

DEVELOPMENTAL DISABILITIES SERVICES DIVISION
 QUARTERLY TRAINING SCHEDULE
 JANUARY – FEBRUARY – MARCH 2012

Case Management Training

Family & Friends	Page 1
Quality Assurance.....	Page 1
Resource Coordination	Page 1
Individual Plan – Day 1	Page 2
Individual Plan – Day 2	Page 2
Guardianship.....	Page 2
Contemporary Practice in Habilitation Therapies.....	Page 2
Developing Creative Problem Solving Skills	Page 3

Health/Safety

American Heart “Heartsaver” First Aid & CPR.....	Page 4
American Heart “Heartsaver” First Aid & CPR – Instructor Training.....	Page 4
Personal Safety & Rape Prevention.....	Page 4
MOPI-1	Page 4
DISCUS Overview.....	Page 4
Medication Administration Technician (MAT).....	Page 5
DISCUS	Page 5

Leadership/Management/Administration

*Spectrum Awareness and Personal Development.....	Page 6
*Spectrum Leadership – A Relationship, Not a Position	Page 6
*Spectrum – Manager/Employee Relationships.....	Page 6
*Spectrum – Development Recruitment and Retention.....	Page 7
*Spectrum Development Team Building.....	Page 7
*Assertive Communication.....	Page 7
*Applied Leadership.....	Page 8
*Managing Conflict	Page 8
*Motivating for Performance.....	Page 8
*So, Now You’re A Supervisor	Page 9
*Conflict Resolution	Page 9
*Effective Communication	Page 9
*Effective Facilitation.....	Page 9
*Managing Multiple Task.....	Page 10

Leadership/Management/Administration - Continued

*Motivating Yourself And Others Page 10

Residential

Ethical and Legal Issues Page 11

Communication..... Page 11

Health – Day 1 Page 11

Health – Day 2 Page 12

Connections & Nuts and Bolts..... Page 12

Skill Building..... Page 13

Values/Philosophy

Effective Teaching & Learning I (ETL I)..... Page 14

Effective Teaching & Learning II (ETL II)..... Page 15

*Diversity In The Workplace Page 15

Foundation Training Page 16

Vocational

Job Coach Training/Employment Specialist Orientation (ETSO)..... Page 17

Employment Specialist Training Orientation II (ETSO-II)..... Page 17

General Employment Training Page 17

Program Manager Training..... Page 17

General

Foster Care Orientation..... Page 18

Human Rights Committee Training – Updated in 2006 Page 18

Community Leadership Solutions Page 18

Spectrum Development – Adult/Child Relations Page 18

Autism Awareness Page 19

*Spectrum Stress Management: Make a Choice – Take Control!..... Page 19

Disaster Preparedness – Are You Ready? Page 19

What Does OK-AIM Look At?..... Page 19

*Living With Loss Page 20

*The Fish! Philosophy Page 20

*Revitalizing Professional Behavior In The Workplace Page 20

Dementia Page 20

*Combating Negativity, Mine and Yours..... Page 21

Responsible Record Keeping For HTS..... Page 21

Health Promotion For Adults With Developmental Disabilities Page 21

Sexuality Issues..... Page 22

Aging with Developmental Disabilities..... Page 22

Are You Listening?..... Page 23

General (Continued)

Developmental Disabilities And The Aging Process.....Page 23
Managing Personal AngerPage 23
Stress ManagementPage 23
Blind Assistance and Mobility.....Page 24
Supports Intensity Scale.....Page 24
Self Directed Services.....Page 24

On-Line Training

Grievance Coordinator TrainingPage 25

Conferences

.....Page 26

Videos

.....Page 27

All courses are approved for provider agency supervisory credit

*Denotes classes approved for DHS supervisory credit

ENROLLMENT INFORMATION

To enroll, call or fax enrollments to the training facility listed for each class.

Area I	(580) 213-2766
Fax	(580) 213-2701
Area II.....	(918) 794-7650
Fax	(918) 794-7683
Area III.....	(405) 207-2417
Fax	(405) 207-2415
NORCE.....	(580) 213-2720
Fax	(580) 548-2600
SORC	(405) 238-8296
Fax	(405) 207-2415
East Central University.....	(888) 448-6641
Fax	(580) 559-5860
Oklahoma University – NRC (ETL Classes Only).....	(918) 660-3700
Fax	(918) 660-3799