



Violence Risk Assessment Report Writing for Higher Education Workshop Agenda

Description:

This four-hour writing workshop is designed to enhance the professional writing skills of all experience-level practitioners who administer violence risk assessments. Participants will learn how to improve written findings, leading to more effective interventions and measures for ensuring the safety of individuals and communities.

The interactive training goes beyond grammatical precision and stylistic matters to teach participants to convey complex, sensitive information with clarity and neutrality. Topics covered include providing a rationale for NABITA's SIVRA outcome, managing sensitive information, integrating quotes from the interview, addressing unavailable information, structuring and organizing the report, incorporating collateral information, and more. NABITA faculty will review the most common errors in assessment reports and provide strategies to prevent them. Participants will also be able to critically analyze sample VRA report excerpts for clarity and content and receive invaluable feedback from faculty.

This training is designed for individuals on the BIT/Care Team, those trained to conduct VRAs, student affairs administrators, Case Managers, campus safety, and those involved in violence risk assessments.

Workshop Topics

Violence Risk Assessment Report Writing Process

- VRA Process
- Purpose of the Report
- VRA Record
- VRA Outputs

Writing Mechanics

- Tone
- Active vs. Passive Voice
- Tense
- Point of View

- Formal vs. Informal Language

Report Content

- Format and Structure
- Executive Summary
- Writing Examples

Itemized Report

- Direct Quotations
- Word Choice
- Presenting Conclusions
- Bias-Free Writing

Appendices

- Appendices
- Footnotes

Case Study Application

Note: The day will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 10 AM – 5 PM ET unless otherwise specified.