**Bureau of Domestic Violence,**

**Sexual Assault & Human Trafficking**

**823 E. Monroe**

**Springfield, IL 62701**

**Domestic Violence Training Program Plan**

**Fiscal Year \_\_\_\_\_**

**Agency Name:**

**Program Name:**

**Prepared By:**

# A. EXECUTIVE SUMMARY

# The Executive Summary should provide a short and accurate summary of the proposed workplan, including what will be done as primary activities, what products will be produced, the service area where the proposed activities will take place and who will be impacted by the proposed activities. *No more than 2 pages.*

# B. PROGRAM/SERVICE PLANNING

Describe your process for determining program/service needs, i.e. advisory committee, review of data. Include information on frequency of meetings.

Indicate when ongoing trainings, such as the 20 or 40 hour trainings have been updated and briefly outline revisions and/or additions. Provide copy of update materials to bureau staff.

Describe your plan to support domestic violence programs in enhancing services for underserved populations including outreach and comprehensive victim services.

# C. PROGRAM/SERVICE SUMMARY

State and describe the need for services and the capacity of your program to meet these needs. Attach organizational chart.

Describe your philosophy and approach to training and technical assistance, including format, learning modalities, selection of training topics and trainers. Attach a sample copy of speaker/trainer contract and event planning timeline.

# D. WORKPLAN

Attach your proposed workplan for training and follow-up services which should include training topics, level of training (entry level, supervisors, management) number of times offered, timeframes and follow-up services/technical assistance activities. Use a table or grid to summarize the plan and a narrative to provide more detail such as training descriptions, service area, evaluation process, data collection, and responsiveness to needs.