

Example of a Trauma-Informed Onboarding Training Policy

Organization Name: [Your Agency Name]

Effective Date: [Insert Date]

Approved By: [Executive Director/HR Director]

1. Purpose Statement

This policy establishes the requirement for trauma-informed training as part of the onboarding process for all employees at [Your Agency Name]. Our goal is to create a psychologically safe, inclusive, and supportive workplace that recognizes the prevalence and impact of trauma among the populations we serve—and among our staff. Integrating trauma-informed principles into our workplace culture is essential to delivering high-quality, compassionate services and fostering employee well-being.

2. Scope

This policy applies to all newly hired full-time, part-time, and contract employees, including administrative, direct service, and supervisory roles. Volunteers and interns may also complete the training when appropriate.

3. Core Principles

The trauma-informed approach guiding this policy is based on the Six Principles of Trauma-Informed Care, as defined by SAMHSA:

- Safety
- Trustworthiness and Transparency
- Peer Support
- Collaboration and Mutuality
- Empowerment, Voice, and Choice
- Cultural, Historical, and Gender Responsiveness

4. Training Objectives

- Understand the definition and prevalence of trauma
- Recognize the potential impacts of trauma on clients, coworkers, and themselves
- Learn strategies for promoting emotional safety and resilience in the workplace

- Gain familiarity with trauma-informed values and how they apply to their role
- Commit to a shared language and practice that supports a healing-centered workplace culture

5. Implementation Process

Training Format:

All new hires must complete a 1-hour recorded training presentation titled "Connect Now" provided by Resilient Middle Georgia. The training will be accessible via the agency's onboarding platform or viewed in-person during scheduled orientation.

Training Requirements:

Employees must complete the training within the first 10 days of employment. Upon completion, staff will submit a signed acknowledgment form or electronic certificate confirming participation.

Training Delivery:

The HR Department will coordinate access to the "Connect Now" presentation and maintain up-to-date training materials. Supervisors will ensure completion and follow up as part of early supervision meetings.

6. Documentation Requirements

HR will maintain a training log including the following:

- Name of employee
- Date of training completion
- Certificate or acknowledgment form

This documentation will be retained in the employee's personnel file and tracked for compliance reporting.

7. Evaluation Plan

- HR will issue a short post-training survey to collect feedback from new hires
- Feedback will be reviewed quarterly and used to adjust onboarding content or delivery
- Annual reviews of the training content will ensure alignment with best practices and staff needs

8. Sustainability and Continuous Improvement

- The policy will be reviewed annually by the HR Director, in collaboration with the leadership team and Resilient Middle Georgia
- Funding for trauma-informed training will be included in the annual HR/professional development budget
- Supervisors will reinforce trauma-informed values during team meetings and evaluations
- Optional advanced trauma-informed learning opportunities will be made available for continued staff growth

Policy Contact

For questions about this policy or the training process, please contact [HR Manager Name] at [Email] or [Phone Number].