



Virginia Sexual and Domestic Violence
ACTION ALLIANCE
TRAINING INSTITUTE

Remote Training FAQ

1. What Action Alliance trainings can be done remotely?

The Action Alliance's first remote training offerings are *Principles of Primary Prevention (PoPP)*, *Advocacy Core Training*, and an introduction to *Trauma, Justice, and Ending Oppression*. We see these trainings as a solid foundation for anyone working in a Sexual and Domestic Violence Agency or allied professions in Virginia.

2. What is the experience like? How does it work?

After you register for a training, you will be mailed a packet that will include a workbook, any required physical materials, and a few gifts from the Action Alliance. Training packets are mailed out twice every month, on or about the 1st and 15th, from the Action Alliance office.

Around the time your packet is mailed to you, you will receive an e-mail enrolling you in your course(s). The link in this e-mail will allow you to access the online portion of your course, hosted on Ruzuku. **Once you've received your package and your Ruzuku enrollment, you're ready to start the training!**

On Ruzuku, participants will move through lessons, activities, and quizzes. Ruzuku hosts required videos, links to download readings and resources, and instructions on how to engage with the provided workbook. Our remote trainings include readings, videos, podcasts, hands-on activities, and space to reflect.

Additionally, Office Hours for each training are held monthly for training participants to connect with each other and a technical assistance (TA)

provider/trainer from the Action Alliance staff and Training Institute Faculty. **Attending at least one Office Hour session is required to receive your course completion certificate.** Participants may use this time to ask questions, get new resources, and discuss the material. Office Hours are held on Zoom. A Zoom link will be sent to participants around the same time as enrollment in the Ruzuku course. **Virtual Training Office Hours are held from 3:00 - 4:00 pm every month on the first Tuesday.**

3. Can you tell me more about accessibility?

Online materials are hosted on [Ruzuku](#). These materials include written instructions and may also include downloadable PDFs, embedded videos hosted on YouTube and other sites, some images (alternative text provided), and links to podcasts.

If captions are not available through YouTube, we recommend folks use <https://webcaptioner.com/> for real-time captions.

Printed materials such as the provided workbooks are printed in a 14-point or larger font. We strive to print all materials with high contrast to ensure readability. At this time, all materials are in English.

Office Hours will be hosted through Zoom and attendees can make specific accessibility accommodation requested when registering for Office Hours.

Please e-mail Action Alliance staff training@vsdvalliance.org if any materials or sessions are inaccessible to you.

4. What kind of technology do I need?

An internet-connected laptop, tablet, or smartphone capable of playing videos. This device can also be used to read PDF resources comfortably if not downloaded and printed.

A laptop, tablet, or smartphone capable of participating in a Zoom Meeting to join Office Hours. You do not need an account to participate.

Workbooks will be mailed to participants. They are 8.5" x 11" folded and printed in a size 14-point font or larger.

5. Can you tell me more about pricing?

- The cost for one registration to a single training is \$50
 - The registered participant will receive a unique link to access their course and all online materials in Ruzuku. Training packets with all print and physical materials will be mailed directly to the mailing address provided at registration.
 - Registration is not interchangeable between staff members once the course has been started.
- The cost of a 10-staff training bundle is \$400
 - After purchasing this bundle, the person who registered will e-mail our training team, training@vsdvalliance.org, with the following information about the staff they are registering
 - First and last name
 - Email address
 - Position/title
 - Any physical accessibility accommodations they need (see question 3 for more information about the accessibility of our trainings).
 - During registration, you will provide one mailing address for all materials to be sent to. Agencies are responsible for the distribution of materials to their staff.
 - Each registered staff member will receive a unique link to access their course and all online materials in Ruzuku.
 - Registration is not interchangeable between staff members once the course has been started.
 - All 10 registrations must be used within a year of purchase.
 - This means that you can sign up fewer than ten staff at registration, and use the remaining registration to sign up new staff any time over the course of the next year.

- This bundle of 10 registrations may only be used for a single course (for example, an agency could **not** use 5 for *Principles of Primary Prevention* and 5 for *Advocacy Core Training*).
- The cost for a 3 training bundle is \$120
 - This gives attendees a single registration to each of the three virtual trainings
 - The registered participant will receive a unique link to access each course and their accompanying online materials in Ruzuku. Training packets with materials for all three trainings will be mailed directly to the mailing address provided at registration, after the final training has been released.
 - Registration is not interchangeable between staff members once the courses have been started.

6. How do I sign up?

You can register for each training here: <http://bit.ly/Fall2020TrainingSeries>

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Training Institute
www.vsdvalliance.org
Training@vsdvalliance.org