



# TRAUMA IN THE WORKPLACE: A BETTER RESPONSE

Quick Start Guide



## Trauma in the Workplace Quick Start Guide

Welcome to the Trauma in the Workplace Course. We're thrilled to be working with you!

Following is some information to help you get started. But if you have any questions along the way, please don't hesitate to email us.

### COURSE DESCRIPTION

The Trauma in the Workplace Course is designed to provide you the core information about how to support those in trauma and distress in the workplace while protecting yourself from compassion fatigue and not running afoul of legal obligations.

The program consists of six "lessons":

- Each lesson is broken into 3-5 topics that are designed to take 10-20 minutes to complete.
- As long as you complete each topic, the system will keep track of where you are.
- There is a quiz at the end of most of the lessons that is important to complete. These questions will become part of the final quiz required to receive your certificate.

## WHAT LESSONS ARE INCLUDED?

The Trauma in the Workplace Course will guide you through the LASER process which includes:

- Listen
- Acknowledge
- Share
- Empower
- Return



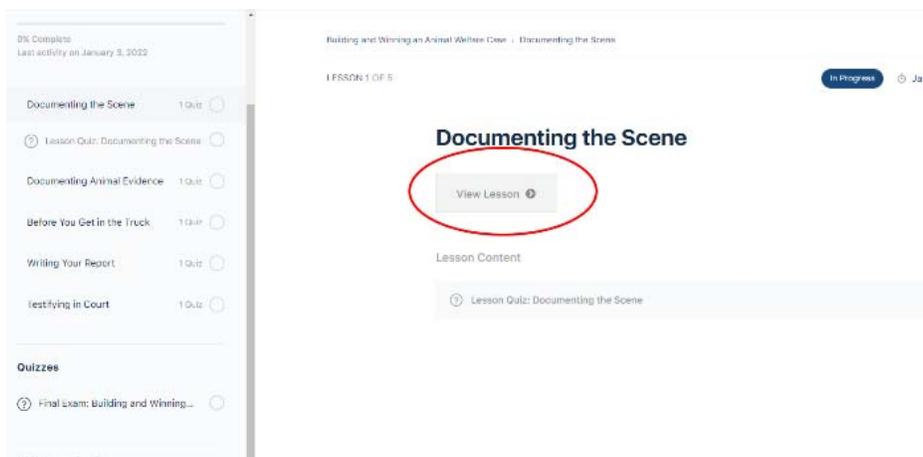
## HOW DO I GET STARTED?

In your welcome email you would have received your user ID and password.

- Go to <https://academy.justiceclearinghouse.com/>
- Click “Sign In” (Upper right corner of your screen)
  - Use the Log in ID: **[refer to email]**
  - Password: **[refer to email]**
- Click **Log In**
- On the Course Page, select **Building and Winning an Animal Welfare Case**
- Click **Start Course**.



- You'll land at the overview. Click the View Course button



- Go through and watch the videos and participate in each of the topic's content. **When you have completed all of the material, you will see an Orange Continue Button at the bottom of the page. Click that to continue on to the next section.**



## ARE THERE TESTS OR QUIZZES?

There is a cumulative, online final quiz covering all of the material in the Course.

## YOU MENTIONED A FINAL QUIZ?

The cost for taking the final quiz is included in the course price.

This final exam is:

- Completed within 60 minutes
- 27 questions long
- Format: Multiple Choice, True/False, Select All that Apply
- Final exam questions are drawn from all the lessons taught throughout the course.
- You must score at least 80% to receive a certificate of completion. You can retake the exam if you do not score at least 80%.

### CAN I START AND STOP A TOPIC WITHIN A LESSON?

Yes – as long as you get to the bottom of a lesson and click the “Continue” button, the system will retain your progress.

### CAN I GO BACK AND REVIEW?

Yes. Once you’ve completed a lesson (or topic) you can always go back and review. In fact, we encourage it. 😊

### HOW DO I RECEIVE MY CERTIFICATE?

Once you have completed all of the lessons in the program and passed the final exam, you will be provided access to the certificate.

### QUESTIONS?

If you have any additional questions, please do not hesitate to contact support at [support@justiceclearinghouse.zohodesk.com](mailto:support@justiceclearinghouse.zohodesk.com).