



## TIE First Steps

The Trauma Informed Excellence (TIE) Series was developed with the understanding that most professionals and organizations have limited free time for professional development. This document outlines the initial implementation steps and also includes two suggested options for the implementation of the TIE Series.

### Step 1: Identify TIE Leadership Team

The first task for implementing TIE is to identify a leadership team. This team should include anyone who supervises other staff. It may also include those who lead processes within the organization or have been identified as future leaders. Both implementation options have the leadership team take the Thrive and Leadership Trainings before staff begins. This allows the leadership team to initiate implementation of the Trauma Informed Leadership Model and gain TIE knowledge necessary to support staff when they begin the TIE Series. Both implementation models require several additional hours per month for the leadership team to review, discuss, and implement action items relevant to the material. Please visit [www.traumainformedexcellence.org](http://www.traumainformedexcellence.org) for support documents, including: *Facilitating TIE Integration* and *Trauma Informed Organization Action Plan Template*.

### Step 2: Choose an Implementation Schedule

The TIE Series includes approximately 22 hours of training for leaders and approximately 14 hours for staff. The two implementation options are outlined in detail below. Option 1 is a less aggressive implementation model for organizations that would like to have staff commit approximately one hour per week to online trainings. This option rolls out over the course of 30 weeks. Option 2 is a more aggressive implementation model for organizations that are prepared to commit approximately two hours per week. This option rolls out over the course of 16 weeks. Note, the benefit of an online training series is that each organization can establish a schedule that best meets their needs, accommodating for holidays, programmatic deadlines, staff turn-over, etc.

### Step 3: Complete the TIE Pre-Assessment

Once an implementation model has been selected, the next step is to have all employees (Leadership and Staff) complete the TIE Pre-Assessment as a baseline measurement, prior to the leadership team starting the TIE Series. This same assessment tool will be utilized again six months after the TIE series is completed as a post-assessment. It can also be implemented in an ongoing fashion (i.e. annually) as a follow-up assessment to evaluate long-term progress. The TIE Assessment is based on best practices in line with Trauma Informed Principles, the Professional Quality of Life Measure (for burnout, secondary trauma and compassion fatigue) and the Gallup 12 (which measures staff engagement). The TIE Assessment will be distributed as a link through email and will be completed anonymously online. Aggregate assessment scores will be provided to the leadership team in order to help chart future initiatives and improvement efforts.

Option 1: 30 Weeks—1 hour per week of training

	<b>Leadership</b>	<b>Staff</b>
Week 1	<ul style="list-style-type: none"> <li>TIE Assessment</li> </ul>	<ul style="list-style-type: none"> <li>TIE Assessment</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>TIE Introduction</li> </ul>	
Week 3	<ul style="list-style-type: none"> <li>Thrive 1: Stress &amp; Burnout</li> </ul>	
Week 4	<ul style="list-style-type: none"> <li>Thrive 2: Helping Trauma</li> </ul>	
Week 5	<ul style="list-style-type: none"> <li>Thrive 3: Physical Robustness</li> </ul>	
Week 6	<ul style="list-style-type: none"> <li>Thrive 4: Mind Robustness &amp; Mindsight</li> </ul>	
Week 7	<ul style="list-style-type: none"> <li>Thrive 5: Mind Robustness &amp; Focus</li> </ul>	
Week 8	<ul style="list-style-type: none"> <li>Thrive 6: Social Robustness</li> </ul>	
Week 9	<ul style="list-style-type: none"> <li>Leadership 1: Affective Leadership Concepts</li> </ul>	
Week 10	<ul style="list-style-type: none"> <li>Leadership 2: Integrity</li> </ul>	
Week 11	<ul style="list-style-type: none"> <li>Leadership 3: Positive Regard</li> </ul>	
Week 12	<ul style="list-style-type: none"> <li>Leadership 4: Intellectual Leadership Concepts</li> </ul>	
Week 13	<ul style="list-style-type: none"> <li>Leadership 5: Engagement, Fit &amp; Democracy</li> </ul>	
Week 14	<ul style="list-style-type: none"> <li>Leadership 6: Engagement, Values &amp; Vision</li> </ul>	
Week 15	<ul style="list-style-type: none"> <li>Leadership 7: Accelerators</li> </ul>	
Week 16	<ul style="list-style-type: none"> <li>Leadership 8: Trauma Informed Supervision</li> </ul>	
Week 17	<ul style="list-style-type: none"> <li>Trauma Informed Care 1: Foundations of Trauma Informed Care &amp; Physical Resiliency</li> </ul>	<ul style="list-style-type: none"> <li>TIE Introduction</li> </ul>
Week 18	<ul style="list-style-type: none"> <li>Trauma Informed Care 2: Trauma &amp; Social Health</li> </ul>	<ul style="list-style-type: none"> <li>Thrive 1: Stress &amp; Burnout</li> </ul>
Week 19	<ul style="list-style-type: none"> <li>Trauma Informed Care 3: Social Resiliency</li> </ul>	<ul style="list-style-type: none"> <li>Thrive 2: Helping Trauma</li> </ul>
Week 20	<ul style="list-style-type: none"> <li>Trauma Informed Care 4: Trauma &amp; Mind Health</li> </ul>	<ul style="list-style-type: none"> <li>Thrive 3: Physical Robustness</li> </ul>
Week 21	<ul style="list-style-type: none"> <li>Trauma Informed Care 5: Mind Resiliency</li> </ul>	<ul style="list-style-type: none"> <li>Thrive 4: Mind Robustness &amp; Mindsight</li> </ul>
Week 22	<ul style="list-style-type: none"> <li>Trauma Specific Treatment 1: Post Traumatic Growth &amp; Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Thrive 5: Mind Robustness &amp; Focus</li> </ul>
Week 23	<ul style="list-style-type: none"> <li>Trauma Specific Treatment 2: Research-Based Methods</li> </ul>	<ul style="list-style-type: none"> <li>Thrive 6: Social Robustness</li> </ul>
Week 24		<ul style="list-style-type: none"> <li>Trauma Informed Care 1: Foundations of Trauma Informed Care &amp; Physical Resiliency</li> </ul>
Week 25		<ul style="list-style-type: none"> <li>Trauma Informed Care 2: Trauma &amp; Social Health</li> </ul>
Week 26		<ul style="list-style-type: none"> <li>Trauma Informed Care 3: Social Resiliency</li> </ul>
Week 27		<ul style="list-style-type: none"> <li>Trauma Informed Care 4: Trauma &amp; Mind Health</li> </ul>
Week 28		<ul style="list-style-type: none"> <li>Trauma Informed Care 5: Mind Resiliency</li> </ul>
Week 29		<ul style="list-style-type: none"> <li>Trauma Specific Treatment 1: Post Traumatic Growth &amp; Assessment</li> </ul>
Week 30		<ul style="list-style-type: none"> <li>Trauma Specific Treatment 2: Research-Based Methods</li> </ul>
6 Months Later	<ul style="list-style-type: none"> <li>TIE Assessment</li> </ul>	<ul style="list-style-type: none"> <li>TIE Assessment</li> </ul>

Option 2: 16 Weeks—2 hours per week of training

	<b>Leadership</b>	<b>Staff</b>
Week 1	<ul style="list-style-type: none"> <li>• TIE Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• TIE Assessment</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• TIE Introduction</li> <li>• Thrive 1: Stress &amp; Burnout</li> </ul>	
Week 3	<ul style="list-style-type: none"> <li>• Thrive 2: Helping Trauma</li> <li>• Thrive 3: Physical Robustness</li> </ul>	
Week 4	<ul style="list-style-type: none"> <li>• Thrive 4: Mind Robustness &amp; Mindsight</li> <li>• Thrive 5: Mind Robustness &amp; Focus</li> </ul>	
Week 5	<ul style="list-style-type: none"> <li>• Thrive 6: Social Robustness</li> <li>• Leadership 1: Affective Leadership Concepts</li> </ul>	
Week 6	<ul style="list-style-type: none"> <li>• Leadership 2: Integrity</li> <li>• Leadership 3: Positive Regard</li> </ul>	
Week 7	<ul style="list-style-type: none"> <li>• Leadership 4: Intellectual Leadership Concepts</li> <li>• Leadership 5: Engagement, Fit &amp; Democracy</li> </ul>	
Week 8	<ul style="list-style-type: none"> <li>• Leadership 6: Engagement, Values &amp; Vision</li> <li>• Leadership 7: Accelerators</li> </ul>	
Week 9	<ul style="list-style-type: none"> <li>• Leadership 8: Trauma Informed Supervision</li> <li>• Trauma Informed Care 1: Foundations of Trauma Informed Care &amp; Physical Resiliency</li> </ul>	
Week 10	<ul style="list-style-type: none"> <li>• Trauma Informed Care 2: Trauma &amp; Social Health</li> <li>• Trauma Informed Care 3: Social Resiliency</li> </ul>	<ul style="list-style-type: none"> <li>• TIE Introduction</li> <li>• Thrive 1: Stress &amp; Burnout</li> </ul>
Week 11	<ul style="list-style-type: none"> <li>• Trauma Informed Care 4: Trauma &amp; Mind Health</li> <li>• Trauma Informed Care 5: Mind Resiliency</li> </ul>	<ul style="list-style-type: none"> <li>• Thrive 2: Helping Trauma</li> <li>• Thrive 3: Physical Robustness</li> </ul>
Week 12	<ul style="list-style-type: none"> <li>• Trauma Specific Treatment 1: Post Traumatic Growth &amp; Assessment</li> <li>• Trauma Specific Treatment 2: Research-Based Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Thrive 4: Mind Robustness &amp; Mindsight</li> <li>• Thrive 5: Mind Robustness &amp; Focus</li> </ul>
Week 13		<ul style="list-style-type: none"> <li>• Thrive 6: Social Robustness</li> <li>• Trauma Informed Care 1: Foundations of Trauma Informed Care &amp; Physical Resiliency</li> </ul>
Week 14		<ul style="list-style-type: none"> <li>• Trauma Informed Care 2: Trauma &amp; Social Health</li> <li>• Trauma Informed Care 3: Social Resiliency</li> </ul>
Week 15		<ul style="list-style-type: none"> <li>• Trauma Informed Care 4: Trauma &amp; Mind Health</li> <li>• Trauma Informed Care 5: Mind Resiliency</li> </ul>
Week 16		<ul style="list-style-type: none"> <li>• Trauma Specific Treatment 1: Post Traumatic Growth &amp; Assessment</li> <li>• Trauma Specific Treatment 2: Research-Based Methods</li> </ul>
6 Months Later	<ul style="list-style-type: none"> <li>• TIE Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• TIE Assessment</li> </ul>