



## Workshop Request Form

Please complete the following information to schedule a workshop with the NYC Healthy Relationship Training Academy. All workshops are 90 minutes long for approximately 10-30 participants ages 13-24, and are facilitated by two Peer Educators.

Today's Date: \_\_\_/\_\_\_/\_\_\_

Name of Organization: \_\_\_\_\_

Type of Program: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_ Fax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Address and directions to the workshop location via public transportation:

\_\_\_\_\_  
\_\_\_\_\_

### **Workshop Information** *Select from the following options:*

- Dating Violence Prevention and Healthy Relationships:** The training academy's signature workshop, this session can stand alone or be paired with Part Two, described below. This session covers the definitions of family domestic violence and dating violence, tactics an abuser may use to gain power and control over a partner, characteristics of a healthy relationship, warning signs of abusive partners, and resources available to teens in NYC.

Preferred Workshop Date: \_\_\_/\_\_\_/\_\_\_

Start Time: \_\_\_:\_\_\_ a.m./p.m.

Alternate Workshop Date: \_\_\_/\_\_\_/\_\_\_

End Time: \_\_\_:\_\_\_ a.m./p.m.

- Dating Violence Prevention and Healthy Relationships, Part Two:** Part Two is provided as a follow-up session to the first workshop. All participants must have completed the first workshop, described above. This session covers identifying abusive behaviors, starting and maintaining a healthy relationship, how to help a friend, and ending an abusive relationship safely.

Preferred Workshop Date: \_\_\_/\_\_\_/\_\_\_

Start Time: \_\_\_:\_\_\_ a.m./p.m.

Alternate Workshop Date: \_\_\_/\_\_\_/\_\_\_

End Time: \_\_\_:\_\_\_ a.m./p.m.

- Healthy Relationships:** Provided as a stand-alone workshop, this session focuses on the nuances of a healthy relationship. This session covers the definition of a healthy relationship, equality within a relationship, starting and maintaining a healthy relationship, and effective communication strategies. (This session does not include information on violence or abuse).

Preferred Workshop Date: \_\_\_/\_\_\_/\_\_\_

Start Time: \_\_\_:\_\_\_ a.m./p.m.

Alternate Workshop Date: \_\_\_/\_\_\_/\_\_\_

End Time: \_\_\_:\_\_\_ a.m./p.m.

Are you interested in having more than one workshop at your location?  Yes  No

\*Please note that the latest possible start time is 6 p.m. and the workshop will last approximately 90 minutes.

**NYC HEALTHY RELATIONSHIP  
TRAINING ACADEMY**



**Participant Information** \*Workshops are ideal for 10 - 30 participants between the ages of 13 and 24. Participants younger than 13 will not be allowed in the workshop.

# of participants expected: \_\_\_\_\_

Age range: \_\_\_\_\_ % males: \_\_\_\_\_ % females: \_\_\_\_\_

Please share anything we should know about the young people in your community: \_\_\_\_\_

Do all of the participants understand and speak English?  Yes  No

**Supervision Information** \*Staff at your organization must be present 15 minutes before the workshop is scheduled to begin and at least one staff member must remain present throughout the workshop.

Staff representative: \_\_\_\_\_

Title: \_\_\_\_\_ Tel.: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Phone number where the staff representative can be reached the day of the workshop: \_\_\_\_\_

**Space & Supplies**

Please describe the space you have available for the workshop: \_\_\_\_\_

Can you provide the following three supplies to be used during the workshop:

- Pens/pencils for all the participants  Flipchart/dry-erase board/chalkboard  Tape

**Workshop Policies**

We are very excited about the opportunity to interact and engage with the young people in your community. We ask that in order for the workshop to run as smoothly as possible, the following policies be adhered to:

- ✓ A staff member must remain present during the entire workshop to provide logistical support to the Peer Educators, and assist any youth after the workshop concludes. Staff are asked to refrain from participating in the workshop activities.
- ✓ Participants must be ready to start at the scheduled start time, and must be between the ages of 13 and 24. Youth arriving later than 10 minutes after the workshop has started will not be able to participate.
- ✓ Participants and staff must respect diversity, especially for individuals who are runaway or homeless, pregnant or parenting, foreign-born, sexually exploited through prostitution, and/or lesbian/gay/bisexual/transgender/questioning.
- ✓ Food should be served either before or after the workshop, not during.
- ✓ No cameras, videos, or other similar devices may be used during the workshop without prior approval by the Project Director.
- ✓ If you plan to advertise for the workshop, please share any materials with the Project Director prior to posting. Also, you must inform the Project Director before contacting any members of the press regarding the workshop.

**PLEASE SUBMIT THIS FORM TO:**



NYC Healthy Relationship Training Academy, Mayor's Office to Combat Domestic Violence  
100 Gold Street, 2nd Floor, New York, NY 10038  
Tel: (212) 788-3156 Fax: (212) 788-2798 [www.nyc.gov/domesticviolence](http://www.nyc.gov/domesticviolence)