have taken care of ourselves. As the saying goes you cannot pour from an empty glass. In order to take care of our clients we must first take care of ourselves.

**Slide Eleven (Examples of Self-Care Slide):** Now that we have defined self-care let's talk about some examples. Self-care is not just about addressing professional stressors. It also should incorporate your overall well-being. When we talk about self-care there are some common goals such as, taking care of physical and psychological health, managing and reducing stress, honoring emotional and spiritual needs, fostering and sustaining relationships, achieving an equilibrium across one's personal, school, and work lives. It is also important to mention that each of us may differ in the areas that we emphasize and the balance we seek among them.

(Engage audience: break into groups to talk about what they see as self-care and how they can incorporate more into their lives)

**Slide Twelve (Self-Care at work Slide):** So how do we incorporate self-care at work? There are many ways that you can incorporate self-care during your work day but here are a few examples that might be helpful.

60-Second Desk Cleanup: You can do this by setting a timer for one minute. In that minute take spend it on organizing loose papers, or store stray supplies and dispose of clutter. Cleaning up our space

periodically can help us be more organized in turn help us be more productive and reduce stress.

**Keep Healthy Snacks in the Office:** Self-care is also taking care of our physical health so keeping a few healthy options like nuts, granola, bananas, or peanut butter at your desk can help you stay energized. But you know sometimes we need a pick me up during our day so don't be afraid to indulge in a piece of chocolate every now and then as well.

**Stay Comfortable:** I don't know about you but my office fluctuates temperature like crazy. So what I like to do is keep a sweater on hand when the office feels like a freezer and a desk fan for when the office feels like a sauna. Do what you can to be as comfortable as you can.

**Set a Timer for a Five-Minute Stretch:** Along the same lines as our 60-second clean up idea. Set a timer to stand up, close your eyes, stretch your hands over your head. Move your arms side to side. Do this daily to clear your head, relieve tense muscles, improve productivity and stress reduction. I know how easy it is to stay hunched over our desk staring at our computer screens for hours on end. That is not good for our physical or mental health. Be intentional about standing up and moving around more throughout the day.

**Practice Good Eye Screen Health:** Depending on your position or even day sometimes we spend hours looking at our screen. That is hard on our eyes and they are probably fatigued from staring at that screen all day. So, practice the 20-20-20 rule: Look 20 feet away from your screen, for no less than 20 seconds, every 20 minutes.

**Keep a List of Inspiring Words and Images:** It is important to surround ourselves with inspiration throughout our day. Keep a favorite quote

or inspirational photos close to your desk so that motivation is always close by.

**Stay Hydrated:** This is sometimes easier said than done. It is very easy to lose track of how much water you're consuming. Keep a water bottle on your desk. There are now some really cool water bottles that have time marks that show you how much you should be consuming by each time of day. But if that isn't for you, something else you might do is when you set the time to stretch make sure to drink some water also.

**Set Boundaries for Productivity:** Just like in our personal lives we also need boundaries in our work lives as well. This can be done through the use of visual cues: Some things we do at my office is we have a dial on our doors that we can use to indicate if we are working through something and do not want to be disturbed, if we are in a meeting, if we have left the office all of those things. If that isn't something that would work for you all, some other ideas are using headphones and that can show that you are working and do not want to be interrupted at that time. Whatever you do, make it your own and make sure your coworkers understand what you are needing.

**Set a Time Schedule to Respond to Emails:** Emails can be one of those never ending tasks that we have to deal with on a daily basis. One way we can help with that task is instead of interrupting your workflow every time an email is delivered you can set aside time to respond to emails throughout the day. For example you can answer emails when you first get to work, then again before you head to lunch and one last time before you end your work day.

**Slide Thirteen (Reference Slide):** Take time to see if there are any questions.