Hi [Managers Name],

I would like to undertake online training from Onpoint Learning, who offer short, practical online courses which help understand the impacts of trauma, learn tools to communicate with trauma survivors and build techniques to reduce the effects of vicarious trauma.

The 3 course bundle is $125 and offers the best value for money, although each course is available individually as well.

The three courses are:

**Course 1: Understanding Trauma (1.5 Hours)**

Focuses on understanding how trauma effects someone's mind and body, including how they perceive the world.

**Course 2: Trauma-Informed Care and Communication (1.5 Hours)**

Is aimed at frontline staff who want to learn how to better communicate with people who have experienced trauma.

Applying the 5 key principles of trauma-informed care helps better support clients, by:

* Understanding trauma and its impact, to *recognise the effects* in others and consider how it affects their perceptions and behaviour
* *Promoting safety*, by creating a safe physical and emotional environment
* Supporting their *control, choice and autonomy*, by helping others regain control, giving them choice and enabling them to make decisions
* *Sharing power*, where joint decision-making is promoted and the power dynamic is shared appropriately
* Believing that recovery is *possible*, for everyone regardless of their initial vulnerability

**Course 3:** **Vicarious Trauma and Compassion Fatigue Course (2.5 Hours)**

Working around sad, distressing and traumatic events will inevitably take its toll. This course explores the common effects of Secondary Trauma and tools to reduce the impacts of:

* *Vicarious Trauma* (where a person's view of the world gradually changes because all they see is trauma in their daily work)
* *Compassion Fatigue* (where a person becomes numb to other's trauma and is less sympathetic and caring as a result)
* *Burnout* (a general feeling of being overwhelmed at work)
* *Moral Distress* (being alarmed at the policies or procedures which you don't think do enough to help)

**Workbook, Action Plan and Resources**

Each course has a downloadable workbook which includes the key learning points for each section, plus space to make notes throughout the course.

Exercises and workbook questions encourage learners to consider how the concepts and principles from the training can be applied to my role and clients, creating an action plan throughout the course. Using this action plan, I can continue to apply the techniques in my own role in future.

There are also a range of downloadable factsheets, guides and trauma insights throughout the course.

**Approval**

I hope you can support my request for training and I’m happy to chat if you’d like any more information.

Please let me know if I’m able to undertake the training and if so, I can either:

1. Use a company debit/credit card to pay and register online
2. Use my own debit/credit card to pay and then claim it back as a work expense
3. Ask Onpoint Learning to send me an invoice so the finance team can arrange payment.

Many thanks for considering my request,

[Your Name]