

1st Quarter
2017

JANUARY – FEBRUARY
MARCH



**Developmental
Disabilities
Services**

[DDS TRAINING SCHEDULE]

CASE MANAGEMENT TRAINING

Introduction

The Developmental Disabilities Services (DDS) has been working to create a comprehensive training system for DDS and provider agency staff. This quarterly training schedule is published to provide you with a comprehensive list of approved courses and conferences which meet the requirements for DDS mandated training.

How To Use This Guide

The classes and other offerings are grouped by subject area. An index is included to assist you in locating a specific course by name. Following the index is the corresponding phone numbers of the training facilities to call to enroll. The following table will assist you in reading the schedule:

Course and Description – The name of the course and a brief description of the content.	Audience – Who the course has been specifically designed for, including a designation of those courses mandated by specific job title.	Taught By – Which training facility teaches the course. NOTE: This will also be the facility you contact for enrollment	# of Hours – The number of approved credit hours for the class	Date and Location – The date and city of when the course is offered
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The list of the training facilities and their phone numbers to call to enroll is located behind the index page.

Availability of Training

DDS works to ensure the availability of all courses. Three factors are taken into account - location, time of day, day of the week.

1. Location - DDS attempts to schedule classes within a 60 mile driving radius for all participants. This allows participants to return home, avoiding overnight stays.

Some courses, because of extraordinary equipment and practice requirements, may be difficult to take “on-the-road.” DDS is committed to an ongoing review of these requirements in an effort to improve location availability.

2. Time of Day - A majority of courses are offered during the day (typical business hours) but several are offered at night and some on weekends.

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3. Day of the Week - The majority of courses are offered Monday through Friday. A few courses are offered on weekends when requested.

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If you have a need for a course to be provided at a different location, at a different time of day, or on a different day of the week, notify the appropriate training facility for that course. If unable to accommodate your request, this information will be provided by the training facility to the DDS Director of Training as a method of identifying problems and to assist in ongoing planning efforts.

Cost

DDS training courses are generally offered free of charge. On rare occasions, a unique course is offered as a courtesy and a small fee to cover the purchase costs for course manuals may be required. If a fee is required, this will be reflected in the quarterly schedule where the course and description are listed. DDS sponsored conferences may require a registration fee. The registration fee will also be reflected in the quarterly schedule.

Mandated Training

The Developmental Disabilities Services Division has established specific mandated training requirements for DDSD staff and staff of contract provider agencies. These requirements follow:

Foundation Training/Effective Teaching Course - Basic courses required for all DDSD staff and provider agency staff.

Job-Specific Training - Specific course requirements based upon the job classification of the staff.

Specialized Training - Specific course requirements based upon the assessed needs of consumer in the areas of health/physical assistance and/or behavioral support.

Individual-Specific Training - An in-service training session by an appropriate professional or other person, specific to the unique needs of a particular consumer.

If you have general questions or suggestions about the schedule, please call Michaela Bishop at (405) 521-6264 or Rene Stewart at (405) 521-4969.

For enrollment information, contact the facility at the telephone number listed on page vii.

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CLASSROOM EXPECTATIONS

DHS/DDS Policy 340:100-3-38. Training requirements for community staff

(c) **Classroom expectations.** DDS training staff and contract training staff are authorized to dismiss a participant or observer from a class for the reasons in (1) through (5) of this subsection.

- (1) Dismissal from a training class may occur for:
 - (A) sleeping in class; • [1](#)
 - (B) disruptive behavior, such as:
 - (i) inappropriate comments during class that are considered rude, insensitive, or derogatory;
 - (ii) whispering or talking to other participants during class;
 - (iii) conducting activities unrelated to the class topic;
 - (iv) being called out of class frequently; or
 - (v) leaving class frequently other than at designated break times; • [1](#)
 - (C) tardiness or absence. • [1](#)
 - (i) Tardiness, such as:
 - (I) arriving at class more than 15 minutes after class begins on the first day;
 - (II) arriving at class more than 15 minutes after class begins on subsequent days; or
 - (III) missing a total of more than 30 minutes of any day's presentation.
 - (ii) Participants may be granted no more than 15 minutes the first day of class to allow for difficulty in locating the building or parking, except in courses that require a specific number of training hours to meet certification requirements;
 - (D) incomplete preparation. Dismissal from class occurs for any participant who has not completed required prerequisite courses, tasks, or preparatory materials prior to attending; and
 - (E) violating confidentiality requirements, per OAC [340:100-3-2](#) and other applicable rules.
- (2) If dismissal from class occurs, the trainer notifies the participant's agency and trainer's supervisor as soon as possible and maintains a brief written summary of the incident.
 - (A) Dismissed participants do not receive credit for the class and are required to re-enroll and satisfactorily complete the entire course or module to receive credit.
 - (B) The trainer must give approval before re-enrollment is allowed. Appeal of the trainer's decision is made to the DDS director of human resource development.
- (3) No children, friends, or family members of participants may attend class unless enrolled as participants.

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- (4) Service recipients family members, advocates, DDS staff, and provider agency staff may observe training classes unless they engage in activities disruptive to the class. Service recipients who wish to participate in training and who need staff support must be accompanied by a staff not enrolled in the training.
- (5) When other persons attend class in place of enrolled participants, or in addition to enrolled participants, they are allowed to remain, if the trainer determines there are adequate materials and space. • 2

DEVELOPMENTAL DISABILITIES SERVICES DIVISION QUARTERLY TRAINING SCHEDULE January – February - March

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*All courses are approved for provider agency supervisory credit

*Denotes classes approved for DHS supervisory credit

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ENROLLMENT INFORMATION

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

Area I	Rene.Stewart@okdhs.org	(405) 521-4969
Fax		(405) 522-3037
Area II	Sylvenia.Clayton@okdhs.org	(918) 794-7650
Fax		(918) 794-7684
Area III	Rene.Stewart@okdhs.org	(405) 521-4969
Fax		(405) 522-3037
ECU (East Central University) – Enroll through website:	http://www1.ecok.edu/ce/dd/index.htm		(580) 559-5536
Fax		(580) 559-5860
Oklahoma University – NRC (ETL Classes Only) Enroll through website:	NRCYS.OU.EDU (select Oklahoma Programs tab/then Effective Teaching & Learning tab)		
Fax		(918) 660-3737

**DUE TO STAFFING CHANGES, PLEASE BE AWARE
THAT DDS AREA TRAINING OFFICE NUMBERS/CONTACTS
HAVE CHANGED.
(updated 10/24/2016)**

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To enroll, call the corresponding telephone number (of “taught by”) listed on the Index

Course and Description	Audience	Taught By	# of Hours	Location
<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>OU Health Sciences Center</p> <p>Enroll through Rene.Stewart@okdhs.org</p>	<p>4 Hours (1/2 Day) 10am – 2pm</p>	<p>Area I, II & III Scheduled Upon Request Email Rene.Stewart@okdhs.org to be placed on wait list.</p> <p><small>*Centralized class – class will be held in Oklahoma City.</small></p>
<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>DDS Staff</p> <p>Enroll through your Area training office</p>	<p>7 Hours (1 Day)</p>	<p>Area I 03/30 – OKC (9am)</p> <p>Area II Only available in OKC this quarter</p> <p>Area III Only available in OKC this quarter</p>
<p>PCP – Person Centered Planning (Day 1) PBS – Positive Behavior Support (Day 2) <small>(Replaces Individual Planning:IP1 and IP2)</small></p> <p>This is a new training with the first 2 days replacing the Individual Plan training Day 1 & 2, in keeping with new Medicaid requirements regarding implementation of person-centered planning (PCP) practices.</p> <p>* Day 1 will cover basic information about person centered planning and participants will practice using some person centered tools. The focus is on understanding what is important to the individual, as well as what is important for the individual, in creating a satisfying and meaningful life plan.</p> <p>* Day 2 participants will develop a basic understanding of person centered behavior support and how to evaluate and make positive changes in services and supports to more clearly reflect the preferences of the individual while keeping the individual and others safe. Trauma-informed principles, protective intervention planning and use of psychotropic medications are discussed from a person centered perspective.</p>	<p>Mandated for Case Managers, Case Manager Supervisors, Program Coordinators and Program Managers</p> <p>Both days must be completed to meet policy requirements for those positions listed above.</p> <p>Days 1 & 2 will introduce the revised IP format which will be covered in depth on Day 3 (The Individual Plan Format.)</p>	<p>DDS Training</p> <p>Enroll through your Area training office</p>	<p>12 Hours (2 Days)</p>	<p>Area I 02/14 & 15 – OKC (9am) 03/21 & 22 – OKC (9am)</p> <p>Area II 01/24 & 25 – Tulsa (9am)</p> <p>Area III 02/21 & 22 – Pauls Valley (9am) 03/07 & 08 – Shawnee (S.C. 1/9am)</p>
<p>The Individual Plan Format (Day 3 of PCP)</p> <p>Day 3 will discuss changes in the format and content of the new Individual Plan document and how to complete it.</p>	<p>Mandated <i>only</i> for Case Managers and Case Manager Supervisors. Others may attend also.</p> <p>All 3 days are mandatory for DDS Case Managers and DDS Case Manager Supervisors to meet CM training requirements.</p>	<p>DDS Training</p> <p>Enroll through your Area training office</p>	<p>6 Hours (1 Day)</p>	<p>Area I 02/16 – OKC (9am) 03/23 – OKC (9am)</p> <p>Area II 01/26 – Tulsa (9am)</p> <p>Area III Date for this class will be scheduled for Case Manager by trainer upon completion of PCP and PBS.</p>

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Course and Description	Audience	Taught By	# of Hours	Location
<p>COLLABORATIVE COACHING</p> <p>Through experiential activities, discussions, self-assessment and lecture, participants attending Collaborative Coaching will enhance their skills and practical understanding of what it means to lead others to success through coaching collaboratively.</p> <p>This module focuses on:</p> <ul style="list-style-type: none"> • Defining collaborative coaching • The coaching process • The TGROW model of Coaching • Good coaching questions • Active listening • The art of feedback • SMART objectives • Effective delegation 	Mandated for DDS Supervisors	DDS Training	6 Hours (1 Day)	Area I, II & III Scheduled Upon Request
<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	DDS Training Foundation Training is a pre-requisite.	9 Hours (1 ½ days)	<p>Area I 02/08 & 09 – OKC (9am)</p> <p>Area II Scheduled Upon Request – Tulsa</p> <p>Area III 02/22 & 23 – Norman (9:30am) 03/21 & 22 – Pauls Valley (9:30am)</p>
<p>QUALITY ASSURANCE</p> <p>This course defines what quality assurance is in the DDS 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	DDS Training Foundation Training is a pre-requisite for DDS and provider agency staff.	4 Hours (1/2 Day)	<p>Area I 01/24 – Enid (9am) 03/07 – OKC (9am)</p> <p>Area II 01/19 – Tulsa (9am) 03/16 – Tulsa (9am)</p> <p>Area III 01/11 – Norman (9:30am/OU DHS) 01/19 – Lawton (10am/CA) 02/07 – McAlester (10am/DHS) 02/22 – Ardmore (10am/Library) 03/22 – Ada (10am/Library)</p>
<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	DDS Training Foundation Training is a pre-requisite. Enroll through your Area Training Office.	4 Hours (1/2 Day)	<p>Area I 03/08 – OKC (9am)</p> <p>Area II Scheduled Upon Request</p> <p>Area III 01/11 – Norman (9:30am/OU DHS)</p>

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Course and Description	Audience	Taught By	# of Hours	Location
<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, considering more alternatives teamwork commitment process provides guidelines to help you decide if the issue is still vague or ill-defined, you don't fully understand the issue and its underlying causes, you aren't sure what the desired state would look like, you want to explore a number of ways of approaching an issue, you are not sure you have the right people assembled to tackle the issue, or you just want to get everybody involved in looking at the issue. Use the process when there is a gap between what is happening and what you want to move from a vague dissatisfaction to a solvable, clearly defined problem you're not sure how to approach an issue.</p>	<p>Case Managers, Case Manager Supervisors, Program Coordinators</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<p>PERSON CENTERED THINKING</p> <p>In the Person Centered Thinking class you will be given tools to help you reach a deeper understanding of the people you support every day and to help them build lives they value, rather than lives that we value. Some of the techniques you will learn include the <i>Important To/Important For</i> activity, the <i>Good Day/Bad Day</i> activity, and the <i>Donut Sort</i> activity. During the class you will develop a Person-Centered Description as well as a One Page Profile. This course provides more in-depth work with person-centered tools and principles, as an accompaniment to the Person Centered Planning courses.</p>	<p>Case Managers, Case Manager Supervisors, Program Coordinators, Program Managers</p>	<p>DDS Training</p>	<p>12 Hours (2 Days)</p>	<p><u>Area I</u> 02/21 & 22 – OKC (9am)</p> <p><u>Area II & III</u> To request this training, please contact Edward Lawson at Edward.Lawson@okdhs.org</p>

HEALTH & SAFETY

Course and Description	Audience	Taught By	# of Hours	Location
<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 DDS and provider staff. Providers of residential services funded by DHS/DDS are mandated to monitor dyskinesia when psychotropic medications are used.</p> <p>Meets DDS annual training requirements</p>	<p>DDS Training</p> <p>1st day classroom, 2nd day scheduled for in vivo with trainer. Testing (in vivo) must be completed within 3 months of day 1 in order for rater to be certified.</p>	<p>12 Hours (2 Days)</p>	<p><u>Area I</u> 01/25 & 26 – OKC (9am) 03/28 & 29 – Stillwater (9am)</p> <p><u>Area II</u> 01/25 & 26 – Tulsa (9am) 02/22 & 23 – Tulsa (9am)</p> <p><u>Area III</u> 01/24 – McAlester (10am/DHS) 01/25 – Norman (9:30am/OU DHS) 02/16 – Ada (10am/Public Library) 03/09 – Shawnee (9:30am/S.C. Indust.) 03/28 – Ardmore (10am/Public Library) 03/30 – Lawton (10am/Comm.Access)</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 DDS and Provider Staff.</p> <p>Meets DDS annual training requirements.</p>	<p>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> Scheduled Upon Request</p>
<p>DISCUS Refresher</p> <p>This course is for individuals who have taken DISCUS training and are certified DISCUS raters who would like to refresh their DISCUS rating skills. Overtime a person's skills may have diminished slowly from the level originally established. In this course, we will briefly review the concepts learned in DISCUS training and objectively check tardive dyskinesia assessment skills. Participants will practice rating individuals and compare their scores with the expert's scores. This training is an excellent opportunity to refresh and sharpen your DISCUS rating skills!</p>	<p>Open to all DDS and Provider Staff. Meets DDS annual training requirements.</p> <p>Prerequisites: DISCUS</p>	<p>DDS Training</p>	<p>3 Hours (1/2 Day)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>
<p>MOPI Training (Methods of Protective Intervention)</p> <p>MOPI-1 training will provide staff with techniques for identifying, preventing and de-escalating potentially volatile situations.</p> <p>The focus is on Positive Behavior Support.</p> <p>MOPI-2 is based on individual need.</p>	<p>MOPI-1 Open to all DDS and Provider Staff.</p> <p>Meets DDS annual training requirements.</p> <p>To enroll in MOPI-2 training, a current approved PIP must be submitted along with enrollment.</p> <p>Area I, please send request to Richard Walker at Richard.Walker@okdhs.org Area II, please send request to Troy Holifield at Troy.Holifield@okdhs.org Area III, please send request to Kimberly Kraft or Jerald Knight at Kim.Kraft@okdhs.org or Jerald.Knight@okdhs.org</p>	<p>DDS Training</p> <p>MOPI-2 Prerequisites: Foundation Training ETL-1 ETL-2</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I</u> 01/05 – OKC (9am) 01/12 – OKC (9am) 01/18 – OKC (9am) 01/24 – Enid (9am) 01/31 – Stillwater (9am)</p> <p>02/07 – OKC (9am) 02/16 – Stillwater (9am) 02/23 – Enid (9am)</p> <p>03/07 – OKC (9am) 03/15 – Stillwater (9am) 03/21 – Enid (9am) 03/28 – OKC (9am)</p> <p><u>Area II</u> 01/17 – Tulsa (9am) 02/16 – Tulsa (9am)</p> <p><u>Area III</u> 02/16 – Pauls Valley (9:30am)</p>
<p>TRANSFER & LIFTING</p> <p>Participants will learn and demonstrate safe techniques for lifting, transferring, and repositioning individuals in their care. An emphasis will be made on promoting proper body mechanics to assist in reducing the risk of injury for both caregiver and service recipient. Additional information will be provided on guided assistance during ambulation, gait belts and other equipment that may be used for health and safety issues.</p>	<p>Open to all DDS and provider staff.</p> <p>Meets DDS annual training requirements</p>	<p>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I & II</u> Scheduled Upon Request</p> <p><u>Area III</u> Scheduled Upon Request</p>

LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<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><u>*This workshop is a prerequisite for all other Spectrum modules.</u></i></p>	<p>Open to all DDS and provider staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p> <p>Meets DDS annual training requirements</p>	<p>DDS Training</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> <p><u>Area III</u> Scheduled Upon Request</p>
<p>SPECTRUM - DEVELOPMENT</p> <p>This is a shortened version of Spectrum Awareness and Personal Development Training, giving an overview of behavior temperaments and how they apply to understanding our own needs and those of others. This class does not meet the prerequisite training needed for other Spectrum modules.</p>	<p>Open to all DDS and provider staff.</p> <p>Meets DDS annual training requirements</p>	<p>DDS Training</p>	<p>4 Hours (1/2 Day)</p>	<p><u>Area II</u> Scheduled Upon Request</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 DDS and provider staff. Designed for DDS and provider agency administrative/management staff.</p> <p>Approved for DHS supervisor credit</p> <p>Meets DDS annual training requirements</p> <p>Pre-requisite - Spectrum Awareness and Development class.</p>	<p>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> 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 DDS and provider staff. Designed for DDS and provider agency administrative/management staff.</p> <p>Approved for DHS supervisory credit</p> <p>Meets DDS annual training requirements</p> <p>Pre-requisite - Spectrum Awareness and Development class.</p>	<p>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> Scheduled Upon Request</p>

LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<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 DDS and provider staff. Designed for DDS and provider agency administrative/ management staff.</p> <p>Approved for DHS supervisory credit</p> <p>Meets DDS 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>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> Scheduled Upon Request</p>
<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 DDS and provider staff. Designed for DDS and provider agency administrative/ management staff.</p> <p>Approved for DHS supervisory credit</p> <p>Meets DDS annual training requirements</p> <p>Pre-requisite - Spectrum Awareness class or Awareness portion of the Spectrum Development class.</p>	<p>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> Scheduled Upon Request</p>
<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 DDS and provider staff</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDS annual training requirements</p>	<p>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> 03/15 – Tulsa (9am)</p> <p><u>Area I & III</u> Scheduled Upon Request</p>

LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<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 DDS 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 DDS annual training requirements</p>	<p>DDS Training Area II</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>
<p>ETHICS IN THE WORKPLACE</p> <p>Workplace ethics go beyond doing the right thing. An ethical workplace establishes a solid foundation for organizational behavior, cultivates better teamwork and productivity, creates consistent standards for company offerings, ensures the legality and enforcement of corporate policies, and supports company growth and reputation. This half-day program explores how workplace ethics should be developed, how to create the standards and policies that support them, how employees can be trained and managed to follow and support these standards, and how to deal with problems where ethics are concerned.</p>	<p>Open to all DDS and provider staff. Designed for DDS and provider agency administrative/ management staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p> <p>Meets DDS annual training requirements</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<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 DDS 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 DDS annual training requirements</p>	<p>DDS Training Area II</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> Scheduled Upon Request</p> <p><u>Area I & III</u> Scheduled Upon Request</p>
<p>MOTIVATING FOR PERFORMANCE</p> <p>Are you dealing with low morale and de-motivation 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 DDS and provider staff. Designed for DDS and provider agency administrative/ management staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p> <p>Meets DDS annual training requirements</p>	<p>DDS Training Area II</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>

LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<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 DDS and provider staff. Designed for DDS and provider agency administrative/ management staff.</p> <p>Approved for DHS supervisory credit</p> <p>Meets DDS annual training requirements</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<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 DDS and provider staff</p> <p>Approved for DHS supervisory credit</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<p>EFFECTIVE COMMUNICATION</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 DDS and provider agency staff. Especially managers, supervisors and technical personnel who need to develop their skills in this area.</p> <p>Approved for staff supervisory credit.</p> <p>Meets DDS annual training requirements.</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<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 DDS and provider staff. Designed for DDS and provider agency administrative/ management staff.</p> <p>(Meets initial/annual requirements for staff supervisory credit.)</p> <p>Meets DDS annual training requirements</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>

LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<p>LEADERSHIP 101 Great leaders aren't just born that way – they must learn how to lead through experience, mentoring, and training. Leadership 101 provides leaders at all levels with the skills they need to improve organizational performance.</p>	<p>Open to all DDS and provider staff. Approved for provider agency supervisory credit. Pursuing OKDHS supervisory credit.</p>	<p>East Central University Trainers</p>	<p>4 Hours (1/2 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<p>MANAGING MULTIPLE TASKS 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 DDS and provider staff. Designed for DDS and provider agency administrative/ management staff. (Meets initial/annual requirements for staff supervisory credit.) Meets DDS annual training requirements</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<p>MOTIVATING YOURSELF AND OTHERS 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 DDS and provider staff. Designed for DDS and provider agency administrative/ management staff. (Meets initial/annual requirements for staff supervisory credit.) Meets DDS annual training requirements</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<p>MULTI-GENERATIONAL WORKPLACE Today's generationally-diverse workforce is an asset, bringing a variety of skills, knowledge, and experience to the organization. However, finding ways to connect effectively with the various generations within the workplace can be challenging. Through this half-day program, gain a better understanding of the four generations that make up the current workforce - Veterans, Baby Boomers, and Generations X and Y - and how their unique experiences and expectations impact their view of the workplace. Identify the challenges of working with multiple generations, and learn techniques that foster respectful communication and positive interaction with all groups.</p>	<p>Open to all DDS and provider staff. Approved for provider agency supervisory credit. Pursuing OKDHS supervisory credit.</p>	<p>East Central University Trainers</p>	<p>4 Hours (1/2 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>

RESIDENTIAL

Course and Description	Audience	Taught By	# of Hours	Location
<p>CONNECTIONS This is a one day course in which you will demonstrate an understanding of the following:</p> <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. <p>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.</p> <p style="text-align: center;">AND</p> <p>NUTS AND BOLTS 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 DDS and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff.</p> <p>Mandated for residential direct service staff, with the exception of AGH staff.</p> <p>Meets DDS annual training requirements.</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day) Class starts at 9am</p>	<p><u>ECU</u> 01/12 – Tulsa 02/23 – Woodward 03/02 – Stillwater 03/20 – Tulsa</p> <p>Ada – As Needed * Denotes Saturday Class</p>
<p>COMMUNICATION 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 DDS 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 DDS annual training requirements.</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day) Class starts at 9am</p>	<p><u>ECU</u> 01/19 – Woodward 01/21 – Stillwater * 01/21 – Tulsa * 02/15 – Tulsa</p> <p>Ada – As Needed *Denotes Saturday Class</p>
<p>Course and Description</p>	<p>Audience</p>	<p>Taught By</p>	<p># of Hours</p>	<p>Location</p>

RESIDENTIAL

<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>Available to all DDS 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 DDS annual training requirements.</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> <p><u>Class starts at 9am</u></p>	<p><u>ECU</u> 01/13 – Tulsa</p> <p>02/22 – Tulsa 02/25 – Stillwater *</p> <p>03/16 – Woodward 03/18 – Tulsa *</p> <p>*Denotes Saturday Class</p>
<p>HEALTH – Day 1</p> <p>Day 1 focuses on Health Care Coordination, observation, of health problems, documentation reporting, taking action, and follow through and other health related issues.</p> <p>Both days are required for class completion!</p>	<p>Available to all DDS and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff and program coordinators.</p> <p>Mandated for residential direct service staff.</p> <p>Meets DDS annual training requirements.</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p> <p><u>Class starts at 9am</u></p>	<p><u>ECU</u> 01/11 – Tulsa</p> <p>02/02 – Woodward 02/11 – Stillwater * 02/18 – Tulsa *</p> <p>03/08 – Tulsa</p> <p>Ada – As Needed</p> <p>*Denotes Saturday Class</p>
<p>HEALTH – Day 2</p> <p>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.</p>	<p>Available to all DDS and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff and program coordinators.</p> <p>Mandated for residential direct service staff. Day 1 must be taken before Day 2.</p> <p>Meets DDS annual training requirements.</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p> <p><u>Class starts at 9am</u></p>	<p><u>ECU</u> 01/14 – Tulsa *</p> <p>02/15 – Woodward 02/20 – Tulsa 02/23 – Stillwater</p> <p>03/11 – Tulsa *</p> <p>Ada – As Needed</p> <p>*Denotes Saturday Class</p>

Course and Description	Audience	Taught By	# of Hours	Location
<p>SKILL BUILDING</p> <p>This module is a one day course which advances on the</p>	<p>Available to all DDS and provider staff but particularly, residential staff including super-</p>	<p>East Central University Trainers</p>	<p>6 Hours (1 Day)</p> <p><u>Class starts at 9am</u></p>	<p><u>ECU</u> 02/21 – Tulsa</p>

RESIDENTIAL

<p>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.</p>	<p>visors, program coordinators, and direct service staff.</p> <p>Mandated for residential direct service staff.</p> <p>Meets DDS annual training requirements.</p>		<p>03/23 – Tulsa 03/25 – Stillwater * 03/30 – Woodward</p> <p>Ada – As Needed</p> <p>*Denotes Saturday Class</p>
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VALUES/PHILOSOPHY

Course and Description	Audience	Taught By	# of Hours	Location
<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>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 employees.</p> <p>Meets DDS annual training requirements.</p>	<p>Oklahoma University – NRC</p>	<p>12 Hours (2 Days) <u>Class starts at 9am</u></p>	<p><u>OU/NRC</u> 01/10 & 11 – Tulsa 01/23 & 24 – OKC</p> <p>02/06 & 07 – Tulsa 02/20 & 21 – OKC</p> <p>03/07 & 08 – Tulsa 03/20 & 21 – OKC</p>

Course and Description	Audience	Taught By	# of Hours	Location
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VALUES/PHILOSOPHY

<p>EFFECTIVE TEACHING & LEARNING II (ETL II)</p> <p>Introduction</p> <ul style="list-style-type: none"> • Nature, animal, and humanity • Perspective on human behavior <p>Therapeutic Skills Development and Performance</p> <ul style="list-style-type: none"> • Definition, principles, types • Difficulties related to performing eight therapeutic skills • Guidelines for teaching eight therapeutic skills <p>Therapeutic Social Skills</p> <ul style="list-style-type: none"> • Definition, principles, etc. <p>Therapeutic Communication Skills</p> <ul style="list-style-type: none"> • Definition, principles, etc. • Components of therapeutic communication • Factors related to effectiveness • Types of therapeutic communication <p>Options</p> <ul style="list-style-type: none"> • Definition, principles, etc. <p>Choices</p> <ul style="list-style-type: none"> • Definition, principles, etc. • Choice, risk, consequence <p>Saying “No”</p> <ul style="list-style-type: none"> • Create ways to avoid saying “No” 	<p>Open to all DDS and provider staff, particularly direct service staff.</p> <p>Meets DDS annual training requirements.</p> <p>ETL I and Foundation Training are pre-requisites for DDS and provider agency staff.</p>	<p>Oklahoma University – NRC</p>	<p>12 Hours (2 Days) <u>Class starts at 9am</u></p>	<p><u>OU/NRC</u> 01/12 & 13 – Tulsa 01/25 & 26 – OKC</p> <p>02/08 & 09 – Tulsa 02/22 & 23 – OKC</p> <p>03/09 & 10 = Tulsa 03/22 & 23 – OKC</p>
<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 DDS and provider staff. (Meets initial/annual requirements for DHS supervisory credit.)</p>	<p>DDS Training Area II</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I, II & III</u> 01/25 – Tulsa (9am)</p>

VALUES/PHILOSOPHY

Course and Description	Audience	Taught By	# of Hours	Location
<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 employees.</p>	<p>DDS Training</p>	<p>12 Hours (2 Days)</p>	<p><u>Area I</u> 01/17 & 18 – OKC (9am) 02/01 & 02 – Stillwater (9am)</p> <p><u>Area II</u> 01/11 & 12 – Tulsa (9am) 02/08 & 09 – Tulsa (9am) 03/08 & 09 – Tulsa (9am)</p> <p><u>Area III</u> 01/18 & 19 – Pauls Valley (9:30am) 02/08 & 09 – Norman (9:30am) 03/22 & 23 – Pauls Valley (9:30am)</p>

VOCATIONAL

Course and Description	Audience	Taught By	# of Hours	Location
GENERAL EMPLOYMENT TRAINING	Available to all DDS and provider staff. PREREQUISITE FOR JOB COACH TRAINING *Mandated for all employment direct support staff and their direct supervisors. Meets DDS annual training requirements.	College of Direct Support	4 hours credit given	The online course is available
EMPLOYMENT TRAINING SPECIALIST ORIENTATION (ETSO)/ JOB COACH TRAINING	Mandated for newly hired employment training specialists, and project managers. Must have completed Foundation Training G.E.T. IS A PREREQUISITE Meets DDS annual training requirements.	College of Direct Support	3 hours credit given	The online course is available
EMPLOYMENT TRAINING SPECIALIST ORIENTATION II (ETSO-II)	Available to all DDS and provider staff. Must have completed Foundation Training G.E.T. and Employment Training Specialist Orientation I are PREREQUISITES Meets DDS annual training requirements.	College of Direct Support	3 hours credit given	The online course is available
PROGRAM MANAGER TRAINING	Required annually for Vocational Program Managers Must have completed Foundation Training Meets DDS annual training requirements.	College of Direct Support		The on-line course is available

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p>FOSTER CARE ORIENTATION 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>DDS Training</p>	<p>4 Hours (1/2 Day)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>
<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>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<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 DDS and provider agency staff.</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDS annual training requirements.</p>	<p>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I & III</u> Scheduled Upon Request</p> <p><u>Area II</u> 02/09 – Tulsa (9am)</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 DDS and Provider Staff</p> <p>Meets DDS annual training requirements.</p>	<p>OK-AIM Office 800-688-8272</p>	<p>1 Hour In-Service</p>	<p>Call to schedule an in-service</p>

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<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 DDS and Provider Staff</p> <p>Approved for supervisory credit</p>	<p>DDS Training</p>	<p>3 Hours (1/2 Day)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>
<p>NEUROCOGNITIVE TRAINING (Dementia)</p> <p>This workshop covers the many aspects of Dementia. This includes:</p> <ul style="list-style-type: none"> • Definition of Dementia • Cause of Dementia • Main types of Dementia • Diagnostic screening/test • Statistics and facts • How it affects individuals with Intellectual Disabilities especially those with a diagnosis of Down Syndrome • How to effectively work with behavioral change • Medications • Inability of maintaining personal hygiene skills, communication, and memory 	<p>Open to All DDS and Provider Staff</p>	<p>DDS Staff</p>	<p>4 Hours (1/2 Day)</p>	<p><u>Area I & III</u> Scheduled Upon Request</p> <p><u>Area II</u> 02/02 – Tulsa (9am)</p>
<p>REVITALIZING PROFESSIONAL BEHAVIOR IN THE WORKPLACE</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 DDS and Provider Staff</p> <p>Approved for DHS supervisory credit.</p>	<p>DDS Training</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<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>DDS Training Area II</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>
<p>RESPONSIBLE RECORD KEEPING FOR HTS</p> <p>The Responsible Record Keeping class targets 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. Open to all staff</p>	<p>East Central University Trainers</p>	<p>6 Hours</p>	<p><u>ECU</u> Scheduled Upon Request</p> <p>* Denotes Saturday Class</p>

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p>AGING WITH DEVELOPMENTAL DISABILITIES</p> <p>This class is designed to bring awareness to the aging process of individuals with Developmental Disabilities. Currently there are an estimated 640,000 individuals nationwide who are over 60 years old with developmental disabilities and approx. 1100 over 50 receiving waiver services here in Oklahoma. Nationwide these numbers are anticipated to double by 2030.</p> <p>Dress comfortably to participate in various sensitizing activities, bringing awareness to some of the changes (mobility, digestive, hearing, vision, taste, smell, dexterity, mental changes, etc.) aging individuals may experience. These changes are frequently overlooked because of the focus on the person's developmental disability. It is often forgotten that individuals with developmental disabilities may experience the same aging-related disabilities as the general population, but may experience them at an earlier age.</p>	Open to All DDS and Provider Staff. Intended for Supervisory Staff.	DDS Training Area III	4 Hours (1/2 Day)	<u>Area I, II & III</u> Scheduled Upon Request
<p>COMMUNITY PROTECTION ISSUES</p> <p>This training will teach participants about the Alternative Group Home program in Oklahoma, the purpose of a Protective Intervention Plan (PIP), the restrictions in Alternative Group Homes, how to provide opportunities for choice when restrictions are in place, how to evaluate the risk involved, the primary responsibilities of individuals working with offenders, the key terms associated with offenders, the difference between sexual offending and being sexually offensive, the common offender types, the steps in the sexual offense ladder, the reasons for media restrictions and the different types of media restrictions. The goal of this training is help inform those who work with the individuals we serve to better provide for the health, safety and welfare of the individuals, the community and themselves.</p>	<p>Required for Alternative Group Home Staff</p> <p>Can be provided in-house by designated trainers.</p>	DDS Training Area II	6 Hours (1 Day)	<u>Area I, II & III</u> Scheduled Upon Request
<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>	Open to All DDS and Provider Staff. Intended for Supervisory Staff.	East Central University	6 Hours (1 Day)	<u>ECU</u> Scheduled Upon Request

Course and Description	Audience	Taught By	# of Hours	Location
DEVELOPMENTAL DISABILITIES AND THE	Open to All DDS and Provider	East Central University	6 Hours	<u>ECU</u>

GENERAL

<p>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>staff. Particularly Case Managers and Program Coordinators.</p> <p>Approved for DDS annual training credit</p>		<p>(1 Day)</p>	<p>Scheduled Upon Request</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 • Practice techniques for communicating anger without blaming or shaming • Identify what ticks them off • Practice using techniques that diffuse anger • Practice problem solving 	<p>Open to all DDS and provider staff. Intended for supervisory staff.</p> <p>This course has been approved for six (6) hours of DHS supervisory credit.</p>	<p>East Central University</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> 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 (6 hours)</p>	<p>East Central University</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<p>TRAUMA INFORMED CARE</p> <p>This workshop will focus on the real and lasting effects of childhood trauma and how these effects can continue to manifest even in adulthood, through challenging behavior. Sources of childhood trauma as well as relevant research regarding the effects of traumatic events will be discussed in depth. The importance of a trauma-focused approach will be examined.</p> <p>Trauma is physical, emotional, and psychological. It can be experienced or witnessed.</p> <p><u>This workshop will help you recognize trauma and make you more aware of its effects with these objectives:</u></p> <ul style="list-style-type: none"> • Needs focused: Too often we get caught up in the behavior and miss the important need trying to get met. • Designed to challenge existing beliefs and values. • Defining trauma: Results, responses, effects • Triggers: What to look and listen for. 	<p>Open to all DDS and provider staff</p> <p>Approved for DHS supervisory credit (12 hours)</p>	<p>DDS Training</p>	<p>12 Hours (2 Days)</p>	<p><u>Area I, II & III</u> Scheduled Upon Request</p>

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p>SELF DIRECTED SERVICES</p> <p>This course explains the benefits of responsibilities of choosing the option of Self Directed Services to individuals and their families that are in the In-Home Support Waiver. This is an overview of different types of service options available through Self Directed Services and the guidelines and procedures for Self Directed Services.</p>	<p>Open to All DDS Case Managers and Families Receiving In Home Support Waiver Services who are considering the Self-Directed Services option.</p>	<p>College of Direct Support</p>	<p>4 Hours (1/2 Day)</p>	<p>The On-Line Course is Available.</p> <p>Contact Rene Stewart for packet and enrollment in CDS training module. (405-521-4969) or rene.stewart@okdhs.org</p>
<p>WHAT WOULD YOU DO? GAME OF ETHICAL & MORAL DILEMMA:</p> <p>In today's fast paced, turbulent world, the urge to be less than honest can sometimes fall into the mix. This class is an interactive game that offers a hands-on experience about the core concepts of teamwork and ethical decision making.</p>	<p>Open to All DDS and Provider Staff.</p>	<p>East Central University</p>	<p>6 Hours (1 Day)</p>	<p><u>ECU</u> Scheduled Upon Request</p>
<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>Please call Office of Client Advocacy for training. 405-522-2720</p>	<p>3 Hours</p>	<p>Contact The Office of Client Advocacy – 1-800-522-8014 if you have questions.</p>

VIDEOS

This section contains a listing of videotapes available to DDS and Provider Agencies. Copies of tapes are available by contacting CPD by email at tcduplication@ou.edu. When ordering a copy of a tape, give the program name and original 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 - <u>Call Rene at (405) 521-4969 for a copy of this particular video.</u>	11-21-95	Training on Multi Sensory Impairment Issues
MAP – Medication Administration Policy - <u>Call Rene at (405) 521-4969 for a copy of this particular video.</u>	08/2002	Provides information on current medication administration policy
Role of the Healthcare Coordinator	Now Available online – CDS 12/2016	Presents Information on the Roles and Responsibilities of the Health Care Coordinator
HIPAA Video	02/26/03	Basic training on HIPAA Requirements (Also available on-line through College of Direct Support.)
Human Rights Committee Training - - <u>Call Rene at (405) 521-4969 for a copy of this particular video.</u>	2006	Basic training for HRC members on their responsibilities.

GENERAL

No Conferences Available at this time	(Look for OKAPSE Conference this summer!)		
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