



THE HUMANE SOCIETY OF THE UNITED STATES

[Humane Society University]

Thank you for your organization's interest in one of our training programs and for inviting Humane Society University (HSU) into your community. HSU, a program of The Humane Society of the United States, conducts workshops across North America in collaboration with The HSUS regional offices. We offer our programs as either a private in-service training for your staff only or as a public workshop open to other agencies and/or any interested individuals. We prefer to have at least 4 – 6 months to prepare and promote a public workshop. It is possible to schedule private in-service trainings on a shorter time frame if HSU's overall schedule allows.

What We Offer

For both private and public trainings, Humane Society University will:

- Provide the instructor/s and pay all instructor fees and expenses including travel, transportation, meals and hotel accommodations
- Cover the cost for workshop materials and/or the reproduction of materials
- Provide certificates of completion for attendees and any follow-up mailings

For trainings open to the public, we additionally:

- Manage registration including collection of monies, as well as mailing confirmations and materials.
- Produce and mail promotional materials which will include your organization's name and logo.
** In order to be environmentally friendly and conserve resources, HSU markets primarily online/via email. If your organization would like HSU to send a hardcopy mailing to your local area, you may request a mailing no later than 16 weeks prior to the date of the workshop. The promotional materials, which will include your organization's name and logo, will also be available to your organization as a PDF document, which can be reproduced by your organization for distribution in your area.*
- Promote the training on HSU's website, humanesociety.org/university, in HSUS publications, and at appropriate events, as time allows.
- Provide the cosponsoring agency with complimentary registration(s) (number of tuition waivers will vary based on overall registrations).

What We Ask of Your Organization

In order to host an in-service training for your staff or one open to the public, we ask that your organization:

- Be able to meet minimum attendance requirements with your staff (in-service) or be located in a well populated area so that minimal attendance goals can be reached (public).
- Provide a suitable training room including tables and chairs that will accommodate the desired number of participants; room setup may require table and chairs to be set in a designated pattern.
- Obtain equipment, including audio-visuals, specific to the training, or assist in renting equipment.
- Provide a staff person to check in students onsite and distribute course materials and name tags.
- Appoint a contact person in your organization for all workshop related communications with HSU staff.

If you choose to cosponsor a training open to the public, we also ask your organization to:

- Provide morning and afternoon refreshments (e.g. coffee, tea, bagels in the AM; soft drinks with cookies or brownies for afternoon break/s).
- Arrange with a local hotel/motel to provide reduced rates to workshop attendees, if possible.
- Provide names and addresses of local animal care and control agencies for the purpose of sending promotional materials (preferably in a computer file).
- Provide information on restaurants within close proximity of training site.
- Promote the workshop in the community and encourage attendance, including contacting regional and state associations.

Finally, for trainings open to the public, we prefer that the training venue be within close proximity to a major highway, no more than 30 minutes from a major airport, close to the local hotel/motel for participants to stay, It is to have restaurants within a reasonable travel distance (5 to 10 minutes by car) from the training venue.

Coping with Compassion Fatigue (Animal Welfare) Training Details

Training Description

Compassion fatigue is the natural consequence of stress resulting from caring for and helping traumatized or suffering people or animals (Figley, 1995). Long-recognized as an epidemic among emergency care workers and rescue personnel, compassion fatigue among animal care workers has only come to the forefront in the last few years. Compassion fatigue is classified as secondary traumatic stress disorder. Irritability, sleeplessness, emotional withdrawal, anxiety, isolation, and feelings of helplessness and inadequacy are among the reported symptoms.

Workshop Objectives

- Identify the path and distinctive elements of compassion fatigue in animal related fields: primary and secondary traumatic stress, burnout, and loss accommodation.
- Determine your susceptibility to compassion fatigue and that of your coworkers through an individual survey and group exercises
- Understand how to recover from and become resilient to compassion fatigue.
- Learn how compassion fatigue affects both individuals and their organizations.
- Develop knowledge and tangible skills necessary to prevent the symptoms of secondary traumatic

Duration:

- Beginning Time: 10:00 a.m.
- End Time: 4:00 p.m.
- Student Check-In Begins at 8:30 a.m.
- One 15 minutes break is included in the morning and afternoon sessions.
- One hour lunch break from 12:00 p.m. to 1:00 p.m.

Instructors

This course will be taught by one of the following HSUS staff members.

Robert Roop, PhD, SPHR, Certified Compassion Fatigue Specialist Vice President of Human Resources and Education The Humane Society of the United States

Dr. Roop has graduate degrees in psychology and human resources and served as a probation officer in Maryland and Virginia for more than five years. Bob is the vice president of Human Resources and Education at The Humane Society of the United States. He received his certification as a compassion fatigue specialist from the International Traumatology Institute in Tampa, Florida. Since then, Bob has led many compassion fatigue workshops for animal care and control professionals across the country.

Diana Clement, MA Director of Humane Society University The Humane Society of the United States

Ms. Clement is a former Animal Control Officer with over 20 years of experience in animal welfare. An instructor at the East Coast Animal Control Training Academy and past arbitrator for the Montgomery County Animal Matters Hearing Board, Diana also serves on the Board of Directors for Guanacaste-PAWS which provides low cost neutering for pets in Costa Rica. She and her husband, who has a veterinary practice, also hold a state wildlife rehabilitation permit for rabies vector species.

Who Should Attend?

This workshop is beneficial to anyone who helps animals and feels stress and strain as a result of their daily dedication to animals.

- Animal Caretakers (staff and volunteers)
- Shelter Managers and Board Members
- Veterinary Technicians
- Veterinarians
- Wildlife Rehabilitators
- Animal Welfare Advocates and Volunteers

Costs and Expenses

Humane Society University generally uses registration fees to help cover our cost (instructor fees and travel expenses (airfare, hotel, miscellaneous travel cost such as taxis, shuttles, and meals) as well as student materials). HSU does not cover lunch, refreshment breaks, or any cost for the training room or A/V equipment. Below are the various options for covering the costs of the training:

1. **Hosting Agency Flat Rate/No Student Registration Fee:**
\$1900 (for up to 50 students) plus \$10 for each additional student over 50
2. **Low Student Registration Fee/Back-up Hosting Agency Matching:**
The student registration fee is set at rate determined by the hosting agency (ex. \$25). The hosting agency would match the difference between the actual cost of the training and the income gained by HSU through the registration fees. An invoice would be sent to the hosting agency following the completion of the training.
3. **Student Registration fees only/No Hosting Flat Rate:**
HSU sets registration fees based on our average class size of 35 students. With no sponsorship, the registration fee for this training would be \$55 per student.

We also recommend considering financial sponsorship from other sources or organizations. Many hosting agencies are able to find sponsors for the refreshment breaks, lunch, or to go towards the general expenses for the training. If you are able to recruit sponsorship for this training, HSU will include the name or logo of the sponsor with the promotional material if time allows.

Registrations

Humane Society University manages online registrations. Students may also print a brochure from the website and pay by mail (check or charge) or fax (charge only), in addition to online registration with charge card.

Cancellations:

- **By HSU or HSUS:** If the course is cancelled by The HSUS, all tuition, flat rate fees, or sponsorship monies paid will be returned.
- **By the cosponsor:** If the course is cancelled by the cosponsor, the hosting agency shall reimburse HSU for all out of pocket and non-cancelable obligation relating to the cancelled training.
- **By Student:** If a student withdraws prior to the week of the training, the student will receive a 75% refund; within a week, no refund will be issued.

The Host Organization/ Co-sponsor

The host organization (or co-sponsor) can be any local organization interested in helping people who work to help animals, such as an animal-interest organization (humane society, bird club, equestrian group, etc.), a veterinary organization, or any other volunteer or business group who helps animals.

Requirements for a Training Facility

- If you expect attendees from outside your local area, the training facility should be convenient for air travel and near inexpensive hotels/residential facility (such as a dormitory, etc.). The local organization provides HSU with information about local accommodations as well as local travel information, parking, amenities, etc. to share with the instructor(s) and students. If a special hotel rate is able to be arranged by the cosponsor, please send a written copy of the rate agreement from the hotel to HSU.
- Meals are “on your own,” so inexpensive restaurants should be nearby to accommodate different diets.
- The classroom should accommodate at least 40 people, with tables or student desks, so participants can have a place to write and still see the presentation. Tables are required so that students can work in small groups.
- The classroom should be protected from the elements (with heat or air conditioning as required) and have electricity for an LCD projector and possibly a VCR. A projection screen is needed, minimum 6’ by 6’, or larger depending on class size.
- The facility should include an area for refreshments, rest rooms, and parking.
- Finally, the classroom should be as free from distractions as possible such as barking dogs or other loud noises, ringing phones, high foot traffic area, or other interruptions.

AV Equipment Needed

This training requires the following equipment be available:

- Computer that will run PowerPoint presentations
- LCD Projector
- Screen
- DVD player with audio
- Flip chart with markers

Conference and Shorter Presentations

This workshop and shorter versions of it are available. Please contact Kellie Johnston at kejohnston@hsus.org for further information and cost estimate.

Scheduling a training...

Approximately 4 months planning time is required to prepare and promote a workshop open to the public. Scheduling may also be affected by the overall schedule of HSU. It is possible to schedule private in-service workshops on a shorter time frame dependant the on overall scheduling availability of HSU.

Please complete the attached form titled “HSU Training Request Form.”

INSTRUCTIONS for completing and submitting the above mentioned form: This is a Microsoft Word Form document. Simply click on the grey box and type in the requested information. Use your TAB key to move from one field to the next. The grey text box will expand to accommodate your information. For ‘check box’ items, simply click on the desired box. When finished, save the document. Send the completed form as an email attachment, or print and fax it Attn: HSU Training Manager.

Mailing Address:

Attn: Training Manager
Humane Society University
700 Professional Drive
Gaithersburg MD 20879

Fax number: 866-481-6912

A representative from the Humane Society University will contact you directly. Again, thank you for your interest. We look forward to working with you to make your training a success!