

DEVELOPMENTAL DISABILITIES SERVICES DIVISION  
 QUARTERLY TRAINING SCHEDULE  
 JULY – AUGUST - SEPTEMBER 2010

**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

**Health/Safety**

American Heart “Heartsaver” First Aid & CPR .....	Page 3
American Heart “Heartsaver” First Aid & CPR – Instructor Training.....	Page 3
Personal Safety & Rape Prevention.....	Page 3
MOPI-1 .....	Page 3
Medication Administration Technician (MAT).....	Page 4
DISCUS .....	Page 4
DISCUS Overview.....	Page 4

**Leadership/Management/Administration**

*Spectrum Awareness and Personal Development.....	Page 5
*Spectrum Leadership – A Relationship, Not a Position .....	Page 5
*Spectrum – Manager/Employee Relationships.....	Page 5
*Spectrum – Development Recruitment and Retention.....	Page 6
*Spectrum Development Team Building.....	Page 6
*Assertive Communication.....	Page 6
*Applied Leadership.....	Page 7
*Managing Conflict .....	Page 7
*Motivating for Performance.....	Page 7

**Residential**

Ethical and Legal Issues.....	Page 8
Communication.....	Page 8
Health – Day 1 .....	Page 8
Health – Day 2 .....	Page 9
Connections & Nuts and Bolts.....	Page 9
Skill Building .....	Page 10

## **Values/Philosophy**

Effective Teaching & Learning I (ETL I).....	Page 11
Effective Teaching & Learning II (ETL II) .....	Page 12
*Diversity In The Workplace.....	Page 12
Foundation Training.....	Page 13

## **Vocational**

DDSD Vocational Waiver Contract.....	Page 14
Job Coach Training/Employment Specialist Orientation (ETSO).....	Page 14
Employment Specialist Training Orientation II (ETSO-II) .....	Page 14
General Employment Training .....	Page 14
Program Manager Training.....	Page 15

## **General**

Foster Care Orientation.....	Page 16
Human Rights Committee Training – Updated in 2006 .....	Page 16
Community Leadership Solutions.....	Page 16
Spectrum Development – Adult/Child Relations .....	Page 16
Autism Awareness .....	Page 17
*Spectrum Stress Management: Make a Choice – Take Control!.....	Page 17
Disaster Preparedness – Are You Ready? .....	Page 17
What Does OK-AIM Look At?.....	Page 17
*Living With Loss .....	Page 18
Indoor Gardening.....	Page 18
*The Fish! Philosophy .....	Page 18
*Revitalizing Professionalism .....	Page 18
Drummin’ & Hummin’ .....	Page 18
*Combating Negativity, Mine and Yours.....	Page 19
Responsible Record Keeping For HTS.....	Page 19
Statewide Training and Regional Supports (STARS Workshop).....	Page 19
What Matters Most – Franklin Planner Training.....	Page 20
Dementia.....	Page 20
Health Promotion For Adults With Developmental Disabilities .....	Page 21

## **On-Line Training**

Grievance Coordinator Training.....	Page 22
-------------------------------------	---------

## **Conferences**

.....	Page 23
-------	---------

## **Videos**

.....	Page 24
-------	---------

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