



**SAFE & SUPPORTIVE
SCHOOLS PROJECT**
AMERICAN PSYCHOLOGICAL ASSOCIATION



**PLANNING DELIVERY OF
THE RESPECT WORKSHOP TRAINING**
A GUIDE FOR SPONSORS

CONTENTS

QUICK COMPARISON OF THE RESPECT IN-PERSON TRAINING VS. ONLINE COURSE.....	1
STEPS FOR PLANNING THE RESPECT WORKSHOP IN-PERSON TRAINING	2
RESPECT WORKSHOP PRESURVEY	7
RESPECT WORKSHOP POSTSURVEY	8
STEPS FOR PLANNING THE RESPECT WORKSHOP ONLINE COURSE	9
SAMPLE EMAILS	
RECRUITING PARTICIPANTS FOR THE RESPECT WORKSHOP ONLINE COURSE	14
DIRECTIONS FOR STARTING THE RESPECT WORKSHOP ONLINE COURSE.....	15

THANK YOU for sponsoring a **Respect Workshop** training. **Respect Workshop** sponsors may include state or local education institutions or state professional development associations.

This guide suggests a planning process for each of two formats for delivering the **Respect Workshop** professional development training. Reviewing what each planning process entails is meant to help workshop sponsors choose their optimum format—in person training or online course—for delivering the workshop.

Preparation of this guide was based on Professional Development Practices, originally developed by the Centers for Disease Control Division of Adolescent School Health (DASH).



QUICK COMPARISON OF THE **RESPECT** IN-PERSON TRAINING VS. ONLINE COURSE

	IN-PERSON	ONLINE
OVERVIEW	The in-person training is offered in partnership with a professional membership association or a state or local education agency. APA National Trainers are available to deliver the training to a group of school staff.	The Respect Online Course uses a blended learning format designed for cohorts of school professionals from a state to complete together. The Respect Online Course includes three self-paced modules, a live action planning webinar, and access to online resources.
CONTENT	Trainers cover four key content areas in a one-day training: <ul style="list-style-type: none"> • Foundations • Helping Individual LGBTQ Students • School-Wide Protective Practices • Action Planning 	Participants have access to self-paced online modules that cover these three content areas: <ul style="list-style-type: none"> • Foundations • Helping Individual LGBTQ Students • School-Wide Protective Practices <p>*Action planning component can be included as a live webinar or in-person session following the completion of the modules.</p>
TIME	7.5 Hours	6.5 Hours
COST	The in-person training is offered on a cost-sharing basis with APA. Sponsors' costs may include printing of participant materials, space and food for the training, supplies, and the fee and cost of travel for the trainers.	The three online modules are available free on the APA website. Sponsors' costs may include fees for one or two facilitators if they want to add an action planning session.
EVALUATION	Participants complete a presurvey, postsurvey, and follow-up survey. Sponsors can request site-specific evaluation data from APA.	Participants complete a presurvey, postsurvey, and follow-up survey. Sponsors can request site-specific evaluation data from APA.
PARTICIPANT INCENTIVES	<ul style="list-style-type: none"> • Participants receive a Certificate of Completion representing continuing education credits. • Participants receive a workbook with related resources. 	<ul style="list-style-type: none"> • Participants receive a Certificate of Completion representing continuing education credits. • Participants have access to an online toolkit of course-related resources.



STEPS FOR PLANNING THE **RESPECT WORKSHOP** IN-PERSON TRAINING

Thank you for your interest in delivering the **Respect Workshop** in-person professional development training. The **Respect Workshop** in-person training is offered in partnership with a professional membership association or a state or local education institution. APA National Trainers are available to deliver the 7.5-hour training to teams of school professionals from any education institution. The in-person training can also be offered as a series of short sessions if that is more suitable than a full-day workshop. APA provides a presurvey, a postsurvey, and a follow-up evaluation survey for participants.

This guide is meant to suggest planning steps for **Respect Workshop** sponsors. Planning for this professional development (PD) training should begin three to six months in advance of the training. Sponsors of the **Respect Workshop** may include state or local education institutions or state professional development associations.

1 CREATE AND SUSTAIN A PD INFRASTRUCTURE FOR THE RESPECT WORKSHOP

Establish a high standard of practice for your PD efforts, including this one.

Provide leadership and skilled staff to implement a results-based plan.

- Determine a capable **coordinator(s)** to be held responsible for ensuring the timely execution of all planning tasks. Consider organizing a **planning committee** of people with diverse perspectives and skills to provide advice, guidance, and oversight. Suggested members include:
 - Staff professional development program coordinators
 - HIV prevention and sexuality education specialists
 - Officials of professional members associations of the proposed audiences (e.g., the state/local affiliates of school counselors and school nurses associations)
 - Representatives of community-based organizations that serve LGBTQ youth
 - School Gay-Straight Alliance faculty advisors or other interested school staff members
- Determine how the **Respect Workshop** fits into the state's/district's overall staff development plans for school professionals and the proposed 1308 CDC/DASH Cooperative agreement professional development activities. The planning committee can assist with making this determination and with decisions on the following, to be implemented by the staff coordinator.

Develop a budget

The in-person training is offered on a cost-sharing basis with APA. The sponsor's costs may include printing of participant materials, space and food for the training, supplies, and the fee and the cost of travel for trainers.

Choose facilitators

Select specific facilitators who are qualified to deliver APA's workshop and, if considered necessary, who meet desired professional and demographic characteristics. Arrange a contract with the facilitator(s), if necessary.

For help selecting facilitators for the in-person training, contact the APA Safe and Supportive Schools Project at sssp@apa.org.

Coordinate logistics

- Determine optimum dates and locations—the facility where the workshop will be held should comfortably accommodate 15 to 40 people, with round tables and moveable chairs for small group work and adequate space to circulate. If poster paper cannot be affixed to the walls, arrange for several easels.
- Develop, produce, and distribute promotional materials to key local stakeholders (e.g., state professional associations, administrative personnel in the local school district, local gay/lesbian youth support organizations in the city where the workshop is taking place, HIV education networks).
- Finalize, produce, and distribute registration forms—be sure to ask for the email addresses of registrants—and begin the registration process.
- Make arrangements to print and deliver participant workbooks, one for each person, and for workshop materials and equipment (computer, LCD projector and screen; flipcharts and markers).
- Order necessary food refreshments and other workshop supplies, such as flipcharts, markers, and evaluation incentives (e.g., safe space posters and stickers)

2 DESIGN THE **RESPECT WORKSHOP** IN-PERSON TRAINING

Construct distinct trainings and technical assistance designs that are ideal in length and based on learning theory and best practices.

- The core elements of the **Respect Workshop** incorporate current behavior change theory and evidence-based PD practices.
- The workshop:
 - Is grounded in the duties and responsibilities of specialized instructional support services professionals.
 - Uses empirical data and research findings derived from scientifically credible sources on the health and well-being of LGBTQ students.
 - Aims to influence participants' professional attitudes, norms, and self-efficacy.
 - Incorporates active learning techniques and other evidence-based PD practices.
 - Invite local providers to bring materials to display on the resource table at the workshop and to share a brief overview of their services.
 - Obtain state and local indicators, if any, regarding the health and safety of LGBTQ students and youth for the trainers to incorporate into the workshop.

*For a list of LGBT youth-serving organizations in your state, see APA's **Guide for Education Agencies: Partnering With LGBTQ Youth Programs**.

3 MARKET THE **RESPECT WORKSHOP**

Employ marketing tactics that capture the attention of your target audiences and prompt them to request your PD services.

- Identify and prioritize specific target audiences, such as professions, grade levels, or geographic regions in need of professional development regarding LGBTQ youth. Determine if school teams should take the workshop together and how to make it possible for teams to complete the **Respect Workshop** together.
- Develop a feasible marketing plan to effectively publicize the professional development opportunity among the targeted audiences.
 - See [Step-by-Step: Marketing Professional Development](#) for more details about how to employ marketing tactics that capture the attention of your target audience and prompt them to request your PD services.
- Decide what types of continuing education (CE) credit, if any, to offer participants and how to apply for the necessary authorizations.
- Recruit a cohort of school professionals to take the in-person training. Consider your in-person training space and budget to determine the best number of participants.
- Send an email out to participants with details about in-person training date, time, and location.

4 SUPPORT THE DELIVERY OF THE RESPECT WORKSHOP

Execute training and technical assistance designs that impact learning and create change.

- Organize a conference call with the trainers and planning committee to review the workshop schedule, confirm travel arrangements, and consider any last-minute issues.
- Plan to meet with the trainers the night before the workshop to tour the facility.
- Collect materials from relevant offices and agencies for a resource table at the workshop.
- Recruit registrars to assist on the day of the workshop.
- Monitor the pace of registrations to determine if additional recruitment efforts are necessary.
- Finalize the facilities arrangements regarding furniture, meals, refreshments, and audiovisual equipment.
- Assemble packets for registered participants, including a name tag, the participant workbook, and any additional materials.
- Arrange to transport the workshop materials.

5 PROVIDE FOLLOW-UP SUPPORT

Strengthen the knowledge and skill levels of your participants through continued and targeted follow-up support.

- Participants will develop action steps for implementing the school-wide protective practices during the **Respect Workshop** in-person training. Consider how you can follow up with participants about their action steps to offer teaching assistance and support.
 - See **Guide for Sponsors: Providing Follow-Up Support after the Respect Workshop** and **APA's Guide for Education Agencies: Partnering With LGBTQ Youth Programs** for ideas on how to provide follow-up support for participants.
- The worksheets completed by the participants during the in-person training are valuable resources as they contain colleagues' specific, realistic ideas for how to strengthen policies, programs, and practices to help LGBTQ students in participants' schools and districts. Transcribe the notes developed in the in-person training and distribute them to workshop participants, sponsors, and interested stakeholders.
- Customize the **Respect Workshop** Certificates of Completion for all participants and follow through with distributing them during the in-person training.
- Follow through with granting CE credits for those who request them.

6 EVALUATE THE RESPECT WORKSHOP

Collecting usable data through the PD process and using data to inform practice and report success are important to APA, CDC/DASH, and the sponsor.

Workshop participants are asked to complete three survey instruments at three points in time:

1. Prior to the start of the workshop (presurvey),
2. Immediately following the conclusion of the workshop (postsurvey), and
3. Three to four months following the workshop (follow-up survey).

Participants in both the online and in-person **Respect Workshop** are asked to complete all three surveys, though the in-person workshop participants have the option of completing the presurvey and/or postsurvey in hardcopy format.

- Presurvey: Trainers or sponsors have the option of administering an online and/or hardcopy presurvey. When possible, sponsors should send the presurvey link to all participants explaining the **Respect Workshop's** evaluation process and the expectation that participants will complete all three surveys. Sponsors should continue to remind participants until they have completed the survey.
<https://www.surveymonkey.com/r/RESPECTpresurvey>

Alternatively, trainers or sponsors can simply provide a hardcopy survey prior to the start of the workshop, seal the surveys in a manila envelope, and then FedEx the envelope to the APA, as instructed in the protocol.

- Postsurvey: Trainers or sponsors have the option of administering an online and/or hardcopy postsurvey. When administering the postsurvey in either method, trainers or sponsors should follow the Respect Workshop In-Person Survey Administration Protocol at the end of this document. If using the online survey (<https://www.surveymonkey.com/r/RESPECTpostsurvey>), it is ideal if trainers or sponsors have access to a computer lab or can provide the link to those participants who have their own electronic devices on hand. Alternatively, trainers or sponsors can simply provide a hardcopy survey at the conclusion of the workshop, seal the surveys in a manila envelope, and then FedEx the envelope to the external evaluator, as instructed in the protocol.
- Follow-Up Survey: Sponsors should send the follow-up evaluation survey link to participants three to four months following the webinar. They should continue to contact participants until they have completed the survey (<https://www.surveymonkey.com/r/RESPECTfollow-up>).

QUESTIONS? NEED ASSISTANCE?

Contact the Safe and Supportive Schools Project Staff at the American Psychological Association at sssp@apa.org.

RESPECT WORKSHOP PRESURVEY

Administration Protocol for In-Person Training

Please refer to the script to the right when administering the **Respect Workshop** Presurvey. The survey may be administered online or printed out as hard copy using the following link: <https://www.surveymonkey.com/r/RESPECTpresurvey>.

At the end of the session, place all completed hardcopy surveys in the manila envelope(s). Be sure to SEAL this envelope(s) in front of the participants. On the outside of the envelope(s), write “Respect Workshop,” today’s date, and the site location. Within 1 WEEK following the **Respect Workshop**, mail the completed surveys by FedEx to:

Safe and Supportive Schools Project
American Psychological Association
750 First Street, NE
Washington, DC 20002.

“You may have received a link to complete an online presurvey before coming today, however, we understand that not everyone had the chance to complete it. This survey is important to APA [and host organization] because it helps us understand more how the workshop is working and how we can continue to improve it in the future. It is important that the presurvey be completed BEFORE the start of our workshop today, so we ask that you find a quiet spot to complete it.

“I also want to let you know that this survey is confidential. When I say confidential, I mean that your privacy will be protected because you will be asked to write down a confidential identifier—not your name. The purpose of doing this is to match your presurvey with your postsurvey and hopefully your follow-up survey in a few months. In this way, APA can learn how this program is working but without knowing who said what. No one in this room today will see your surveys. [If applicable: For those of you completing the surveys in hard copy, you’ll be asked to place your completed surveys directly into a manila envelope, which you will watch me SEAL once we have all of your responses.]

“Please also know that:

- You do not have to answer any question you do not wish to answer.
- If you have a question, you can raise your hand, and we’ll come over to you so we can respond to you individually.

“Before we hand out the survey and pencils [or provide the link], what questions do you have?”

Answer questions, as needed. After the group’s questions are answered:

- For hardcopy surveys, distribute surveys and pencils.
- For electronic surveys, provide the link: <https://www.surveymonkey.com/r/RESPECTpresurvey>.
- Circulate/assist, as needed, until finished
- Thank the participants.

RESPECT WORKSHOP POSTSURVEY

Administration Protocol for In-Person Training

Please refer to the script to the right when administering the **Respect Workshop** Postsurvey. The survey may be administered online or printed out as hard copy using the following link: <https://www.surveymonkey.com/r/RESPECTpostsurvey>.

At the end of the session, place all completed hardcopy surveys in the manila envelope(s). Be sure to SEAL this envelope(s) in front of the participants. On the outside of the envelope(s), write “Respect Workshop,” today’s date, and the site location. Within 1 WEEK following the **Respect Workshop**, mail the completed surveys by FedEx to:

Safe and Supportive Schools Project
American Psychological Association
750 First Street, NE
Washington, DC 20002.

“As you may remember, you completed an online presurvey before coming today. We are now going to ask you to please complete a postsurvey. This survey is important to APA [and host organization] because it helps us understand more about how we can continue to improve the **Respect Workshop** to make sure we are meeting your needs and the needs of future participants. We hope you will take it as seriously as we do. You’ll notice that many of the items on this postsurvey are the same as those on the presurvey. This is done intentionally, and we thank you in advance for thoughtfulness in your responses.

“I also want to let you know that this survey is confidential. When I say confidential, I mean that your privacy will be protected because you will be asked to write down a confidential identifier—not your name. The purpose of doing this is to match your presurvey with your postsurvey and hopefully your follow-up survey in a few months. In this way, APA can learn how this program is working but without knowing who said what. No one in this room today will see your surveys. [If applicable: For those of you completing the surveys in hard copy, you’ll be asked to place your completed surveys directly into a manila envelope, which you will watch me SEAL once we have all of your responses.]

“Please also know that:

- You do not have to answer any question you do not wish to answer.
- If you have a question, you can raise your hand, and we’ll come over to you so we can respond to you individually.

“Before we hand out the survey and pencils [or provide the link], what questions do you have?”

Answer questions, as needed. After the group’s questions are answered:

- For hardcopy surveys, distribute surveys and pencils.
- For electronic surveys, provide the link: <https://www.surveymonkey.com/r/RESPECTpostsurvey>.
- Circulate/assist, as needed, until finished.
- Thank the participants.



STEPS FOR PLANNING THE **RESPECT WORKSHOP** ONLINE COURSE

Thank you for your interest in delivering the **Respect Workshop** online course professional development training. The **Respect Workshop** online course uses a blended learning format designed for teams of school professionals from an education institution to complete together. Participants complete three self-paced online modules and one live webinar on implementation and action planning. The online course takes about 6.5 hours to complete (online modules take 1 to 1.5 hours each; participants complete an assignment in advance of the webinar; the webinar is 1.5 hours). APA provides a presurvey, a postsurvey, and a follow-up evaluation survey for participants.

This guide is based on [Professional Development Practices](#), originally developed by the Centers for Disease Control Division of Adolescent School Health (DASH). It is meant to suggest steps for **Respect Workshop** sponsors. Planning for this professional development (PD) training should begin two to three months in advance of the training.

1 CREATE AND SUSTAIN A PD INFRASTRUCTURE FOR THE RESPECT WORKSHOP

Establish a high standard of practice for your PD efforts, including this one.

Provide leadership and skilled staff to implement a results-based plan.

- Determine a capable **coordinator(s)** to be held responsible for ensuring the timely execution of all planning tasks. Consider organizing a **planning committee** of people with diverse perspectives and skills to provide advice, guidance, and oversight. Suggested members include:
 - Staff professional development program coordinators
 - HIV prevention and sexuality education specialists
 - Officials of professional members associations of the proposed audiences (e.g., the state/local affiliates of school counselors and school nurses associations)
 - Representatives of community-based organizations that serve LGBTQ youth
 - School Gay-Straight Alliance faculty advisors or other interested school staff members
- Determine how the **Respect Workshop** fits into the state's/district's overall staff development plans for school professionals and the proposed 1308 CDC/DASH Cooperative agreement professional development activities. The planning committee can assist with making this determination and with decisions on the following, to be implemented by the staff coordinator.

Develop a budget

The online modules are available free on the APA website. Check with your institution or IT department to determine what online training platform you have access to and potential costs. Sponsors may need to pay fees associated with hosting the live webinar that follows the modules, including any consulting fees for the one or two local webinar facilitators.

Choose facilitators

Identify one or two experts in your state who can facilitate/co-facilitate a live webinar on how to implement school-wide protective practices that will benefit LGBTQ students. Arrange a contract with the online webinar facilitator(s), if necessary. The facilitator(s) will work with one of APA's National Trainers to customize the first webinar for your school staff. The facilitator can offer future webinars for cohorts on their own, with permission from APA.

For help selecting facilitators for the online course, contact the APA Safe and Supportive Schools Project at sssp@apa.org.

Coordinate logistics

- Explore the features of the online training platform you have access to, how many participants it can accommodate, the process required for scheduling a webinar, and whether or not you can record the webinar and make it available to participants later.
- Set a date for the webinar, which typically runs for 1.5 hours.
- To determine an online course start date, work backwards from the date of the webinar by about six weeks. This time frame allows participants to have at least two weeks to complete the presurvey and one month to complete each of the three self-paced online modules. Each of the online modules typically takes 1 to 1.5 hours to complete; participants also need about 30 minutes to prepare their **School-Wide Protective Practice** worksheets in advance of the webinar

2 DESIGN THE **RESPECT WORKSHOP** ONLINE COURSE

Construct distinct trainings and technical assistance designs that are ideal in length and based on learning theory and best practices.

The online course modules are based on APA's **Respect Workshop Curriculum**. APA has also developed an outline, script, and slides to be used for the action planning webinar that can be adapted with local information, resources, and policies.

Develop a list of local resources and related policies the facilitators can share with participants during the action planning webinar. For a list of LGBT youth-serving organizations in your state, see APA's **Guide for Education Agencies: Partnering With LGBTQ Youth Programs**.

3 MARKET THE **RESPECT WORKSHOP** ONLINE COURSE

Employ marketing tactics that capture the attention of your target audiences and prompt them to request your PD services.

- Identify and prioritize specific target audiences, such as professions, grade levels, or geographic regions in need of professional development regarding LGBTQ youth. Determine if school teams should take the workshop together and how to make it possible for teams to complete the **Respect Workshop** together.
- Develop a feasible marketing plan to effectively publicize the professional development opportunity among the targeted audiences.

See [Step-by-Step: Marketing Professional Development](#) for more details about how to employ marketing tactics that capture the attention of your target audience and prompt them to request your PD services.
- Decide what types of continuing education (CE) credit, if any, to offer participants and how to apply for the necessary authorizations.
- Recruit a cohort of school professionals to take the course. Keep in mind the action planning webinar is designed to be interactive. Consider your online webinar capacity to determine the best number of participants. See the Sample **Email_ Recruiting Participants for the Respect Workshop Online Course** on **page 13** of this guide for suggested language.

4 SUPPORT THE DELIVERY OF THE RESPECT WORKSHOP ONLINE COURSE

Execute training and technical assistance designs that impact learning and create change.

- Send an email to participants with details about how to take the presurvey (see **Evaluate the Respect Workshop Online Course** below) and how to access the three self-paced modules on the APA website <http://www.apa.org/pi/lgbt/programs/safe-supportive/training/respect-online-course.aspx>. See the **Sample Email_ Directions for Starting the Respect Online Course** on **page 14** of this guide for suggested language.
- Monitor participants' completion of the online modules via email check-ins and remind participants about the upcoming webinar.
- Schedule a practice webinar with the facilitators to get familiar with the technology and review the agenda.
- Send an email to participants with instructions on how to join and participate in the live webinar.
- Host the webinar for all participants.

5 PROVIDE FOLLOW-UP SUPPORT

Strengthen the knowledge and skill levels of your participants through continued and targeted follow-up support.

- Participants will develop action steps for implementing the school-wide protective practices during the webinar. Consider how you and your webinar facilitator(s) want to follow up with participants about their action steps to offer teaching assistance and support. See **Guide for Sponsors: Providing Follow-Up Support After the Respect Workshop** and APA's **Guide for Education Agencies: Partnering With LGBTQ Youth Programs** for ideas on how to provide follow-up support for participants.
- Distribute lists of strategies, actions steps, and resources developed during the webinar to participants, sponsors, and interested stakeholders.
- Customize the **Respect Workshop Certificates of Completion** for all participants and follow through by mailing them to participants who complete the online modules, webinar, and evaluation surveys.
- Follow through with granting CE credits for those who request them.

6 EVALUATE THE RESPECT WORKSHOP ONLINE COURSE

Collecting usable data through the PD process and using data to inform practice and report success are important to APA, CDC/DASH, and the sponsor.

- Online course participants are asked to complete three survey instruments at three points in time:
 1. Prior to the start of the online course (presurvey),
 2. Immediately following the conclusion of the online course (postsurvey), and
 3. Three to four months following the online course (follow-up survey).
- Presurvey: Sponsors should send the [presurvey link](#) to all participants explaining the **Respect Workshop's** evaluation process and the expectation that participants will complete all three surveys. Sponsors should continue to remind participants until they have completed the survey.
- Postsurvey: Sponsors should send the [postsurvey evaluation survey link](#) to participants at the conclusion of the webinar.
- Follow-Up Survey: Sponsors should send the [follow-up evaluation survey link](#) to participants three to four months following the webinar. They should continue to contact participants until they have completed the survey.

QUESTIONS? NEED ASSISTANCE?

Contact the Safe and Supportive Schools Project Staff at the American Psychological Association at sssp@apa.org.



SAMPLE EMAIL: **RECRUITING PARTICIPANTS FOR THE RESPECT WORKSHOP ONLINE COURSE**

Dear (Insert Name or Target Audience):

I am writing to invite you to participate in an upcoming professional development opportunity. The [insert name of SEA] is partnering with the American Psychological Association (APA) to offer the APA **Respect Workshop** online course: “Preventing Health Risks and Promoting Healthy Outcomes Among Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Youth.” The course is being offered free to teams of school professionals from our state.

Purpose

The purpose of the **Respect Workshop** online course is to promote sexual health and responsibility and prevent HIV prevention, other sexually transmitted infections, and pregnancy among LGBTQ students. In the course, school professionals learn how to provide direct services to LGBTQ students and how to utilize school-based practices such as establishing an LGBTQ-inclusive school climate, engaging families, facilitating access to supportive peers, and providing access to sexual health services and sexual health education.

Time Commitment

Participants complete three self-paced online modules and a live webinar on implementation and action planning. The online course takes about 6.5 hours to complete (online modules take 1 to 1.5 hours each; participants complete an assignment ahead of the webinar; the webinar is 1.5 hours). Participants will also complete a presurvey, a postsurvey, and a follow-up evaluation survey as part of the course.

Participants who complete all aspects of the course, including the three evaluation surveys, will receive a certificate of completion.

Next Steps

Please send me an email if you are interested in participating. I will confirm your spot in the course and send you more information about how to access the online course, participate in the webinar, and take the evaluation survey. Please share this opportunity with others in your school district who could benefit.



SAMPLE EMAIL: **DIRECTIONS FOR STARTING THE** **RESPECT WORKSHOP ONLINE COURSE**

Hello, **Respect Workshop** Online Course Participants,

Thank you for your interest in participating in the APA **Respect Workshop** online course: “Preventing Health Risks and Promoting Healthy Outcomes Among Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Youth.” To remind you, you will complete three self-paced online modules and a live webinar on implementation and action planning. The online course takes about 6.5 hours to complete (online modules take 1 to 1.5 hours each; participants complete an assignment in advance of the webinar; and the webinar is 1.5 hours). Participants will also complete a presurvey, a postsurvey, and a follow-up evaluation survey as part of the course. Participants who complete all aspects of the course, including the three evaluation surveys, will receive a certificate of completion.

To start the **Respect Workshop** online course, follow these steps:

STEP 1: Take the presurvey: <https://www.surveymonkey.com/r/RESPECTpresurvey>.

STEP 2: Once you have completed the presurvey, access the three self-paced online modules here: <http://www.apa.org/pi/lgbt/programs/safe-supportive/training/respect-online-course.aspx>.

STEP 3: Mark your calendars for the **Respect Workshop** webinar that will be held on [insert date and time.] Please have the presurvey and three online modules completed by this date. There is an assignment you will need to complete prior to the webinar. [Insert details about accessing the webinar here or indicate you will follow up with information about the webinar.]

Please let me know if you have any questions about the course. I hope it is a valuable professional development experience for you.