# EAB Tool:

# Guidelines for Designing Behavioral Intervention Team Training Presentations

EAB Advice

The Forum's research demonstrates that nearly all behavioral intervention teams conduct some form of faculty and staff outreach regarding students of concern. The most common format for these training efforts are in-person presentations lead by the BIT. Though these sessions are designed to raise the group's visibility on campus, all too often the session's content overwhelms attendees, leaving them confused as to the correct referral process and how o distinguish between disruptive and truly concerning behavior. To streamline presentations and provide clear next steps, the Forum recommends that The all in-person trainings must include the following four components:

1. Description of the behavioral intervention team
2. How to distinguish between classroom disruption and truly concerning behavior
3. Instructions for how to proceed in an emergency situation
4. Instructions for how to proceed in a non-emergency situation

The Forum also strongly encourages teams to place the team website, referral form URL, and chair email address on every slide.

The guide below is designed to help teams develop new presentations and/or refresh their content in order to capture audience mindshare, helping the material stick with attendees after the session. .

## Slide 1: Welcome

- Team name
- Presenter name and Contact Information

## Slide 2: BIT Overview

- Team Mission and Purpose
- Sample Mission Statement: The mission of the [institution] [team name] is to coordinate the support resources of [institution] to assist [students/faculty/staff] in being successful academically and/or professionally and in promoting their health and well-being.
- Sample Team Purpose: The purpose of the [team name] is to serve as a central network focused on prevention and early intervention in community situations involving [students/faculty/staff] who experience extreme distress or engage in harmful or disruptive behaviors. The [team name] will develop strategies, provide consultations to the university community, and help coordinate the response of support resources when concerns arise about the well-being of [students/faculty/staff] or when there is behavior that is potentially harmful to self and/or others or is disruptive or threatening. The [team name] will regularly assess these situations in the university community and will recommend actions in accord with existing university policies.
- Team Membership and Contact Information

## Slide 3: Background on BITs

- Emergence of teams in the wake of  Virginia Tech and Northern Illinois University tragedies
- Explanation of evolution to focus on student success and assistance from an interdisciplinary perspective
- 1-2 Basic statistics about college student mental health

## Slide 4: Classroom Disruption vs. Concerning Behavior

- Each institution will define classroom disruption and concerning behavior differently.  The Forum recommends that teams provide examples of both types of behavior.  To supplement examples described during the presentation, the BIT should compile additional hypothetical or anonymized cases for attendees to review.  These cases could be housed with the Dean of Students, the Director of Student Conduct, and the Center for Teaching and Learning.
- Suggestions for how to respond to disruptive behavior and concerning behavior

## Slide 5: What To Do in an Emergency

- Describe emergency situations
- Prominently display contact information for campus safety and local police

## Slide 6: What To Do in a Non-Emergency Situation

- Describe non-emergency situations
- Explain institutional options for making a referral (could include any or all of the following channels: phone, email, online referral form).  The Forum recommends that BITs prioritize the online referral form so that information quickly transfers to the online database and/or triggers automatic alerts to team members.

## Slide 7: Team Contact Information and Guidelines for Receiving Additional Training

- Prominently display the link to the website, the online referral form, the phone number, and the email address for the BIT
- Some faculty and staff members may wish to receive more intensive training on how to respond to students of concern.  This slide can include information about how to request additional training or information about students of concern.