

# Administrator Checklist

for supporting Sexualized Violence Prevention and Response work

## Violence prevention takes community effort.

Sexualized Violence Prevention and Response (SVPR) work is most effective when done in community. There are roles and actions everyone can take.

As Administrators/Management, you can do the following:

- Complete the one-hour [Staff and Faculty Training on Deltek](#)
- Familiarize yourself with the Sexualized Violence Policy (BRD 25-0)
- Familiarize yourself with supports available through the SVPR Office
- Lead by example in meetings and interactions with colleagues - share/practice what you have learned and encourage others to engage with the work
- Share the SVPR provided [slides](#) in communications with your team(s).
- Encourage your team(s) to complete the [Staff and Faculty Training on Deltek](#). Better yet, incentivize it for them!
- Engage in advanced training from the SVPR Office or external sources
- Avoid prying and trust that your colleagues in the SVPR Office and People and Culture are doing their jobs thoughtfully and thoroughly if you receive a letter requesting flexibility for a survivor.
- Know that you don't have to get it perfect and commit to ongoing learning: attend SVPR events and trainings, read about or listen to the experiences and needs of diverse folks