



Sharing Your Story with Law Enforcement

Implementation Guide

Step 1: Identify NAMI Affiliate SYSLE Program Coordinator

This individual is critical to the success of NAMI SYSLE and will be responsible for:

- Recruiting and screening presenters
- Coordinating online training and coaching sessions
- Outreach to CIT Coordinators and law enforcement agencies to advertise and schedule presentations
- Coordinate presentation details for presenters
- Reporting program data

Step 2: Complete SYSLE NAMI Affiliate and NAMI State Organization Approval Form

- Use this link to complete approval form: [NSO and NA SYSLE Approval Form](#)
- Ask your NAMI State Office to add the SYSLE program to your affiliate's NAMI 360 account.
- Ask your local NAMI 360 coordinator to designate your local SYSLE program coordinator as a "programs contact" to gain access to SYSLE NAMInet (formerly NAMI Extranet) and NAMI Education Portal for recommending presenters for training.
- NAMI will send you directions for training presenters using the NAMI Portal and Online Training, which lives in our Learning Management System (LMS), Bridge.
- NAMI Education will email your affiliate's SYSLE program coordinator, asking them to electronically sign a fidelity agreement for the SYSLE program and training materials.

Step 3: Complete SYSLE Program Coordinator Orientation

- Thoroughly review the **Program Coordinator Toolkit** which can be found on the SYSLE NAMInet for program coordinators/directors.
- Become familiar with the additional resources available via the SYSLE NAMInet.

Step 4: Coordinate Trainers for Coaching Session

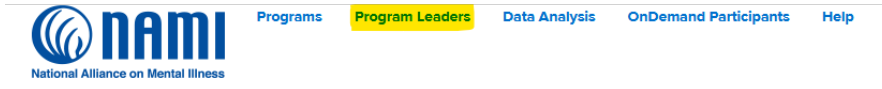
- SYSLE trainers may be existing trainers, individuals who have experience presenting to CIT or other law enforcement audiences, or have given at least five presentations previously. There is no state training requirement for this program.
- Recommend yourself and other trainers via the NAMI Portal: <https://programadmin.nami.org/> (click on “program leaders” at top of page to access the recommendation page). You will need to select SYSLE Trainer Prep for access the training materials in Bridge.
- Presenters are also recommended via the NAMI Portal.
- Presenters and trainers being recommended must have a nami.org account. You will need to use the email address associated with their nami.org account to recommend them.
- Once training is complete, it may take a few days to update on nami.org. Once updated, presenters and trainers will have access to the SYSLE NAMInet page.
- SYSLE program coordinators and trainers should thoroughly review the trainer guides for both in-person and virtual coaching sessions, and follow along in these guides as you view the trainer prep videos.
- 2 SYSLE trainers will facilitate the coaching session, regardless of format.
 - Resources are free and can be found on the SYSLE NAMInet.
 - You will need to add information to specific slides in the coaching session PowerPoint presentations. These slides are identified in the trainer guides and highlighted in red text within the presentations. Update these to reflect information specific to your area and training.
- The SYSLE program coordinator or SYSLE trainer must conduct a coaching session within 30 days of participants completing the online course.
- SYSLE program coordinators and trainers will approve presenters to begin presenting in front of audiences, or may recommend additional practice for individuals who may not yet be fully prepared to present. Additional practices may be scheduled without repeating a full coaching session.

For additional information or questions regarding NAMI SYSLE, please contact NAMI Education at namieducation@nami.org.

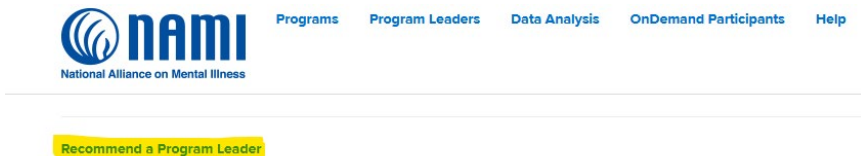
How to Recommend Program Leaders and Trainers for SYSLE

Login to the NAMI Education Portal at: <https://programadmin.nami.org/>

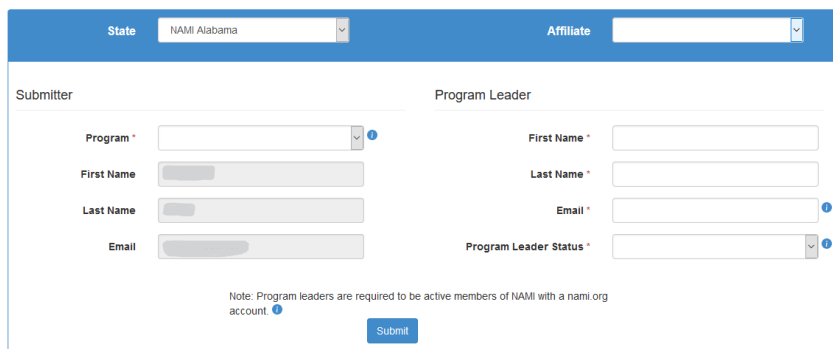
Click on **Program Leaders** at the top of the page:



Next, click on **Recommend a Program Leader**:



Select your **State** and **Affiliate** at the top of the page.

The image shows a web form titled 'Recommend a Program Leader'. At the top, there are two dropdown menus for 'State' (currently set to 'NAMI Alabama') and 'Affiliate'. Below these are two main sections: 'Submitter' and 'Program Leader'. The 'Submitter' section includes a 'Program' dropdown menu, and text input fields for 'First Name', 'Last Name', and 'Email'. The 'Program Leader' section includes text input fields for 'First Name', 'Last Name', and 'Email', and a 'Program Leader Status' dropdown menu. A note at the bottom states: 'Note: Program leaders are required to be active members of NAMI with a nami.org account.' A blue 'Submit' button is located at the bottom center of the form.

Under **Submitter** you will choose the program and type in your name and email address.

Click the arrow to access the **Program** drop down menu:

- **Select SYSLE to recommend a presenter**
- or
- **Select SYSLE Trainer Prep to recommend a trainer**

Under **Program Leader**, type in the name and email address of the person you want to get access to the training.

Select **New** or **Existing Program Leader** under **Program Leader Status** (in most cases, New Program Leader should be selected here.)

Click **Submit** at the bottom of the page.