

DEVELOPMENTAL DISABILITIES SERVICES DIVISION

QUARTERLY TRAINING SCHEDULE

APRIL – MAY - JUNE 2009

Case Management Training

Family & Friends	Page 1
Quality Assurance	Page 1
Resource Coordination	Page 1
*Creative Problem Solving.....	Page 1
Beyond Foundation	Page 1
Individual Plan Day 1	Page 2
Individual Plan Day 2	Page 2
Guardianship	Page 2
Contemporary Practice in Habilitation Therapies	Page 2
Interdisciplinary Team	Page 3

Health/Safety

American Heart “Heartsaver” First Aid & CPR.....	Page 3
American Heart “Heartsaver” First Aid & CPR – <i>Instructor Training</i>	Page 4
Personal Safety & Rape.....	Page 4
Mealtime Challenges.....	Page 4
Physical Assistance I	Page 5
Physical Assistance II.....	Page 5
Medication Administration Technician (MAT)	Page 6
DISCUS	Page 6
Managing Threatening Confrontations/MOPI -1	Page 6
DISCUS Overview.....	Page 6

Leadership/Management/Administration

*Spectrum Awareness and Personal Development	Page 7
*Spectrum Leadership – a Relationship, Not a Position	Page 7
*Spectrum Module – Manager/Employee Relationships.....	Page 7
*Spectrum Development – Recruitment and Retention	Page 8
*Effective Communication For Managers/Supervisors.....	Page 8
*Spectrum Development Team Building	Page 8
*Motivating Yourself and Others	Page 9
*Managing Multiple Tasks/Time Management	Page 9
*Staff Recruitment and Retention	Page 9
*Applied Leadership.....	Page 9
*Managing The Employee Work Cycle	Page 10
*Managing Conflict.....	Page 10
*Motivating for Performance	Page 10
*Conflict Resolution.....	Page 10
*Assertive Communication	Page 11
*Effective Facilitation	Page 11
*So, Now You’re A Supervisor	Page 11
*Protecting Yourself, Your Employees, Your Business.....	Page 11
Communicating in Teams: Skills That Make The Difference.....	Page 12
Negotiating to Win/Win: Conflict Resolution in Professional Relationships.....	Page 12
The Art of Delegation	Page 12
Taking The Initiative: How to be more of a leader in your own job	Page 12
Staffing Your Organization: Interview for Effective Selection of Candidates	Page 13
Interpersonal Effectiveness: Developing Core People Skills.....	Page 13
Balancing Work and Family: How To Promote A Family Friendly Work-Place.....	Page 13
Generational Differences.....	Page 13

Residential

Ethical & Legal Issues and Nuts & Bolts	Page 14
Communication	Page 14
Health Day 1	Page 15

Health Day 2	Page 15
Connections	Page 16
Skill Building	Page 16
<u>Values/Philosophy</u>	
Effective Teaching & Learning I (ETLI)	Page 17
Effective Teaching & Learning II (ETLII)	Page 18
Effective Teaching & Learning Refresher	Page 18
*Diversity In The Workplace	Page 18
Foundation Training.....	Page 19
<u>Vocational</u>	
Job Coach Training/Employment Specialist Orientation	Page 20
Employment Specialist Training Orientation II (ETSO-II).....	Page 20
General Employment Training.....	Page 20
DDSD Vocational Waiver Contract	Page 20
Effective Teaching & Learning III (ETL III).....	Page 21
Program Managers Training	Page 21
<u>General</u>	
Foster Care Orientation/NOVA.....	Page 21
Recreation and Leisure.....	Page 21
Human Rights Committee Training.....	Page 22
*Stress Management	Page 22
ABC's of Reconstructive Thinking.....	Page 22
Documentation In The Field of Developmental Disabilities.....	Page 22
*Managing Personal Anger.....	Page 22
Community Leadership Solutions	Page 23
Adults With Disabilities And The Aging Process	Page 23
Spectrum Development – Adult/Child Relations	Page 23
*Spectrum Stress Management: Make a Choice – Take Control!	Page 24
Disaster Preparedness – Are You Ready?	Page 24
What Does OK-AIM Look At?	Page 24
New Employee Orientation	Page 24
Sexuality Issues.....	Page 25
*Living With Loss	Page 25
Business Manners: Putting Civility Back In the Workplace.....	Page 25
Emotional Intelligence In The Workplace	Page 25
Indoor Gardening	Page 26
*The FISH! Philosophy	Page 26
Responsible Record Keeping.....	Page 26
*Revitalizing Professionalism	Page 26
Drummin' & Hummin'.....	Page 26
*Combating Negativity, Mine and Yours	Page 27
Statewide Training And Regional Supports (STARS Workshops)	Page 27
<u>On-Line Training</u>	
Grievance Coordinator Training.....	Page 27
<u>Conferences</u> Page 28	
<u>Videos</u> Page 28	

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 State University	(918) 592-1991
Fax	(918) 582-8058
Oklahoma University (Vocational Classes Only)	(405) 325-4915
Fax	(405) 325-1632
Oklahoma University -NRC (ETL Classes Only)	(918) 660-3700
Fax	(918) 660-3799

DEVELOPMENTAL DISABILITIES SERVICES DIVISION

QUARTERLY TRAINING SCHEDULE

APRIL – MAY – JUNE 2009

{To enroll, call the corresponding telephone number listed on the Index}

CASE MANAGEMENT TRAINING

Course and Description	Audience	Taught By	# of Hours
<p>FAMILY & FRIENDS</p> <p>This two-day course will assist participants to explore, understand, and support the relationships that are significant to the people they serve; to discuss the life stages and their effects upon the person and family; and to promote the expansion of the person's "Circle of Friends."</p>	Mandated for Case managers, Case Manager Supervisors	DDSD Trainers Foundation Training is a pre-requisite for DDSD and provider agency staff.	12 Hours (2 Days)
<u>Area I</u> 4/21-22 – Okla. City (Lincoln Plaza)	<u>Area II</u> 4/2-3 - Tulsa	<u>Area III</u> 5/26-27 – Lawton 6/16-17 - Norman	
<p>QUALITY ASSURANCE</p> <p>This course defines what quality assurance is in the DDSD system. The information will help case managers and program managers understand the role they play in ensuring quality in the delivery of services.</p>	Mandated for Case managers, Case Manager Supervisors, Program Coordinators and Program Managers	DDSD Trainers Foundation Training is a pre-requisite for DDSD and provider agency staff.	4 Hours (1/2 Day)
<u>Area I</u> 5/13 – Enid	<u>Area II</u> 5/15 - Tulsa	<u>Area III</u> 4/16 - Lawton	
<p>RESOURCE COORDINATION</p> <p>This course will teach participants to understand the role of a Resource and Service Coordinator. Generic and naturally occurring as well as government and public funded supports will be explored.</p>	Mandated for Case managers and Case Manager Supervisors	DDSD Trainers Foundation Training is a pre-requisite for DDSD and provider agency staff.	6 Hours (1 Day)
<u>Area I</u> 4/6 – Okla. City (Lincoln Plaza) 6/15 – Okla. City (Lincoln Plaza)	<u>Area II</u> Scheduled Upon Request	<u>Area III</u> Scheduled Upon Request	
<p>CREATIVE PROBLEM SOLVING</p> <p>Problem solving is a general process for making a change in systems, work processes, management processes, results, or conditions. The process fosters definition of problems, analysis of data, understanding of causes, creating ideas, and considering more alternatives. The process provides guidelines to help you decide if the issue is still vague or ill-defined. If you don't fully understand the issue and its underlying causes, aren't sure what the desired state would look like, want to explore a number of ways of approaching an issue, are not sure you have the right people assembled to tackle the issue, or just want to get everybody involved in looking at the issue.</p>	Open to all DDSD and Provider staff Approved for Supervisory Credit	East Central University	7 Hours (1 Day)
5/20 - Tulsa			
<p>BEYOND FOUNDATION**</p> <p>An in-depth look at the values and concepts that guide the Developmental Disabilities Services Division. This training builds upon Foundation Training. Beyond Foundations is one (1) of six (6) modules in Case Management Training.</p>	**Required for Case Managers hired before 4/1/08.	DDSD Trainers Foundation Training is a pre-requisite for DDSD and provider agency staff.	4 Hours (1/2 Day)
<u>Area I – Scheduled Upon Request (Full day – 6 Hours)</u>			

CASE MANAGEMENT TRAINING CONTINUED

Course and Description	Audience	Taught By	# of Hours
<p>INDIVIDUAL PLAN – Day 1</p> <p>Day 1 – Overview of the Individual Plan Process. Provides basic information including goals of the process, how to develop/incorporate individualized information throughout the process and basic writing guidelines of outcomes and action steps.</p>	<p>Mandated for Case managers, Case Manager Supervisors, Program Coordinators and Program Managers</p> <p>*The first day is an overview of the process. Day 2 is for case managers and others needing in- depth training on the Individual Plan Process.</p>	<p>East Central University Trainers</p> <p>Foundation Training is a pre-requisite for DDS and provider agency staff.</p>	<p>6 Hours (1 Day)</p>
4/1 – Norman	4/7 – Tulsa	5/5 – Tulsa	5/12 – Norman
6/2 – Norman	6/9 – Tulsa		
<p>INDIVIDUAL PLAN – Day 2</p> <p>Day 2 – For people who will be facilitating the individual plan process, including writing the IP document. This day will include problem-solving common problems, which can occur such as amply identifying needs of the person and including adequate information to meet the needs of both the service recipient and the requirements of an eligibility service system. The emphasis will be on actual practice of writing Individual Plans.</p>	<p>Mandated for Case managers, Case Manager Supervisors, Program Coordinators and Program Managers</p> <p>*The first day is an overview of the process. Day 2 is for case managers and others needing in- depth training on the Individual Plan Process.</p>	<p>East Central University Trainers</p> <p>Foundation Training is a pre-requisite for DDS and provider agency staff.</p> <p>Day 1 is pre-requisite.</p>	<p>6 Hours (1 Day)</p>
4/2 – Norman	4/8 – Tulsa	5/3 – Norman	5/6 – Ardmore
5/6 – Tulsa	6/3 – Norman		
<p>GUARDIANSHIP</p> <p>During this class you will become familiar with the guardianship process, how to determine if guardianship is needed and the steps in obtaining guardianship. You will also learn how to complete a capacity assessment. You will learn about the reports that guardians are responsible for submitting to the Court.</p>	<p>Mandated for Case managers, Case Manager Supervisors,</p>	<p>East Central University Trainers</p> <p>Foundation Training is a pre-requisite for DDS and provider agency staff.</p>	<p>7 Hours (1 Day)</p>
4/22 – Altus	4/27 – Norman	5/11 – Tulsa	6/1 – Norman
<p>CONTEMPORARY PRACTICE IN HABILITATION THERAPIES</p> <p>The Contemporary Practices course explores current best practices among professional services such as OT, PT, and Speech, how to evaluate non-traditional approaches, and what “outcomes” should be expected of a professional service provider.</p>	<p>Mandated for Case Managers and Case Manager Supervisors</p> <p>*Foundation Training is a pre-requisite.</p>	<p>Maria Jones OU Health Sciences Center</p> <p>Enroll through appropriate area training office.</p>	<p>4 Hours (1 Day)</p>
<u>Area I</u> Scheduled Upon Request	<u>Area II</u> Scheduled Upon Request	<u>Area III</u> Scheduled Upon Request	

CASE MANAGEMENT TRAINING CONTINUED

Course and Description	Audience	Taught By	# of Hours
<p>INTERDISCIPLINARY TEAM</p> <p>Participants of this class will learn the dynamics of interdisciplinary teams. Individual Plan development, problem solving, assessment, communications, ethics, meeting management skills, networking, accessing community resources, team building techniques, and professional identity.</p> <p>The participants will be able to:</p> <ul style="list-style-type: none"> • Recognize the key dynamics of interdisciplinary team building • Develop functional plans for a variety of settings • Develop an understanding of professional identity • Develop skills necessary for effective team building, ethics, communication, meeting management and problem solving • Use assessment skills to identify individual needs and planning services • Develop a knowledge of the holistic approach to planning. 	<p>Case Managers and Team Members</p> <p>*Foundation Training is a pre-requisite.</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>
<p>Available Upon Request</p>			

HEALTH/SAFETY

Course and Description	Audience	Taught By	# of Hours
<p>AMERICAN HEART “Heartsaver” FIRST AID & CPR</p> <p>This one day course consists of 5 sections:</p> <ol style="list-style-type: none"> 1) General principles: 2) Medical Emergencies 3) Injury Emergencies 4) Adult CPR 5) Environmental Emergencies 	<p>Open to all DDS and provider staff.</p>	<p>Area I Area II</p>	<p>6 Hours (1 Day)</p>
<p><u>Area I</u></p> <p>4/3 – Ponca City 4/7 – Okla. City (VOA @ 1917 S. Harvard) 4/21 – Okla. City (55D @ 5905 N Classen Court)</p> <p>5/5 – Okla. City (VOA @ 1917 S. Harvard) 5/22 – Okla. City (Sequoyah Building – Room C47) 5/29 - Enid</p> <p>6/10 – Okla. City (VOA @ 1917 S. Harvard) 6/19 - Enid 6/23 – Okla. City (55D @ 5905 N Classen Court)</p>	<p><u>Area II</u></p> <p>Every Tuesday Every Thursday for Foundation Training Participants ONLY</p>		

HEALTH/SAFETY
Continued

Course and Description	Audience	Taught By	# of Hours
AMERICAN HEART “Heartsaver” FIRST AID & CPR <i>Instructor Training (3 Days)</i>	Open to all DDSD and provider staff. Must be current Heartsaver CPR/First Aid cardholder. Must attend all days.	Area I	15 Hours (3 Days)
Scheduled Upon Request			

PERSONAL SAFETY & RAPE PREVENTION This course is designed to enhance your awareness of your surroundings and potential situations. Participants will access their safety habits and identify areas in which to make changes. Also, participants will overview the classifications of rapists and their impact on sexual assault survivors.	Open to all DDSD and provider staff.	Area I Area II	6 Hours (1 Day)
<u>Area I</u> Scheduled Upon Request	<u>Area II</u> 4/7 - Tulsa 6/9 - Tulsa		

MEALTIME CHALLENGES This course builds on positioning and handling introduced in Physical Assistance I. Preparation for mealtime includes positioning principles, including the one-on-one relationship between swallow competency and safe head alignment. Food preparation includes understanding and correcting temperature, texture and consistency and the use of food thickeners. Mealtime assistance techniques focus on the four common mealtime problems and how to correct them. Safety awareness and avoiding dangerous practices are emphasized. The instructional design includes extensive hands-on practice with foods and with skills in mealtime assistance. An addendum in the student manual introduces a variety of mealtime elements the student can refer to in advocating for equipment and services. These elements include: How to assist the immobile person when they are coughing, gagging, or vomiting; therapeutic positioning; knowing who the mealtime therapist is and when to refer to services, building observation skills for identifying health “red flags” tied to 24-hour nutritional issues; adaptive equipment; medication administration; and oral hygiene.	Open to all DDSD and provider staff, particularly direct service staff. Mandated for staff serving consumers identified through the PSR screening process. CMs may audit. PCs may audit unless providing direct support. Physical Assistance I is a prerequisite, unless a specific exception is granted by DDSD. Meets DDSD Annual Training Requirements Participants MUST arrive promptly at the designated start time. All classes start at 8:30am and end at 5:00pm.	OSU Health Training Center	7.5 Hours (1 Day)
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4/2 - Tulsa	4/9 - Norman	4/14 - Tulsa	4/16 - Tulsa	4/23 - Ada	4/28 - Tulsa	4/30 - Tulsa	5/7 - Norman
5/12 - Tulsa	5/14 - Tulsa	5/21 - Enid	6/2 - Tulsa	6/4 - Tulsa	6/11 - Lawton	6/16 - Tulsa	6/18 - Tulsa
6/25 - Norman							

HEALTH/SAFETY
Continued

Course and Description				Audience		Taught By	# of Hours
PHYSICAL ASSISTANCE I This class covers basic information for people working with individuals who have developmental disabilities. The class includes information and skill building on handling and body support, body mechanics, and planning steps to safely transfer and position individuals who are physically challenged. The pivot transfer, and strategies for aligning an individual in a wheelchair are taught. Problem solving is an additional class focus as students troubleshoot typical job site problems) how to get an individual in and out of a car, loading a wheelchair in the trunk of a car using good body mechanics, etc.)				Open to all DDSD and provider staff particularly direct service staff. Mandated for staff serving consumers identified through the PSR screening process. CMs may audit. PCs may audit unless providing direct support. Meets DDSD Annual Training Requirements. Participants MUST arrive promptly at the designated start time. All classes start at 8:30am and end at 5:00pm.		OSU Health Training Center	7.5 Hours (1 Day)
4/6 – Tulsa	4/7 – Norman	4/13 – Tulsa	4/20 – Tulsa	4/21 – Ada	4/27 – Tulsa	5/4 – Tulsa	
5/5 – Norman	5/11 – Tulsa	5/18 – Tulsa	5/19 – Enid	6/1 – Tulsa	6/9 – Lawton	6/15 – Tulsa	
6/22 – Tulsa	6/23 – Norman						

PHYSICAL ASSISTANCE II This course builds on basic handling, positioning and transfer skills covered in Physical Assistance I. Four positions are introduced including sidelying, prone, supine, and quadruped on forearms. The side-to-side and “L shape” transfers are introduced and practiced. The course responds to individuals who have limited mobility and movement for daily living skills, as well as certain health risks including risk of deformity, reflux, and poor bowel function. Potential problems, benefits, and activities are identified with each position and transfer.				Open to all DDSD and provider staff, particularly direct service staff. Mandated for staff serving consumers identified through the PSR screening process. CMs may audit. PCs may audit unless providing direct support. Meets DDSD Annual Training Requirements. Participants MUST arrive promptly at the designated start time. All classes start at 8:30am and end at 5:00pm.		OSU Health Training Center	7.5 Hours (1 Day)
4/1 – Tulsa	4/3 – Tulsa	4/8 – Norman	4/15 – Tulsa	4/17 – Tulsa	4/22 – Ada	4/29 – Tulsa	
5/1 – Tulsa	5/6 – Norman	5/13 – Tulsa	5/15 – Tulsa	5/20 – Enid	6/3 – Tulsa	6/5 – Tulsa	
6/10 – Lawton	6/17 – Tulsa	6/19 – Tulsa	6/24 – Norman				

HEALTH/SAFETY
Continued

Course and Description	Audience	Taught By	# of Hours
<p>MEDICATION ADMINISTRATION TECHNICIAN (MAT)</p> <p>This course covers the critical skills needed to become a competent and efficient medication administration technician. It will also explore the ethical and legal responsibilities of the job.</p>	<p>Open to all DDSD and provider staff. Mandated for direct support staff who administer medications and program coordinators.</p> <p>Meets DDSD annual training requirements</p>	<p>Local Vocational-Technical Schools</p>	<p>16 Hours (Initial) (2 Days)</p> <p>8 Hours (Annual)</p>
<p>LOCATION: Contact Vocational Technical Schools</p>			

<p>DISCUS</p> <p>This workshop trains participants to assess tardive dyskinesia using the DISCUS method. Participants will:</p> <ul style="list-style-type: none"> • receive information on tardive dyskinesia • learn the DISCUS rating scale • practice rating the severity of tardive dyskinesia <p>DISCUS is the preferred assessment scale. Provider agencies serving consumers identified for this assessment are mandated to have trained raters, either contract staff or agency staff.</p>	<p>Open to all DDSD and provider staff. Providers of residential services funded by DHS/DDSD are mandated to monitor dyskinesia when psychotropic medications are used.</p> <p>Meets DDSD annual training requirements</p>	<p>Area I Area II Area III</p>	<p>12 Hours (2 Days)</p>
<p><u>Area I</u> 6/4-5 - Okla. City (Lincoln Plaza) 6/16-17 - Enid</p>	<p><u>Area II</u> 5/13 - Tulsa</p>	<p><u>Area III</u> Scheduled Upon Request – Call Area Nurses</p>	

<p>MANAGING THREATENING CONFRONTATIONS/MOPI-1</p> <p>Managing Threatening Confrontations teamed with MOPI-1 is a new pilot program being offered. The morning portion of this training will provide skills to understand the five stages of behavior and provides matching support strategy for each stage. Also Level 1 MOPI (Methods of Protective Intervention) skills will be taught in the afternoon.</p>	<p>Open to all DDSD and provider staff.</p> <p>Meets DDSD annual training requirements</p>	<p>Area I</p>	<p>4 Hours (1/2 Day)</p>
<p>Scheduled Upon Request</p>			

<p>DISCUS OVERVIEW</p> <p>This course offers an overview of the definition and signs of tardive dyskinesia, the history and legality of TD monitoring, as well as interpretation of DISCUS exams. This course does not provide certification to be a DISCUS rater, but is intended to assist participants to better understand the necessity and process of TD monitoring.</p>	<p>Open to all DDSD and provider staff.</p> <p>Meets DDSD annual training requirements</p>	<p>Area I Area II Area III</p>	<p>4 Hours (1/2 Day)</p>
<p><u>Area I</u> Scheduled Upon Request</p>		<p><u>Area II, & III</u> Scheduled Upon Request</p>	

LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours
<p>SPECTRUM AWARENESS AND PERSONAL DEVELOPMENT</p> <p>Why do people do what they do? A better understanding of this age-old question comes from the Spectrum Development model. In this fun and enlightening workshop, you will learn more about the premise that human behaviors are partially explained by needs associated with our temperament. In the language of colors, you will be able to apply this model to understand yourself and others better.</p> <p><i>*This workshop is a prerequisite for all other Spectrum modules.</i></p>	<p>Open to all DDSD and provider staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p> <p>Meets DDSD annual training requirements</p>	<p>DDSD Trainers</p>	<p>6 Hours (1 Day)</p>
<p>Area I 4/2 – Okla. City (Lincoln Plaza) 4/23 - Enid</p>	<p>Area II 5/14 – Tulsa 6/21 - Tulsa</p>	<p>Area III 4/22 – Lawton 5/14 - Norman</p>	

<p>SPECTRUM LEADERSHIP – A Relationship, Not a Position</p> <p>Leaders come in many forms. They are found in every segment of society. In this workshop you will broaden your understanding of leadership and identify ways to develop your own leadership potential.</p>	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p>Approved for DHS supervisor credit</p> <p>Meets DDSD annual training requirements</p> <p>Pre-requisite - Spectrum Awareness and Development class.</p>	<p>DDSD Trainers</p>	<p>6 Hours (1 Day)</p>
<p>Area I Scheduled Upon Request</p>	<p>Area II 4/23 – Tulsa 6/18 – Tulsa</p>	<p>Area III Scheduled Upon Request</p>	

<p>SPECTRUM – MANAGER/EMPLOYEE RELATIONSHIPS</p> <p>When it comes to managing people, the Spectrum model is a valuable tool in helping managers understand, appreciate, and utilize the strengths of the people they supervise. In this fast-paced interactive workshop, participants will experience the different managerial styles and how they impact employees so that a more positive manager/employee relationship can be developed.</p>	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p>Approved for DHS supervisory credit</p> <p>Meets DDSD annual training requirements</p> <p>Pre-requisite - Spectrum Awareness and Development class.</p>	<p>DDSD Trainers</p>	<p>6 Hours (1 Day)</p>
<p>Area I - Scheduled Upon Request</p>	<p>Area II – Scheduled Upon Request</p>	<p>Area III - Scheduled Upon Request</p>	

LEADERSHIP/MANAGEMENT/ADMINISTRATION CONTINUED

Course and Description	Audience	Taught By	# of Hours
<p>SPECTRUM – DEVELOPMENT RECRUITMENT AND RETENTION</p> <p>This module teaches participants how to identify and implement recruitment and retention strategies customized for their specific organization and their individual employees. Participants will:</p> <ul style="list-style-type: none"> • Identify the benefits of utilizing effective recruitment and retention strategies; • Gain an understanding of the Best-Fit Recruitment Module • Learn how to apply the Best-Fit Recruitment Module to your specific work place; • Gain an understanding of two primary retention methods; • Learn how to identify the most effective retention strategies for individual employees; • Design a customized retention plan. 	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p>Approved for DHS supervisory credit</p> <p>Meets DDSD annual training requirements</p> <p>Pre-requisite – Participants must have completed the Spectrum Awareness and Development module prior to attending. The Spectrum Stress Management class is also highly recommended prior to attending.</p>	<p>Area I Area II</p>	<p>6 Hours (1 Day)</p>
Area I - Available Upon Request		Area II – Scheduled Upon Request	
<p>EFFECTIVE COMMUNICATION FOR MANAGERS/SUPERVISORS</p> <p>This class will introduce causes of miscommunication and teach you how to detach yourself from them. You will use a breakdown of verbal tools selection of word choice during communication, vocal tools, your tone inflection, and physical tools. You will also learn responsibilities you must undertake in listening and becoming a part of the communication process---not just a sounding board. You will learn to develop and plan clear, precise messages, evaluate barriers that keep you from openly communicating, and involve the listener to ensure your message has been heard.</p>	<p>Open to all DDSD and provider agency staff. Especially managers, supervisors and technical personnel who need to develop their skills in this area.</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDSD annual training requirements.</p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>
Scheduled Upon Request			
<p>SPECTRUM DEVELOPMENT TEAM BUILDING</p> <p>Through experiential activities, discussions, and lecture, participants attending the one day Team Building module will enhance their conceptual and practical understanding of the Spectrum Temperament and Development with specific emphasis on building productive and successful teams. This module focuses on:</p> <ul style="list-style-type: none"> • defining the concept of “team”; • identifying the benefits of a team approach; • Understanding an effective team process model; • Assessing team assets and potential liabilities • Applying effective team process principles. 	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p>Approved for DHS supervisory credit</p> <p>Meets DDSD annual training requirements</p> <p>Pre-requisite - Spectrum Awareness class or Awareness portion of the Spectrum Development class.</p>	<p>DDSD Trainers</p>	<p>6 Hours (1 Day)</p>
Area I Scheduled Upon Request		Area II – Scheduled Upon Request	

LEADERSHIP/MANAGEMENT/ADMINISTRATION CONTINUED

Course and Description	Audience	Taught By	# of Hours
<p>MOTIVATING YOURSELF AND OTHERS</p> <p>Participants in "Motivating Yourself And Others" will identify positive motivators within supervisory control, factors affecting motivation, and ways to use motivation to improve productivity. However, since positive motivation does not work with all staff at all times, participants will also identify steps to take appropriately. Deal with staff behaviors which interfere with job performance. Participants will also practice ways to document disciplinary action.</p>	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p> <p>Meets DDSD annual training requirements</p>	<p>East Central University</p>	<p>7 Hours (1 Day)</p>
Scheduled Upon Request			
<p>MANAGING MULTIPLE TASKS/TIME MANAGEMENT</p> <p>In this course, you will acquire and improve your skills in managing your own time and the time of those you supervise. You will discuss the how to delegate effectively and learn the art of negotiation which will assist you in managing multiple projects. Finally, you will explore the possibilities of change and risk taking while discussing the skill necessary for change to happen.</p>	<p>Open to all DDSD and provider staff, particularly managers, supervisors and professional staff who find themselves in leadership positions on a regular basis.</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDSD annual training requirements</p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>
6/30 - Ada			
<p>STAFF RECRUITMENT AND RETENTION</p> <p>This class focuses on methods for recruiting, selecting, developing, and retaining quality staff. Attention will be paid to asking the right interview questions, developing sound job descriptions, and monitoring employees after the orientation process.</p>	<p>Open to all DDSD and provider staff. Intended for supervisory staff.</p> <p><small>This course has been approved for 14 hours of supervisory credit.</small></p>	<p>East Central University</p>	<p>14 Hours (2 Days)</p>
Scheduled Upon Request			
<p>APPLIED LEADERSHIP</p> <p>Participants will learn to apply leadership skills in a variety of situations which might occur while working. Participants will be able to:</p> <ul style="list-style-type: none"> • define leadership • list skills and abilities required of state agency supervisors • discuss how to achieve effective leadership at work • examine a variety of cases where leadership was either effective or ineffective • prepare a plan for improving personal leadership skills at work 	<p>Open to all DDSD and provider staff, particularly managers, supervisors and professional staff who find themselves in leadership positions on a regular basis.</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDSD annual training requirements</p>	<p>Area II</p>	<p>6 Hours (1 Day)</p>
Scheduled Upon Request			

LEADERSHIP/MANAGEMENT/ADMINISTRATION CONTINUED

Course and Description	Audience	Taught By	# of Hours
<p>MANAGING THE EMPLOYEE WORK CYCLE</p> <p>Managing employees efficiently and effectively means you will see increased productivity, less staff turnover, as well as a more pleasant work environment. This class will help you develop an insight on how to improve the individual and team performance. If staff members know what is expected of them, everyone's job will be easier. Participants will learn the three secrets of management; goal setting, praising and reprimanding. You will have an opportunity to practice these skills and develop your own plan on how to use these skills at your workplace.</p>	<p>Open to all DDSD and provider staff, particularly managers, supervisors and professional staff who find themselves in leadership positions on a regular basis.</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDSD annual training requirements</p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Days)</p>
5/28 - Sapulpa			
<p>MANAGING CONFLICT</p> <p>Emphasis in this workshop will be on constructive strategic methods for positively dealing with conflict. Participants will be able to:</p> <ul style="list-style-type: none"> • assess their own most likely conflict resolution behavior • identify methods for dealing with common behaviors of others in conflict situations • practice the interpersonal skills necessary for dealing with conflict. • discuss the four common methods for dealing with conflict and assess the appropriateness of each • apply the "win-win" method to a situation 	<p>Open to all DDSD and provider agency staff. Especially managers, supervisors and technical personnel who need to develop their skills in this area.</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDSD annual training requirements</p>	<p>Area II</p>	<p>6 Hours (1 Day)</p>
4/30 - Tulsa		6/13 - Tulsa	
<p>MOTIVATING FOR PERFORMANCE</p> <p>Are you dealing with low morale and demotivation in your workplace? This class is for supervisors who want to be creative and motivate their employees to perform at high standards. You will learn to recognize and compare how motivation impacts employee performance skills.</p>	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p> <p>Meets DDSD annual training requirements</p>	<p>Area II</p>	<p>6 Hours (1 Day)</p>
Area II 6/18 - Tulsa			
<p>CONFLICT RESOLUTION</p> <p>Conflict between the goals of the agency, personnel, and consumers is inevitable. Conflict situations themselves are not bad, because many times a situation can be improved by working through the problem. The key, however, is managing and resolving the conflict successfully so everyone wins. Emphasis will be on changing conflict situations into problem-solving situations so all are satisfied with and feel committed to the solution.</p>	<p>Open to all DDSD and provider staff</p> <p>Approved for DHS supervisory credit</p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>
4/13 - Sapulpa	4/15 - Stillwater	5/20 - Poteau	6/3 - Pauls Valley
6/16 - Enid		6/25 - McAlester	

LEADERSHIP/MANAGEMENT/ADMINISTRATION CONTINUED

Course and Description	Audience	Taught By	# of Hours
<p>ASSERTIVE COMMUNICATION</p> <p>In this workshop participants will:</p> <ul style="list-style-type: none"> • Identify the behaviors and dynamics associated with communication styles which adversely affect communication • Determine their level of assertiveness • Learn behaviors and communication skills associated with assertive communication 	<p>Open to all DDSD and provider staff</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDSD annual training requirements</p>	<p>Area II</p> <p>Scheduled in other Area II locations upon request.</p>	<p>6 Hours (1 Day)</p>
5/21 - Tulsa			
<p>EFFECTIVE FACILITATION</p> <p>How do you facilitate and implement the Plan? Participants will identify the role/s of the meeting facilitator and of the team members, identify the tasks to be completed in order to facilitate and participate in effective and productive meetings and participants will be given an opportunity to use these skills by practicing on case studies. Participants will also learn how to work with dysfunctional and difficult team members by learning interactive skills through behavior clarification, initiation, reaction, and behavior processing. Additional work on outcomes and methods is included.</p>	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p> <p>Meets DDSD annual training requirements</p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>
Scheduled Upon Request			
<p>SO, NOW YOU'RE A SUPERVISOR!</p> <p>This course is designed for new supervisors. It's main focus is to describe the role of a supervisor and how it differs from that of a direct service provider, how to develop team dynamics, and how to grow as a leader. Participants will learn how and when to give feedback, recognition, and praise; as well as when criticism and corrective discipline are necessary. In the role of supervisor, one must also evaluate performance, enforce policy and procedure, select personnel, encourage continuous improvement and focus on individual services. This class will help you do that.</p>	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p>Approved for DHS supervisory credit</p> <p>Meets DDSD annual training requirements</p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>
Scheduled Upon Request			
<p>PROTECTING YOURSELF, YOUR EMPLOYEES, YOUR BUSINESS</p> <p>Maintaining a safe workplace in the modern world is an on-going challenge. This training provides best practice strategies in areas of concern such as workplace violence, emergency planning and response, terrorism, disaster preparedness and more. Because of the wide variety of concerns facing businesses today, this training addresses many topics within the area of workplace safety and security.</p>	<p>Open to all DDSD and Provider Staff</p> <p>Approved for supervisory credit</p>	<p>East Central University</p>	<p>7 Hours</p>
4/22 - Vinita 5/7 - Tulsa			

LEADERSHIP/MANAGEMENT/ADMINISTRATION CONTINUED

Course and Description	Audience	Taught By	# of Hours
<p>COMMUNICATING IN TEAMS: SKILLS THAT MAKE THE DIFFERENCE</p> <p>Research has shown that teams can out-perform individuals in problem solving, and decision making, but only if they have methods to bring their ideas to fruition and allow for creative discussion. Communication is the vehicle for getting their work accomplished. When teams work well together, ideas flow and conflicts come to the surface and are easily managed. The goal of this class is to develop a larger capacity to communicate in a team setting, and to develop skills in solving common team communication problems.</p>	Open to all DDSD and Provider Staff	East Central University	7 Hours
5/27 – Shawnee	6/10 - Lawton		
<p>NEGOTIATING TO WIN/WIN: CONFLICT RESOLUTION IN PROFESSIONAL RELATIONSHIPS</p> <p>Conflict can be healthy when it brings about deeper relationships and new ideas. For this to occur, the basis for dealing with conflict must be win/win. Conflict is unhealthy when it leads to anger, mistrust, and withdrawal. The goal of this class is to bring awareness that relationships with co-workers and team members merit the investment in time and energy required for disagreements to be resolved in a way that both parties feel like winners.</p>	Open to all DDSD and Provider Staff	East Central University	7 Hours
Scheduled Upon Request			
<p>THE ART OF DELEGATION</p> <p>Managing has been defined as getting others to do what needs to be done. Clear guidelines on how to delegate effectively can increase the success of delegation and build confidence for both supervisors and their employees. This class is designed for first line supervisors who have had experience in delegating. It addresses the eight steps that enable supervisors to delegate effectively. Participants will also access their attitudes and current practices as delegators through experiential activities, and explore how to communicate effectively.</p>	Open to all DDSD and Provider Staff	East Central University	7 Hours
4/30 – Norman	5/26 - Shawnee		
<p>TAKING THE INITIATIVE: How to be more of a leader in your own job</p> <p>Leadership is NOT a mysterious quality granted to only a few privileged people. Today's leadership theories are based on the belief that leadership can be learned and developed and used by anyone in working with others and carrying out a task. Leadership means taking initiative, seeing a need, and taking the lead to get it done. When employees speak, share ideas, take initiative and give input, they show leadership and improve productivity. This class is designed to broaden the participants' understanding of what leadership is and how it affects their work with people with disabilities.</p>	Open to all DDSD and Provider Staff	East Central University	7 Hours
4/29 – Norman	5/24 – McAlester	5/28 - Shawnee	6/9 - Lawton

LEADERSHIP/MANAGEMENT/ADMINISTRATION CONTINUED

Course and Description	Audience	Taught By	# of Hours
<p>STAFFING YOUR ORGANIZATION: Interview for Effective Selection of Candidates</p> <p>Interviewing and selecting the best person to hire is difficult and time consuming. This class focuses on a 5-step planning process and identifying the key points of an interview. Participants are asked to bring a job description and actual resumes received from applicants. Participants will be able to immediately apply information received in this class.</p>	Open to all DDSD and Provider Staff	East Central University	7 Hours
Scheduled Upon Request			
<p>INTERPERSONAL EFFECTIVENESS: DEVELOPING CORE PEOPLE SKILLS</p> <p>No matter what job you have, people are a part of it. Everyone needs to be interpersonally effective to succeed. This class is designed to help participants improve their people skills in five core areas: understanding people, communicating clearly, asserting needs, influencing others, and resolving conflict.</p>	Open to all DDSD and Provider Staff	East Central University	7 Hours
4/2 - Ada			
<p>BALANCING WORK AND FAMILY: HOW TO PROMOTE A FAMILY FRIENDLY WORK-PLACE</p> <p>Juggling work and family is a modern dilemma, a career challenge today more than any time in history. This class is designed to raise awareness of the issues of work-family balance. Participants will look at ways to address these issues within the constraints that agencies face today.</p>	Open to all DDSD and Provider Staff	East Central University	7 Hours
Scheduled Upon Request			
<p>GENERATIONAL DIFFERENCES</p> <p>For the first time in our history, four generations are working side by side or in supervisor/worker relationships. As a result, conflicts, lower productivity, and misunderstandings have sometimes occurred. This workshop enables participants to explore for formative factors which have led to generational differences which lead to these problems. It is designed to help participants identify ways to maximize skills each group brings to the workplace and to develop techniques for working productively together.</p>	Open to all DDSD and Provider Staff	East Central University	7 Hours
5/7 - Ardmore 6/18 - End			

RESIDENTIAL

Course and Description	Audience	Taught By	# of Hours																										
<p>ETHICAL AND LEGAL ISSUES</p> <p>In your Foundation Training, you were exposed to some of the ethical and legal aspects involved in working with people with developmental disabilities. Some of the issues included how labeling individuals is detrimental, risk taking and whether it is appropriate to allow people to take reasonable risks even if it means they might fail at something and the questions of abuse and neglect and the ethical issues surrounding them. In this training, we will expand on these subjects and explore further the ethical and legal issues involved.</p> <p style="text-align: center;">AND</p> <p>NUTS AND BOLTS</p> <p>The nuts and bolts of any home or organization are those things that hold it together, the things that allow it to stand the test of time.</p> <p>We're going to explore a variety of issues, including ways to keep the home (both exterior and interior) in good condition, how to enhance the appearance of the home, routine automotive checks, how to assist consumers with mail and personal funds, and various documentation issues.</p>	<p>Available to all DSDD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff.</p> <p>Mandated for residential direct service staff.</p> <p>Meets DDSD annual training requirements.</p>	<p>East Central University Trainers</p> <p>Foundation Training is a pre-requisite for DDSD and provider agency staff.</p>	<p>7 Hours (1 Day)</p>																										
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<p>COMMUNICATION</p> <p>What is communication and why is it important? Communication is sharing information between people, either verbally or non-verbally. It allows us to influence our environment and to express preferences and needs. This training module examines some of the ways people exchange information. It will also give you ideas about how you can help make communication as easy as possible for the people you serve, and how to communicate effectively with family members, team members and others.</p>	<p>Available to all DDSD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff.</p> <p>Mandated for residential direct service staff.</p> <p>Meets DDSD annual training requirements.</p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>																											
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4/1 – Norman	4/8 – Tulsa	4/15 – Duncan	4/17 – Norman	4/17 – Bartlesville																										
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6/4 – Tulsa	6/12 – Norman	6/19 – Tulsa	*Denotes Evening Class																											

**RESIDENTIAL
Continued**

Course and Description			Audience		Taught By	# of Hours
HEALTH – Day 1 Day 1 focuses on Health Care Coordination, observation, of health problems, documentation reporting, taking action, and follow through and other health related issues.			Available to all DSDD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff and program coordinators. Mandated for residential direct service staff. Meets DDSD annual training requirements.		East Central University Trainers	7 Hours (1 Day)
4/2 – Ponca City	4/4 – Tulsa	4/13 – Tulsa	4/13 – Norman	4/16 – McAlester		
4/21 – Norman	4/23 – Tahlequah	4/30 – Norman	5/6 – Tulsa	5/7 – Enid		
5/9 – Tulsa	5/11 – Norman	5/14 – Duncan	5/14 – Ardmore	5/22 – Stillwater		
6/6 – Tulsa	6/8 – Bartlesville	6/9 – Tulsa	6/9 – Sallisaw	6/9 – Norman		
6/11 – Woodward	6/13 – Tulsa	6/23 – Norman				

HEALTH – Day 2 Day 2 focuses on the body systems, establishing baselines, and how these relate to the topics covered in Day 1. Information on nutrition, accident prevention, and seizure first aid is also included.			Available to all DSDD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff and program coordinators. Mandated for residential direct service staff. Day 1 must be taken before Day 2. Meets DDSD annual training requirements.		East Central University Trainers	7 Hours (1 Day)
4/3 – Ponca City	4/14 – Norman	4/18 – Tulsa	4/22 – Tulsa	4/22 – Norman		
5/1 – Norman	5/12 – Tulsa	5/14 – Tahlequah	5/15 – Ardmore	5/23 – Tulsa		
5/28 – McAlester	5/28 – Enid	6/5 – Norman	6/10 – Norman	6/11 – Duncan		
6/12 – Stillwater	6/17 – Tulsa	6/17 – Woodward	6/22 – Bartlesville	6/24 – Sallisaw		
6/24 – Norman						

RESIDENTIAL
Continued

Course and Description			Audience		Taught By	# of Hours
CONNECTIONS This is a one day course in which you will demonstrate an understanding of the following: <ul style="list-style-type: none"> • The connection between people and their communities. • Methods of supporting inclusion for people with developmental disabilities into the community. • Acknowledging the feelings families experience and be able to support them in the choices they make. You will also discuss the role sexuality plays in personal relationships, and identify recreation and leisure opportunities and discuss how they promote community inclusion for people with developmental disabilities.			Available to all DSDD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff. Mandated for residential direct service staff, with the exception of AGH staff. Meets DDS annual training requirements.		East Central University Trainers	7 Hours (1 Day)
3/31-4/1 – Guymon	4/2 – Norman	4/8 – Tulsa	4/16 – Tulsa	4/24 – Norman	5/12 – Bartlesville	
5/13 – McAlester	5/13 – Tulsa	5/26 – Norman	5/27 – Tahlequah	5/29 – Tulsa	5/29 – Ardmore	
6/3 – Woodward	6/5 – Ponca City	6/5 – Sallisaw	6/6 – Tulsa	6/11 – Tulsa	6/17 – Duncan	
*6/17-18 – Stillwater	6/18 – Norman	6/23 – Enid	*Denotes Evening Class			

SKILL BUILDING This module is a one day course which advances on the concept taught in Foundations, every person has dignity and worth. You will be able to identify and implement ways to help people with developmental disabilities learn the skills they need and desire to enrich their lives. You will learn the importance of creating a positive learning environment and study factors affecting that environment. You will also be introduced to a variety of skill building strategies, reinforcement methods, methods of recording progress and data analysis.			Available to all DDS and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff. Mandated for residential direct service staff. Meets DDS annual training requirements.		East Central University Trainers	7 Hours (1 Day)
4/2 – Guymon	4/3 – Norman	4/4 – Tulsa	4/8 – Woodward	*4/15-16 – Stillwater	4/20 – Norman	
4/22 – Tulsa	4/24 – Ardmore	4/27 – Norman	5/4 – Norman	5/5 – Tahlequah	5/8 – Tulsa	
5/8 – Bartlesville	5/14 – Enid	5/15 – Ponca City	5/19 – Sallisaw	5/21 – Tulsa	5/29 – Duncan	
6/2 – Tulsa	6/4 – McAlester	6/11 – Norman	6/20 – Tulsa	6/30 – Norman	*Denotes Evening Class	

VALUES/PHILOSOPHY

Course and Description	Audience	Taught By	# of Hours			
<p>EFFECTIVE TEACHING & LEARNING I (ETL I)</p> <p>Chapter One of ETL Course #1 -- Introduction</p> <ul style="list-style-type: none"> What is ETL? What is Teaching/Learning? What is Effective and Ineffective Teaching/Learning? What is Therapeutic and Non-therapeutic Teaching/Learning? What is Effective Therapeutic Teaching/Learning? What are some Facts about Effective Therapeutic Teaching/Learning? What are some Attitudes toward Effective Therapeutic Teaching/Learning? Understanding Attitudes toward Teaching/Learning Why Engage in Effective Therapeutic Teaching/Learning? What are the Factors that prevent Effective Therapeutic Teaching/Learning? <p>Chapter Two of ETL Course #1</p> <ul style="list-style-type: none"> What are the Factors that Increase Effective Therapeutic Teaching/Learning? Therapeutic Lenses Practice of Involvement Relationship Development Requirements for Developing Therapeutic Relationships Characteristics of Individuals Involved in Therapeutic Relationships Maintaining Therapeutic Relationships Therapeutic Environment Therapeutic System Therapeutic Thinking, Feeling and Action <p>A one-day refresher course is available!</p>	<p>Mandated for all foster care providers, provider agency staff providing direct supports or supervising at any level, the delivery of direct supports and all DDSD employees.</p> <p>Meets DDSD annual training requirements.</p>	<p>Oklahoma University - NRC</p>	<p>12 Hours (2 Days)</p>			
4/2-3 - Tulsa	4/4-5 - Guymon	4/8-9 - Okla. City	4/14-15 - Norman	4/14-15 - Ada	4/16-17 - Sayre	4/21-22 - Shawnee
4/22-23 - Tulsa	4/23-24-Okla. City	4/27-28 -Vinita	5/4-5 - Okla. City	5/5-6-Broken Arrow	5/6-7 - Enid	5/12-13 - Sallisaw
5/13-14 - Muskogee	5/14-15 - Stillwater	5/18-19-McAlester	5/19-20 - Duncan	5/20-21 - Tulsa	5/20-21 - Vinita	5/27-28 - Okla. City
6/2-3 - Tulsa	6/8-9 - Okla. City	6/17-18 - Norman	6/17-18 - Stillwater	6/18-19 - Tulsa	6/23-24 - Lawton	6/25-26 - Okla. City
6/29-30 - Vinita						

VALUES/PHILOSOPHY

Continued

Course and Description	Audience	Taught By	# of Hours
<p>EFFECTIVE TEACHING & LEARNING II (ETL II)</p> <p>Introduction Nature, animal, and humanity Perspective on human behavior</p> <p>Therapeutic Skills Development and Performance Definition, principles, types Difficulties related to performing eight therapeutic skills Guidelines for teaching eight therapeutic skills</p> <p>Therapeutic Social Skills Definition, principles, etc.</p> <p>Therapeutic Communication Skills Definition, principles, etc. Components of therapeutic communication Factors related to effectiveness Types of therapeutic communication</p> <p>Options Definition, principles, etc.</p> <p>Choices Definition, principles, etc. Choice, risk, consequence</p> <p>Saying "No" Create ways to avoid saying "No"</p>	<p>Open to all DDSD and provider staff, particularly direct service staff.</p> <p>Meets DDSD annual training requirements.</p> <p>ETL I and Foundation Training are pre-requisites for DDSD and provider agency staff.</p>	<p>Oklahoma University - NRC</p>	<p>12 Hours (2 Days)</p>
4/8-9 – Muskogee	4/16-17 – Sallisaw	4/20-21 – Okla. City	4/20-21 – Stillwater
4/27-28 – Tulsa	5/11-12 – Norman	5/28-29 – Tulsa	5/28-29 – Ardmore
6/15-16 – Okla. City	6/22-23 – Ada	6/24-25 – Tulsa	4/21-22 – Lawton 6/15-16 – Sallisaw

<p>EFFECTIVE TEACHING & LEARNING REFRESHER (See ETL I for Course Description)</p>	<p>Open to all DDSD and provider staff.</p> <p>Meets DDSD annual training requirements.</p> <p>Foundation Training and ETL I are pre-requisites for DDSD and provider agency staff.</p>	<p>Oklahoma University - NRC</p>	<p>6 Hours (1 Day)</p>
Available Upon Request			

<p>DIVERSITY IN THE WORKPLACE</p> <p>This workshop emphasizes the importance of accepting diversity and the benefits of a diversified workforce. Valuing Diversity is a component of Civil Rights training which focuses on multicultural workforces from a positive perspective.</p>	<p>Open to all DDSD and provider staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p>	<p>Area II SORC</p>	<p>6 Hours</p>
Area II Scheduled Upon Request	SORC Please call for dates and locations		

VALUES/PHILOSOPHY

Course and Description	Audience	Taught By	# of Hours	
<p>FOUNDATION TRAINING</p> <p>Foundation Training is a pre-employment training package designed to meet the primary needs of people working with individuals with developmental disabilities. This training emphasizes the rights of people with disabilities and the importance of seeing people as people rather than as products of their disabilities.</p>	<p>Mandated for all foster care providers, provider agency staff providing direct supports or supervising at any level, the delivery of direct supports and all DDS/D employees.</p>	<p>Area I-Enid Office</p> <p>Area I - OKC Office</p> <p>Area II</p> <p>Area III</p> <p>NORCE</p> <p>SORC</p>	<p>2 Days</p>	
<p><u>Area I – Various Locations</u> Start at 9:00am</p> <p>4/8-9 – Enid 4/22-23 – Ponca City 4/30-5/1 - Guthrie</p> <p>5/13-14 – Ponca City</p> <p>6/4-5 – Stillwater 6/10-11 – Ponca City 6/16-17 - Enid</p> <p>*Denotes Evening Class</p> <p>DDSD Area I Training Ctr 2414 N 30th Enid, OK 73701</p>	<p><u>Area I – Okla. City</u> Starting Time is 9:00am unless noted</p> <p>3/30 – 4/1 – Okla. City 4/16-17 – Okla. City (55D) 4/28-29 – Okla. City</p> <p>5/13-14 – Okla. City 5/19-20 – Okla. City (55D) 5/27-28 – Okla. City</p> <p>6/10-11 – Okla. City 6/16-17 – Okla. City</p> <p>Okla. City = Lincoln Plaza 4545 N Lincoln Blvd Suite 161 Okla. City, OK</p> <p>55D = OK County DHS 5905 N Classen, OKC 4th Floor</p>	<p><u>Area II - Tulsa</u> Every Week in Tulsa</p> <p>5/18-19 - Vinita</p> <p>Night Classes are available upon request.</p>	<p><u>Area III</u></p> <p>4/1-2 – Ada 4/7-8 – Lawton 4/8-9 – Norman *4/13, 15-16 – Norman 4/16-17 – Hobart 4/21-22 – Pauls Valley 4/28-29 – Lawton 4/28-29 – Ardmore</p> <p>5/5-6 – Hobart 5/6-7 – Ada 5/12-13 – Pauls Valley 5/13-14 – Norman 5/19-20 – Lawton 5/28-29 – Ardmore</p> <p>6/3-4 – Ada 6/9-10 – Lawton 6/9-10 – Hugo 6/16-17 – Pauls Valley 6/23-24 – Hobart 6/24-25 – Norman 6/29-30 – Ardmore</p> <p>* Denotes Evening Class</p>	<p><u>NORCE</u> Please call for Dates and Location</p>

VOCATIONAL

Course and Description	Audience	Taught By	# of Hours		
<p>JOB COACH TRAINING/EMPLOYMENT SPECIALIST ORIENTATION (ETSO)</p> <p>This program is a basic orientation to the supported employment process which includes: values/philosophy, person-centered assessment, job matching, marketing, training strategies/instructional techniques, natural support facilitation, and an overview of Social Security benefits. It has been designed to increase the effectiveness of direct service provision by providing, among other things, a choice of available instruments, tool, problem solving strategies, and information about how to deliver high quality supported employment services.</p>	<p>Available to all DDSD and provider staff. Mandated for newly hired employment training specialists, and project managers.</p> <p>Must have completed or be enrolled in Foundation Training</p> <p>G.E.T. IS A PREREQUISITE Meets DDSD annual training requirements.</p>	<p>Oklahoma University Trainers</p>	<p>24 Hours</p>		
4/8-10 – Lawton	4/21-23 – Tulsa	5/5-7 – Norman	5/19-21 – Tulsa	6/2-4 - Norman	
<p>EMPLOYMENT SPECIALIST TRAINING ORIENTATION II (ETSO-II)</p> <p>This course focuses on the development of skills and strategies related to job development and marketing and meeting the needs of business in order to insure successful job placement for job seekers with disabilities.</p> <p>Satisfactory completion of both the General Employment Training and the Employment Training Specialist Orientation I are required prerequisites for attending this training. Trainings are scheduled four times each year or as needed in the Tulsa and Norman areas.</p>	<p>Available to all DDSD and provider staff.</p> <p>Must have completed Foundation Training</p> <p>G.E.T. and Employment Training Specialist Orientation I are PREREQUISITES Meets DDSD annual training requirements.</p>	<p>Oklahoma University Trainers</p>	<p>6 Hours</p>		
5/11 - Tulsa					
<p>GENERAL EMPLOYMENT TRAINING</p> <p>This two-day course emphasizes the following concepts:</p> <ul style="list-style-type: none"> • The importance of work for people with developmental disabilities • The role of staff as Employment Consultants • Positive behavioral supports • Work site modifications and use of assistive technology 	<p>Available to all DDSD and provider staff.</p> <p>PREREQUISITE FOR JOB COACH TRAINING</p> <p>*Mandated for all employment direct support staff and their direct supervisors.</p> <p>Meets DDSD annual training requirements.</p>	<p>Oklahoma University Trainers</p>	<p>12 Hours</p>		
4/1-2 – Norman	4/7-8 – Tulsa	4/21-22 – McAlester	5/5-6 – Tulsa	5/12-13 – Lawton	5/19-20 – Tulsa
6/2-3 – Tulsa	6/9-10 – Norman	6/16-17 – Tulsa	6/23-24 – Norman		
<p>DDSD VOCATIONAL WAIVER CONTRACT</p> <p>This course is designed to teach the fundamentals of the vocational waiver, contract, procedures, guidelines, and reporting forms. This includes developing actual Employment Service Plans, monthly progress reports, and activity schedules, etc.</p>	<p>Vocational program staff and other designated staff of vocational providers, DDSD case management, DRS personnel, GAL, and OCA. Enrollment limited from 5-15.</p> <p>Meets DDSD annual training requirements.</p>	<p>Area I Area II Area III</p>	<p>6 Hours (1 Day)</p>		
<p>Scheduled upon request – Contact Area Training Office</p>					

**VOCATIONAL
Continued**

Course and Description	Audience	Taught By	# of Hours
<p>EFFECTIVE TEACHING & LEARNING III (ETL III)</p> <p>This course specifically targets vocational programs: How to assist individuals with developmental disabilities, especially people with significant disabilities, to develop a concept of work How to take the concept of work and expand it so that the person has a concept of "I work, I make money, and I can purchase desired items." How work can be associated with a positive self image for the individual with disabilities and influence the views/expectations of others How to help people develop necessary vocational skills and how to determine a good job match</p>	<p>Open to all DDSD and provider staff. This course is not a mandatory course for provider agency staff, but is offered on an ongoing basis to assist teams who struggle with work issues, especially people with significant physical and cognitive disabilities and behavior support issues.</p> <p>Meets DDSD annual training requirements.</p> <p>Foundation Training and ETL I are pre-requisites for DDSD and provider agency staff.</p>	<p>Oklahoma University - NRC</p>	<p>12 Hours (2 Days)</p>
<p>Scheduled Upon Request</p>			

<p>PROGRAM MANAGER TRAINING</p> <p>This one-day training will provide Program Managers with the advanced skills needed to support staff in delivering an array of employment services.</p>	<p>Required annually for Vocational Program Managers</p> <p>Must have completed Foundation Training</p> <p>Meets DDSD annual training requirements.</p>	<p>Oklahoma University Trainers</p>	<p>6 Hours</p>
<p>4/13 – Norman</p>	<p>6/8 - Tulsa</p>		

GENERAL

Course and Description	Audience	Taught By	# of Hours
<p>FOSTER CARE ORIENTATION</p> <p>This course teaches foster parents how to serve as surrogate families, identifies the needs of children placed out of the home and how to handle disciplining, behavior, etc.</p>	<p>Potential Specialized Foster Parents</p>	<p>Area I Area II Area III</p>	<p>4 Hours</p>
<p>Area I 5/22 – Okla. City</p>	<p>Area II Scheduled Upon Request</p>	<p>Area III Scheduled Upon Request</p>	

<p>RECREATION AND LEISURE</p> <p>This workshop presents an overview of leisure, recreation, and arts activities. The workshop explores how purposeful and meaningful leisure activities can have significant benefits for children and adults with disabilities. The curriculum is designed for service providers and professionals to help them more fully understand why quality leisure activity is individualized and an important part of the holistic development of all persons.</p>	<p>Any professional or para-professional involved in providing services to persons with disabilities who are living within the community.</p> <p>Meets DDSD annual training requirements.</p>	<p>Area III</p>	<p>7 Hours (1 Day)</p>
<p>LOCATION: Area III - Scheduled upon Request</p>			

GENERAL

Course and Description	Audience	Taught By	# of Hours
<p>HUMAN RIGHTS COMMITTEE TRAINING – Updated in 2006</p> <p>Provides training on the roles and responsibilities of the HRC including review of restrictive and intrusive procedures and DDS policies.</p>	<p>Designed for Provider agency Human Rights Committee members</p>	<p>DDS Contact Area Training Office to Schedule Training or to request a DVD and training manual</p>	<p>2 Hours (1/4 Day)</p>
<p>Area I, II and III – Scheduled Upon Request</p>			
<p>STRESS MANAGEMENT</p> <p>Allows participants to identify their own personal stressors their own physiological indicators of stress, and, most importantly, effective ways to manage these stressors.</p>	<p>Open to all DDS and provider staff</p> <p>Approved for DHS supervisory credit</p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>
<p>Scheduled Upon Request</p>			
<p>ABC'S OF RECONSTRUCTIVE THINKING</p> <p>This class will focus on ways to avoid thinking that leads to stress. Stress is not what happens to us; it's how we take it that matters. We cannot always control the events in our lives, however, we can control our reactions to those events. As participants, you will be reorganizing the way in which you perceive the world.</p>	<p>Open to all DDS and provider staff.</p>	<p>East Central University Trainers</p>	<p>7 Hours (1Day)</p>
<p>4/21 – Vinita</p>	<p>5/14 – Norman</p>	<p>5/21 – Tulsa</p>	<p>6/16 - Ada</p>
<p>DOCUMENTATION IN THE FIELD OF DEVELOPMENTAL DISABILITIES</p> <p>This class is designed to assist persons providing direct services to adults with disabilities or persons who may be new to the field, ways to effectively document information in Individual Plans, vocational assessments, incident reports and other pertinent areas of service. Learn ways to be more concise and ways to document correctly.</p>	<p>Open to all DDS and provider staff.</p>	<p>East Central University</p>	<p>7 Hours (1 Day)</p>
<p>4/23 – Bartlesville</p>	<p>5/19 - Tulsa</p>		
<p>MANAGING PERSONAL ANGER</p> <p>Prior to the end of this workshop, participants will:</p> <ul style="list-style-type: none"> • Practice monitoring their own anger • Assess when their anger is valid, when it is needless, and when it is just • Practice taking "time out" • Identify their distorted thinking • Identify their physical correlates of anger • Practice techniques for communicating anger without blaming or shaming • Identify what ticks them off • Practice using techniques that diffuse anger • Practice problem solving • Identify their "A" Teams 	<p>Open to all DDS and provider staff. Intended for supervisory staff.</p> <p>This course has been approved for DHS supervisory credit.</p>	<p>East Central University</p>	<p>7 Hours (1 Day)</p>
<p>5/5 – Ardmore</p>	<p>6/2 – Pauls Valley</p>		

GENERAL
Continued

Course and Description	Audience	Taught By	# of Hours			
<p>COMMUNITY LEADERSHIP SOLUTIONS</p> <p>Community Leadership Solutions (CLS) offers a series of workshops that can help issue advocates turn up the volume on the chorus of family and self-advocate voices.</p> <ol style="list-style-type: none"> 1. Assessing Your Strengths 2. Effective Communication 3. The Successful Meeting 4. Team Dynamics and Process 5. Advocacy: The Personal Side 6. Advocacy: The Community Side 7. Problem-Solving and Decision Making 8. Telling Your Story 9. Writing a "Positive Rituals" Story 10. Child and Personal Preference Indicators 11. Word Power 12. Humor as a Coping Mechanism 	<p>DDSD Staff, Provider Agency Staff, Self-Advocates and Family Members</p> <p>Approved for DDSD annual training credit</p>	<p>UAP of Oklahoma (405) 271-4500</p> <p>Call for Registration Packet</p> <p>Vyonda-Martin@ouhsc.edu</p>	<p>3 Hours each</p>			
<p>Workshops are scheduled based upon request.</p>						
<p>ADULTS WITH DISABILITIES AND THE AGING PROCESS</p> <p>This is an introductory class designed to inform persons working with adults with disabilities about the aging process. Topics covered will include the aspects of medical, rehabilitation, environmental supports, screening devices, resources and organizations whose mission is to assist in the aging process. Each participant will receive an extensive State and National Resource Directory.</p>	<p>Open to all DDSD and provider staff. Particularly Case Managers and program coordinators</p> <p>Approved for DDSD annual training credit</p>	<p>East Central University</p>	<p>7 Hours (1 Day)</p>			
4/1 – Ada	4/14 – Stillwater	4/20 – Altus	4/28 – Norman	5/19 – Poteau	6/4 – Pauls Valley	6/23 – McAlester
<p>SPECTRUM DEVELOPMENT - Adult/Child Relations</p> <p>You have to complete the Spectrum Awareness and Development class prior to enrolling.</p> <p>Parenting can be the most important roles that we have in life, but it can also be one of the most challenging! In this workshop based on the Spectrum model, you will be given the opportunity to identify and better understand children and their needs, as well as yourself in the role of a parent. This workshop is helpful for anyone in a parenting role, whether it be your own child or a foster child.</p>	<p>Potential and current Foster Care Parents, Specialized Foster Care Providers, Social Workers, Case Managers, Direct Support Staff, Program Coordinators and Parents of children with disabilities.</p>	<p>Area I Area II</p>	<p>6 Hours (1 Day)</p>			
<p><u>Area I</u> Scheduled Upon Request</p>		<p><u>Area II</u> Scheduled Upon Request</p>				

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Course and Description	Audience	Taught By	# of Hours
<p>SPECTRUM STRESS MANAGEMENT: Make a Choice – Take Control!</p> <p>You have to complete the Spectrum Awareness and Development class prior to enrolling.</p> <p>Ever felt like your life is spinning out of control? Based on the Spectrum Development model, this workshop is designed to empower you to effectively manage stress by first examining what stress is and where it's coming from and then identifying your own strengths and liabilities in order to manage the stress in your life more effectively. Recognizing behavioral indicators of stress in employees can help supervisors be more effective.</p>	<p>Open to all DDSD and provider agency staff.</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDSD annual training requirements.</p>	<p>Area I Area II Area III</p>	<p>6 Hours (1 Day)</p>
<p><u>Area I</u> 6/9 - Enid</p>	<p><u>Area II</u> 6/25 - Tulsa</p>	<p><u>Area III</u> Scheduled Upon Request</p>	
<p>DISASTER PREPAREDNESS – Are You Ready?</p> <p>This is a Red Cross Training and focus' on safety in the home for individuals with or without disabilities.</p> <p>Recognizing fear, related to disasters, how it may affect the consumer, and what we can do to help them cope.</p> <p>Participants will learn: How to prepare for a disaster; How to prepare a home disaster plan; How to put together a disaster kit</p>	<p>Open to all DDSD and provider staff.</p> <p>Meets DDSD annual training requirements.</p>	<p>Area I Area II</p>	<p>4 Hours (1 Day)</p>
<p><u>Area I</u> Scheduled Upon Request</p>	<p><u>Area II</u> 4/3 – Ardmore (am) 4/3 – Ardmore (pm) 6/4 - Tulsa</p>		
<p>WHAT DOES OK-AIM LOOK AT?</p> <p>The OK-AIM coordinators provide a brief in-service for administrative staff, program coordinators and direct care staff about what to expect when volunteer monitors come to visit. The coordinators discuss what monitors do, what monitors look for during visits and provide examples</p>	<p>Open to all DDSD and Provider Staff</p> <p>Meets DDSD annual training requirements.</p>	<p>OK-AIM Office 800-688-8272</p>	<p>1 Hour In-Service</p>
<p>Location: Call to schedule an in-service</p>			
<p>NEW EMPLOYEE ORIENTATION</p> <p>Have you ever had employees quit within the first month after hiring? Statistically in this country the turnover rate is greatest during this first short period of time beginning a job. Unfortunately, many of the people who leave us are the employees who show the greatest promise. Younger workers of today are referred to as "hummingbirds" by some human resource organizations due to the manner in which some of them "flit" from job to job. This training offers practical, immediate strategies and approaches to improve the manner in which we introduce new personnel to our businesses.</p>	<p>Open to all DDSD and Provider Staff</p> <p>Approved for Supervisory Credit for Provider Agencies</p>	<p>East Central University</p>	<p>4 Hours 1/2 Day</p>
<p>Scheduled Upon Request</p>			

GENERAL
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Course and Description	Audience	Taught By	# of Hours
<p>SEXUALITY ISSUES</p> <p>This training provides participants with information and concepts relevant to planning and implementation of sexual education training. Participants will examine effective models, techniques, and activities to be utilized in staff training. Opportunities for skill building and practice in a safe environment will be provided. Trainers will respond to commonly asked questions about sexuality issues, identify barriers, model effective group leadership, and discuss ways to enhance the confidence and knowledge of the consumer.</p>	<p>Open to all DDSD and provider staff. Intended for supervisory staff.</p>	<p>East Central University</p>	<p>7 Hours (1 Day)</p>
<p>Scheduled Upon Request</p>			
<p>LIVING WITH LOSS</p> <p>This training will focus on grief issues that are consistently present in our o'lives. Identifying the different stages of grief and recognizing how we can be affected both physically and mentally. Recognizing our own grief issues will help us better understand the changes in the consumers behavior when they are going through changes.</p>	<p>Open to all DDSD and provider staff.</p> <p>Meets DDSD annual training requirements.</p> <p>Approved for Supervisory Credit</p>	<p>Area II</p>	<p>4 Hours (1/2 Day)</p>
<p>Scheduled Upon Request</p>			
<p>BUSINESS MANNERS: Putting Civility Back In The Workplace</p> <p>We're not talking your grandmother's etiquette HERE! This is a course for business civility in the 21st century. In recent years, fundamental changes have occurred in the makeup of the work force and the way we do business. New technology requires new rules of etiquette. This course provides practical applications for doing business in today's "24/7" world.</p>	<p>Open to all DDSD and Provider Staff</p>	<p>East Central University</p>	<p>7 Hours 1 Day</p>
<p>Scheduled Upon Request</p>			
<p>EMOTIONAL INTELLIGENCE IN THE WORK PLACE</p> <p>Emotional Intelligence refers to the personal-management and social skills that allow us to succeed in our interactions with people. It draws on two simple concepts: applying knowledge appropriately, and applying feelings appropriately. This class will help you to understand what motivates you to react the way you do in the workplace to know how to apply knowledge appropriately through analysis and intuition and how to apply feelings appropriately through experience and expression. This is an interactive class that will provide activities you can use when in-servicing your staff.</p>	<p>Open to all DDSD and Provider Staff</p>	<p>East Central University</p>	<p>4 Hours ½ Day</p>
<p>4/9 – Tulsa</p>	<p>6/4 – Norman</p>	<p>6/19 - Ada</p>	

GENERAL
Continued

Course and Description	Audience	Taught By	# of Hours
<p>INDOOR GARDENING</p> <p>This is a hands-on class. Come prepared to play in the dirt and plant your own bulbs. Learn which bulbs need cold treatment and which ones you can grow inside without this treatment. Pleasure gardening is colorful, fragrant, and fun to watch as flowers grow and bloom. Plant safety will be discussed.</p>	<p>This class is for service recipients and their support staff/families.</p>	Area II	4 Hours ½ Day
4/3 - Tulsa			
<p>THE FISH! PHILOSOPHY</p> <p>FISH! is a life-long learning approach that inspires personal and organizational transformation through individuals who feel engaged and committed to the work they do. Based on 4 unique principles – Be There, Make Their Day, Play and Choose Your Attitude. This program can help create a culture of trust, accountability, innovation and positive change.</p>	<p>Open to all DDSD and Provider Staff</p> <p>Approved for supervisory credit</p>	Area I Area II SORC Trainers (Call SORC Staff Development to enroll)	3 Hours ½ Day
Area I Scheduled Upon Request	Area II 4/1 - Tulsa	SORC - Scheduled Upon Request	
<p>RESPONSIBLE RECORD KEEPING</p> <p>The Responsible Record Keeping class targets Habilitation Training Specialists (HTS) and explores the right and wrong way of documenting as well as the “Who”, “What”, “When”, “Where” and “How” of documenting. Participants will also practice writing progress notes, and all forms used by the HTS.</p>	<p>HTS, House Managers, and Program Coordinators.</p> <p>Open to all staff</p>	East Central University	7 Hours
Scheduled Upon Request			
<p>REVITALIZING PROFESSIONALISM</p> <p>This workshop focuses on the social competency aspect of professionalism, bringing respect and dignity back to the workplace. The fundamental concepts contained in the workshop are likely to be familiar to most people. Nonetheless, many individuals in today’s workforce have allowed many of the social competency aspects of professionalism to slip out of their everyday consciousness and behavior. The goal of the workshop is to bring these fundamental concepts back to the forefront of participants’ consciousness and to provide practical strategies for assisting them in transferring the knowledge to their everyday behavior in the workplace.</p>	<p>Open to all DDSD and Provider Staff</p> <p>Approved for DHS supervisory credit.</p>	Area I Area II	6 Hours
Area I Scheduled Upon Request	Area II 5/21 – Tulsa 6/18 - Tulsa		
<p>DRUMMIN’ & HUMMIN’</p> <p>This is a hands-on class. This class will provide opportunities for self-expression, social interaction, stress reduction, and the sheer joy of making music with others. We will do some drumming, i.e. a drumming circle, and some singing.</p>	<p>This class is for folks with disabilities and any staff, family member or friends they invite to join them.</p>	Area II	4 Hours ½ Day
Scheduled Upon Request			

GENERAL
Continued

Course and Description	Audience	Taught By	# of Hours
<p>COMBATING NEGATIVITY, MINE AND YOURS</p> <p>Negativity kills performance, productivity, quality, trust, morale, teamwork, creativity, and relationships to name just a few. This lethal virus has emotional, mental, spiritual, and physical consequences for all who are infected. Ultimately, those who suffer are the customer, individual employees, their families, and the organization as a whole. No one is immune from the detrimental and debilitating effects of negativity.</p> <p>Therefore, negativity must be acknowledged and appropriately combated in the workplace. The goal of this workshop is to provide participants with knowledge and strategies to assist them in managing negativity in themselves and effectively dealing with the negativity of other people.</p>	<p>Open to all DDS and Provider Staff</p> <p>Approved for provider supervisory training.</p> <p>Approved for DHS supervisory credit.</p>	<p>Area I Area II</p>	<p>6 Hours 1Day</p>
Area I – Scheduled Upon Request	5/7 – Tulsa	5/28 - Tulsa	

<p>STATEWIDE TRAINING AND REGIONAL SUPPORTS (STARS Workshops)</p> <p>The mission of STARS is to support the provision of individualized, comprehensive, multidisciplinary, family-centered, community-based programs and services for people with disabilities through a coordinated training system. Staff and contractors of the SoonerStart program, local public schools and DDS, as well as families accessing services from these agencies may attend STARS trainings at no charge. Others are welcome to register and attend STARS training on a “space available” basis for a charge of \$50.00 per person per workshop.</p>	<p>Open to all DHS/DDS, and Provider Staff</p>	<p>Various instructors through the OU Health Sciences Center</p>	<p>Varies</p>
<p>For list of workshop dates/locations, descriptions and to enroll, go to the website below or call 405-271-1836 www.ah.ouhsc.edu/tolbert/courses_workshops<http://www.ah.ouhsc.edu/tolbert/courses_workshops></p>			

On-Line Training

Course and Description	Audience	Link	# of Hours
<p>GRIEVANCE COORDINATOR TRAINING</p> <p>The online grievance-training course consists of 12 modules. It covers the definition of grievances and other important terms, the grievance process for both grievances against private providers and DHS-DDS. It also covers roles and responsibilities for the grievant, respondent, Local Grievance Coordinator, and OCA Advocates, where the client has an assigned OCA Advocate. All 12 modules must be completed to receive credit.</p>	<p>Required for local grievance coordinators. Recommended for case managers, supervisors and area managers.</p>	<p>http://ocag.oucpm.org</p>	<p>3 Hours</p>
<p>Contact The Office of Client Advocacy, 1-800-522-8014 if you have questions.</p>			

CONFERENCES

CONFERENCES/LOCATION	DATE	AUDIENCE	CONTACT PERSON OR #	# OF HOURS
None Scheduled This Quarter				

VIDEOS

This section contains a listing of videotapes available to DDS and Provider Agencies. Copies of tapes are available by contacting CPD at (405) 573-9191. When ordering a copy of a tape, give the program name and date.

Audience - All DDS and Provider Agency staff. Approved for annual training requirements for direct contact staff.

Hours - Most videos are two hours in length, unless stated otherwise on the video.

NAME	ORIGINAL DATE	DESCRIPTION
Multi Sensory Impairment Issues - <i>Call Kim at (405) 521-4981 for a copy of this particular video.</i>	11-21-95	Training on Multi Sensory Impairment Issues
Physical Assistance - <i>This overview does not replace the class.</i>	8-20-97	Overview of OSU's Basic & Advanced Physical Assistance Course
Mealtimes Challenges - <i>This overview does not replace the class.</i>	11-20-97	Overview of OSU's Mealtimes Challenges Course
MAP – Medication Administration Policy - <i>Call Kim at (405) 521-4981 for a copy of this particular video.</i>	08/2002	Provides information on current medication administration policy
Physical Status Review	12-11-97	Provides Information on the Current Physical Status Review
Role of the Healthcare Coordinator	2-25-98	Presents Information on the Roles and Responsibilities of the Health Care Coordinator
This Old Back - Developed by Texas Back Institute		Sent to Provider Agencies on 11/30/00. Teaches basic body mechanics and good back care. Order copies online at www.Texasback.com or at 1800-247-BACK
HIPAA Video	02/26/03	Basic Training on HIPAA Requirements