



Donna Simon
Certified Trainer

 **Livingworks Suicide
Prevention Workshops**

Booking Host Responsibilities

1. Community Resource Support Person

A Community Resource Support (CSR) person trained in ASIST or a comparable suicide intervention program must be present throughout the workshop. This individual provides support to any participant who may become emotionally impacted by the training. Many communities have qualified staff through local organizations who can fulfill this role. Assistance can be provided if locating a CSR becomes challenging.

2. Training Venue

- Quiet room accommodating all participants
- Private space available for one-on-one participant support if required

3. Room Setup

- Tables and chairs arranged in a semi-circle
- Facilitator table with access to power
- Additional table for participant materials

4. Audio/Visual Equipment

- Projector and screen or television monitor
- Individual familiar with operating the equipment



5. Participant Registration

Pre-register participants and provide workshop Trainer with a list of participant names, phone numbers, and email addresses at least two days before training.

6. Food and Refreshments

Provide lunch, refreshments, and snacks or advise participants to bring themselves.

7. Community Resource List

Assist in compiling and providing workshop trainers with a list of local suicide intervention and support resources at least two days before training

8. Scheduling

Determine preferred training dates and times in consultation with the trainer.