

*leader's guide*



nonviolent crisis intervention  
a CPI specialized offering

## *Personal Prevention Plan*<sup>SM</sup>



# Nonviolent Crisis Intervention® Personal Prevention Plan

## Introduction

The *Personal Prevention Plan*<sup>SM</sup> is a self-assessment tool designed to help staff members actively apply what they have learned in *Nonviolent Crisis Intervention*<sup>®</sup> training. A self-evaluation leads participants through a process that allows them to assess how well they are using prevention and intervention techniques such as nonverbal communication, limit setting, team intervention, and debriefing. Participants leave the program with a personal crisis prevention plan for increasing safety for themselves and for the individuals in their care.

There are two different ways to use the *Personal Prevention Plan*<sup>SM</sup>. They are:

1. As a supplementary tool distributed to staff after completing *Nonviolent Crisis Intervention*<sup>®</sup> training.
2. As the core of a *Nonviolent Crisis Intervention*<sup>®</sup> refresher program.

## Using the *Personal Prevention Plan*<sup>SM</sup> as a Supplement to Your *Nonviolent Crisis Intervention*<sup>®</sup> Training Program

Here are some ways that you can use the *Personal Prevention Plan*<sup>SM</sup> as a supplement to your *Nonviolent Crisis Intervention*<sup>®</sup> training programs.

- Distribute the *Personal Prevention Plan*<sup>SM</sup> at the end of the training and ask participants to fill them out individually. The plans are a reminder to staff about how they can put the information from the *Nonviolent Crisis Intervention*<sup>®</sup> training into direct practice.
- Distribute the *Personal Prevention Plan*<sup>SM</sup> a few weeks after completion of the *Nonviolent Crisis Intervention*<sup>®</sup> training program. This will give participants some time to process the information and begin to incorporate the program's philosophy and techniques into their own actions. The self-assessment will serve as a reminder that the program information needs to be reviewed and practiced if it is going to make a difference for staff and those in their care.

## Additional Options

- Ask participants to turn in the Action Plan and post-test from the back of their workbooks, which include a summary of all the action steps they have identified. Staff can then review these Action Plans and post-tests with their supervisors and develop goals for themselves. Ideally, these goals will then be tied into each employee's performance appraisal.
- Set up a meeting with participants after they have had a chance to complete the *Personal Prevention Plan*<sup>SM</sup>. Break into small groups to discuss the responses. Allow participants to give one another feedback about the various areas of the assessment and talk about "action steps" that might require a response on the part of your facility.

# Personal Prevention Plan<sup>SM</sup> Leader's Guide

## Using the *Personal Prevention Plan*<sup>SM</sup> as a *Nonviolent Crisis Intervention*<sup>®</sup> Refresher Program

The *Personal Prevention Plan*<sup>SM</sup> can also be used as part of a *Nonviolent Crisis Intervention*<sup>®</sup> refresher program. The Action Plan and Post-Test (with evaluations on the reverse sides) should be submitted as you do with any refresher program. (See your Instructor Manual for details.) You will probably want to make copies of the lists of action steps for both the employees and for their supervisors before submitting the originals to CPI.

If you are using the *Personal Prevention Plan*<sup>SM</sup> as part of a refresher program, here are some suggestions:

### 1. Assessment/Pre-Test

The Assessment/Pre-Test can be used in one of two ways:

- A. If you have time before your refresher, use the Assessment/pre-test to tailor your training session. Pass the assessment forms out prior to the training date, with instructions that they should be completed and returned to you by a certain date. Review the answers to the questions to find out in which areas your group believes it is most skilled and in which areas people need additional explanation or practice.

This Assessment/pre-test can be completed anonymously if you wish—your goal is not to assess each individual's knowledge, but to get a sense of your group's training needs.

- B. A second option is to distribute the Assessment/pre-tests at the beginning of your refresher program and give participants time to complete the questions. Review the responses through group discussion or by collecting the Assessment/pre-tests and glancing through them. Either way, you will be alerted to the specific needs of your group.

Answers to the first two questions will give you a sense of whether or not your group remembers the basic purpose and philosophy of the *Nonviolent Crisis Intervention*<sup>®</sup> training program. Make sure that answers about when to use *Nonviolent Physical Crisis Intervention*<sup>SM</sup> are consistent with your facility's policy, as well as the program's philosophy of using physical restraints only as a last resort.

The last two questions will give you insight into how well your participants are implementing strategies from the training and how comfortable they are with the skills taught in the program.

### 2. Program Content

All formal refresher training courses (those for which Certified Instructors wish to receive training credit) must include certain basic elements. These elements are listed in your Instructor Manual.

There are several ways that you can incorporate the *Personal Prevention Plan*<sup>SM</sup> into your refresher course. Choose one or more of these options, or come up with one of your own.

- Present the refresher information from beginning to end and then use the *Personal Prevention Plan*<sup>SM</sup> at the end of your session. Be sure to collect the Action Plan and post-test (with evaluations on the reverse sides) from each participant.
- Incorporate the applicable parts of the *Personal Prevention Plan*<sup>SM</sup> as you go through each unit of the program. This will make the information immediately relevant to the participants. You can use the introductory information in each section of the *Personal Prevention Plan*<sup>SM</sup> to review the related unit, expanding on the information as necessary.

The sections of the *Personal Prevention Plan*<sup>SM</sup> best correlate with the units of the *Nonviolent Crisis Intervention*<sup>®</sup> training program in the following way:

<i>Personal Prevention Plan</i> <sup>SM</sup> Section	<i>Nonviolent Crisis Intervention</i> <sup>®</sup> Program Unit
I Personal Space and Body Language	II Nonverbal Behavior
II Paraverbal Communication	III Paraverbal Communication
III Setting Limits	IV Verbal Intervention
IV Rational Detachment	V Precipitating Factors, Rational Detachment, Integrated Experience
V Fear and Anxiety	VI Staff Fear and Anxiety
VI Work Space	VII CPI's <i>Personal Safety Techniques</i> <sup>SM</sup>
VII The CPI Strategic Visualization Process	VII CPI's <i>Personal Safety Techniques</i> <sup>SM</sup>
VIII Personal Safety and Weapons	VII CPI's <i>Personal Safety Techniques</i> <sup>SM</sup>
IX The Team Approach	VIII <i>Nonviolent Physical Crisis Intervention</i> <sup>SM</sup> and Team Intervention
X Postvention: The CPI <i>COPING Model</i> <sup>SM</sup>	X Postvention

- The *Personal Prevention Plan*<sup>SM</sup> lends itself to having participants work in small groups where they can discuss difficulties and receive feedback from others. If you use small groups, be sure to make an effort to set a positive tone; receiving feedback is intimidating for many people.

### 3. Action Plan and Post-Test

The Action Plan and post-test page in the *Personal Prevention Plan*<sup>SM</sup> is a departure from a standard post-test with a series of questions relating to program content. Instead, participants will demonstrate their understanding of how the information in the *Nonviolent Crisis Intervention*<sup>®</sup> program relates to them as individuals.

Participants can review these Action Plans and post-tests with their supervisors and develop goals for themselves. Ideally, these goals will then be tied into each employee's performance appraisal. This approach will strengthen your facility's commitment to training as an ongoing process, rather than an occasional event.

### 4. Evaluations

The evaluation forms are found on the reverse sides of the Action Plans and should be completed by all participants. Originals are then mailed to CPI, along with a program roster. See your Instructor Manual for detailed instructions.

### 5. For Further Information or Assistance

If you have any questions or would like further information about how to use the *Personal Prevention Plan*<sup>SM</sup> as a supplement to your *Nonviolent Crisis Intervention*<sup>®</sup> training or as a refresher training program, please call Instructor Services at **877.877.5390**.

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