



Developmental
Disabilities
Services

Quarterly Training Schedule

Summer 2014
July * August * September

DEVELOPMENTAL DISABILITIES SERVICES DIVISION
 QUARTERLY TRAINING SCHEDULE
 July – August - September 2014

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*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 Contact by Email: Debbie.Clark@okdhs.org	
Fax	(405) 207-2415
NORCE (580) 213-2720	
Fax	(580) 548-2600
SORC	(405) 238-8296
Fax	(405) 207-2415
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

Introduction

The Developmental Disabilities Services Division (DDSD) has been working to create a comprehensive training system for DDSD 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 DDSD 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

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

1. Location - DDSD 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, are difficult to take “on-the-road.” DDSD 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.
3. Day of the Week - The majority of courses are offered Monday through Friday. A few courses are offered on weekends when requested.

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 DDS staff and staff of contract provider agencies. These requirements follow:

Foundation Training/Effective Teaching Course - Basic courses required for all DDS 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.

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

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 30 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 30 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.
- (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](#)

1. **Classroom expectations.**
 - (1) **Participants who become drowsy are free to stand or get refreshments, as long as this is not disruptive to the class.**
 - (A) **If drowsiness continues, the trainer talks to the participant at the first available break to determine the cause, such as working a double shift or health reasons, and to encourage the participant to move around or get refreshments.**
 - (B) **The trainer tells the participant the trainer wants the participant to be successful in the class, but sleeping is not tolerated and further occurrence results in dismissal from the class.**
 - (2) **If the participant disrupts class, the trainer:**
 - (A) **talks to the participant on the first available break to determine the reason for the disruption; and**
 - (B) **informs the participant that further disruptions will not be tolerated and will result in dismissal from class.**
 - (3) **If the participant is tardy for class, the trainer:**
 - (A) **reminds the participant to be on time the next day if the class is a two-day class;**
 - (B) **tells the participant to return from breaks and lunch on time and that class resumes as scheduled; and**
 - (C) **counsels the participant who is tardy after the first offense on the guidelines for dismissal from the class.**
2. **Trainer responsibilities. The trainer:**
 - (1) **obtains the name, provider agency, hire date, and Social Security number of the person who is not enrolled;**
 - (2) **ensures the person has completed any prerequisite courses or pre-course activities; and**
 - (3) **calls the appropriate training coordinator for the course at the first available opportunity to enroll the person.**
3. **Class monitoring. The Developmental Disabilities Services Division (DDSD) director of human resource development monitors classes in accordance with guidelines in (1) through (7).**
 - (1) **Each review is at least one-half training day, which is three hours in length.**
 - (2) **The reviews cover the range of primary training topics offered through DDSD, such as foundation training, leadership and administration, and health.**
 - (3) **The DDSD director of human resource development reviews training classes as a participant rather than as an observer, when possible.**
 - (4) **The reviews include announced and unannounced observations.**
 - (5) **Direct feedback is given to the trainer following the class, in written and verbal form. A copy of the written review is given to the trainer's immediate supervisor.**
 - (6) **If significant areas of concern are noted, the trainer and immediate supervisor are asked to develop a plan of correction that may include retraining, increased supervision of classes, or co-training.**
 - (7) **Exceptional performance is noted in writing with a copy to the trainer's personnel file.**
4. **Monitoring documents. Documents to assist in the review process are available from the DDSD director of human resource development.**

CASE MANAGEMENT TRAINING

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

Course and Description	Audience	Taught By	# of Hours	Location
<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>	<p>Mandated for Case Managers, Case Manager Supervisors</p>	<p>DDSD Trainers Foundation Training is a pre-requisite.</p>	<p>12 Hours (2 Days)</p>	<p><u>Area I</u> Enroll through Area III</p> <p><u>Area II</u> 08/06 & 07 - Tulsa</p> <p><u>Area III</u> 07/02 & 03 - Norman 09/22 & 23 - Norman</p>
<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>	<p>Mandated for Case managers, Case Manager Supervisors, Program Coordinators and Program Managers</p>	<p>DDSD Trainers Foundation Training is a pre-requisite for DDSD and provider agency staff.</p>	<p>4 Hours (1/2 Day)</p>	<p><u>Area I</u> 07/08 - OKC 09/09 - OKC (for Enid classes, call 580-213-2766 to be put on wait list. Training will be scheduled when there are enough participants to merit a class.)</p> <p><u>Area II</u> 07/24 - Tulsa 08/26 - Tulsa 09/18 - Tulsa</p> <p><u>Area III</u> 08/26 - Norman</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>	<p>Mandated for Case managers and Case Manager Supervisors</p>	<p>DDSD Trainers Foundation Training is a pre-requisite.</p> <p>Enroll through your Area Training Office.</p>	<p>6 Hours (1 Day)</p>	<p><u>Area I</u> 07/10 - OKC</p> <p><u>Area II</u> 07/29 - Tulsa 09/23 - Tulsa</p> <p><u>Area III</u> 08/04 - Norman 09/04 - Norman</p>

CASE MANAGEMENT TRAINING

Course and Description	Audience	Taught By	# of Hours	Location
<p>INDIVIDUAL PLAN – Day 1 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>	Mandated for Case managers, Case Manager Supervisors, Program Coordinators and Program Managers	Taught by DDS Staff	6 Hours (1 Day)	<p>Area I 07/07 – OKC 09/08 – OKC (for Enid classes, call 580-213-2766 to be put on wait list. Training will be scheduled when there are enough participants to merit a class.)</p> <p>Area II 08/12 – Tulsa 09/30 – Tulsa</p> <p>Area III 08/25 – Norman</p>
<p>INDIVIDUAL PLAN – Day 2 Day 2 – Focuses on Meeting Management skills and development of the Plan of Care.</p>	Mandated for DDS Case managers and DDS Case Manager Supervisors <p>*The first day is an overview of the process. Day 2 is for DDS Case Managers and DDS Case Manager Supervisors only.</p>	Taught by DDS Staff	6 Hours (1 Day)	<p>Area I Scheduled Upon Request</p> <p>Area II 07/03 – Tulsa 09/11 – Tulsa</p> <p>Area III Scheduled Upon Request</p>
<p>GUARDIANSHIP 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>	Mandated for Case managers, Case Manager Supervisors	DDS Staff Enroll through your Area training office	7 Hours (1 Day)	<p>Area I TBA – Call 580-213-2766 to be placed on waiting list</p> <p>Area II 09/18 – Tulsa</p> <p>Area III TBA – Email Debbie.Clark@okdhs.org to be placed on waiting list.</p>
<p>CONTEMPORARY PRACTICE IN HABILITATION THERAPIES 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>	Mandated for Case Managers and Case Manager Supervisors <p>*Foundation Training is a pre-requisite.</p>	Maria Jones OU Health Sciences Center Enroll through your area training office.	4 Hours (1/2 Day) 10am – 2pm	<p>Area I, II & III 08/26 – OKC 10/28 – OKC</p> <p>*Centralized class – Enroll through Area I – class will be held in Oklahoma City.</p> <p>Please contact your Area training office to be placed on a wait list. Training will be scheduled when there are enough participants to merit a class.</p>

CASE MANAGEMENT TRAINING

Course and Description	Audience	Taught By	# of Hours	Location
<p>DEVELOPING CREATIVE PROBLEM SOLVING SKILLS</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 ves 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>Scheduled Upon Request</p>
<p>SUPPORTS INTENSITY SCALE</p> <p>Participants will become familiar with the SIS assessment tool and practice using it during a mock interview.</p>	<p>This class is for case managers working with service recipients age <i>18 and over</i> who receive <i>in-home supports</i> waiver or <i>community</i> waiver services in <i>non-residential</i> settings.</p> <p>*Individual Plan Days 1 & 2 are prerequisite training to this class.</p> <p>Open to All DDSD and Provider Staff with In-home support cases.</p>	<p>DDSD Trainers</p>	<p>4 Hours (1/2 Day)</p>	<p><u>Area I</u> 07/14 - OKC</p> <p><u>Area II</u> 08/14 – Tulsa</p> <p><u>Area III</u> 08/12 – Norman</p>

HEALTH/SAFETY

<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>Area I Area II Area III</p> <p>One day classroom, 2nd day scheduled for in vivo with trainer</p>	<p>12 Hours (2 Days)</p>	<p>Area I 07/22 – OKC (for Enid classes, call 580-213-2766 to be put on wait list. Training will be scheduled when there are enough participants to merit a class.)</p> <p>Area II 07/30 – Tulsa 09/25 – Tulsa</p> <p>Area III 09/11 - Norman</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>Area I Area II Area III</p>	<p>4 Hours (1/2 Day) 9a-1p</p>	<p>Area I, II & III 08/20 - OKC</p>
<p>ABUSE, NEGLECT & MISTREATMENT</p> <p>There are many forms of abuse and far too many incidents of abuse, neglect and mistreatment in our society, especially with vulnerable adults that are in our care.</p> <p>This course will offer clear definitions of abuse, neglect and mistreatment. In addition, you will learn how to identify signs and symptoms of abuse and your responsibility in reporting it.</p>	<p>Open to all DDS and Provider Staff.</p> <p>Meets DDS annual training requirements.</p>	<p>Area I</p>	<p>6 Hours (1 Day)</p>	<p>Area I 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-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 Charolette Harper at Charolette.Harper@okdhs.org</p> <p>Area II, please send request to Mitch Korolewicz at Mitchell.Korolewicz@okdhs.org</p> <p>Area III, please send request to Charles Gray at Charles.Gray@okdhs.org</p>	<p>Area I Area II Area III</p> <p>MOPI-2 Prerequisites: Foundation Training ETL-1 ETL-2</p>	<p>6 Hours (1 Day)</p>	<p>Area I 07/22 – Enid 07/31 – OKC 08/05 – Enid 08/12 – OKC 09/11 – Enid 09/18 – OKC</p> <p>Area III –MOPI-1 07/29 – Norman 08/28 - Norman 09/30 – Norman</p> <p>Area III – MOPI-2 07/17 – Pauls Valley 08/14 – Pauls Valley 09/18 – Pauls Valley</p> <p>Other Classes Scheduled as Needed</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 DDSD and provider staff.</p> <p>(Meets initial/annual requirements for DHS supervisory credit.)</p> <p>Meets DDSD annual training requirements</p>	DDSD Trainers	6 Hours (1 Day)	<p><u>Area I</u> Scheduled Upon Request</p> <p><u>Area II</u> 07/08 – Tulsa 09/10 – Tulsa</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 DDSD and provider staff.</p> <p>Meets DDSD annual training requirements</p>	DDSD Trainers	4 Hours (1/2 Day)	<u>Area II</u> Scheduled Upon Request
<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>	DDSD Trainers	6 Hours (1 Day)	<u>Area II</u> Scheduled Upon Request
<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>	DDSD Trainers	6 Hours (1 Day)	<u>Area II</u> Scheduled Upon Request

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 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>	<p>Area II 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 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>	<p>Area II 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 DDSD and provider staff</p> <p>Approved for DHS supervisory credit.</p> <p>Meets DDSD annual training requirements</p>	<p>Area II DDSD Trainers</p>	<p>6 Hours (1 Day)</p>	<p>Area II 09/04 – Tulsa</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 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 DDSD Trainers</p>	<p>6 Hours (1 Day)</p>	<p>Area II 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 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 DDSD Trainers</p>	<p>6 Hours (1 Day)</p>	<p>Area II 09/03 – Tulsa</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 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 DDSD Trainers</p>	<p>6 Hours (1 Day)</p>	<p>Area II 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 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>6 Hours (1 Day)</p>	<p>ECU 09/30 – Tulsa</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>ECU 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>ECU 09/12 – Norman</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>ECU 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>ECU Scheduled Upon Request</p>

LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<p>MANAGING MULTIPLE TASKS</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 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>ECU Scheduled Upon Request</p>
<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 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>ECU Scheduled Upon Request</p>
<p>LEADERSHIP 101</p> <p>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.</p> <p>Approved for provider agency supervisory credit.</p> <p>Pursuing OKDHS supervisory credit.</p>	<p>East Central University Trainers</p>	<p>4 Hours (1/2 Day)</p>	<p>ECU Scheduled Upon Request</p>
<p>MULTI-GENERATIONAL WORKPLACE</p> <p>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.</p> <p>Approved for provider agency supervisory credit.</p> <p>Pursuing OKDHS supervisory credit.</p>	<p>East Central University Trainers</p>	<p>4 Hours (1/2 Day)</p>	<p>ECU Scheduled Upon Request</p>

RESIDENTIAL

Course and Description	Audience	Taught By	# of Hours	Location
<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 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 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>ECU</u> 07/18 – Norman 07/22 – Tulsa 07/24 – Woodward</p> <p>08/08 – Tulsa 08/27 – Norman</p> <p>09/08 – Norman 09/17 – Stillwater 09/25 – Tulsa</p> <p>Ada – Needed</p> <p>*Denotes Saturday Class</p>
<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 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)</p>	<p><u>ECU</u> 07/01 – Norman 07/09 – Tulsa</p> <p>08/06 – Norman 08/07 – Tulsa 08/22 – Woodward 08/27 – Stillwater</p> <p>09/15 – Norman</p> <p>Ada – As Needed</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>See next page for Health – Day 2</p> <p>Both days are required for class completion!</p>	<p>Available to all DSDD 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>ECU</u> 07/07 – Norman 07/14 – Tulsa 07/15 – Stillwater</p> <p>08/08 – Woodward 08/11 – Norman 08/13 – Tulsa</p> <p>09/11 – Norman 09/20 – Tulsa*</p> <p>Ada – As Needed</p> <p>*Denotes Saturday Class</p>

RESIDENTIAL

Course and Description	Audience	Taught By	# of Hours	Location
<p>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.</p>	<p>Available to all DSDD 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>ECU</u> 07/22 – Norman 07/26 – Tulsa*</p> <p>08/14 – Norman 08/23 – Tulsa*</p> <p>09/02 – Stillwater 09/10 – Woodward 09/15 – Norman 09/23 – Tulsa</p> <p>Ada – As Needed</p> <p>*Denotes Saturday Class</p>
<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 DSDD 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)</p>	<p><u>ECU</u> 07/09 – Stillwater 07/16 – Tulsa 07/21 – Norman</p> <p>08/11 – Norman</p> <p>09/04 – Woodward 09/12 – Tulsa 09/19 – Norman</p> <p>Ada – As Needed</p> <p>* Denotes Saturday Class</p>

RESIDENTIAL

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 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>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)</p>	<p>ECU 07/25 – Norman</p> <p>08/02 – Tulsa* 08/06 – Stillwater 08/25 – Norman</p> <p>09/10 – Tulsa 09/18 – Woodward 09/26 – Norman</p> <p>Ada – As Needed</p> <p>*Denotes Saturday Class</p>

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)</p>	<p><u>OU/NRC</u> 07/15 & 16 – Tulsa 07/15 & 16 – OKC</p> <p>08/04 & 05 – Tulsa 08/25 & 26 – OKC</p> <p>09/16 & 17 – OKC</p>

VALUES/PHILOSOPHY

Course and Description	Audience	Taught By	# of Hours	Location
<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 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>	<p><u>OU/NRC</u> 07/17 & 18 – Tulsa 07/17 & 18 – OKC</p> <p>08/06 & 07 – Tulsa 08/27 & 28 – OKC</p> <p>09/18 & 19 – 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 DDSD and provider staff. (Meets initial/annual requirements for DHS supervisory credit.)</p>	<p>Area II</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> 08/27 - Tulsa</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>Area I-Enid Office</p> <p>Area I - OKC Office</p> <p>Area II</p> <p>Area III</p>	<p>12 Hours (2 Days)</p>	<p><u>Area I</u> 07/02 & 03 – OKC 07/29 & 30 – Enid</p> <p>08/06 & 07 – OKC</p> <p>09/03 & 04 – OKC</p> <p><u>Area II</u> 07/21 & 22 – Tulsa</p> <p>08/18 & 19 – Tulsa</p> <p>09/16 & 17 – Tulsa</p> <p><u>Area III</u> 07/15 & 16 – Pauls Valley 09/16 & 17 – Pauls Valley</p>

VOCATIONAL

Course and Description	Audience	Taught By	# of Hours	Location
JOB COACH TRAINING/ EMPLOYMENT SPECIALIST ORIENTATION (ETSO)	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 SPECIALIST TRAINING 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
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
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>	Potential Specialized Foster Parents	Area I Area II Area III	4 Hours (1/2 Day)	<u>Area I</u> 07/10 - OKC <u>Area II & III</u> Scheduled Upon Request
<p>HUMAN RIGHTS COMMITTEE TRAINING – Updated in 2006 Provides training on the roles and responsibilities of the HRC including review of restrictive and intrusive procedures and DDSD policies.</p>	Designed for Provider agency Human Rights Committee members	DDSD Contact Area Training Office to Schedule Training or to request a DVD and training manual	2 Hours (1/4 Day)	<u>Area I, II & III</u> Scheduled Upon Request
<p>COMMUNITY LEADERSHIP SOLUTIONS 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 	DDSD Staff, Provider Agency Staff, Self-Advocates and Family Members Approved for DDSD annual training credit	Center for Learning and Leadership/Oklahoma UCEDD (405) 271-4500 Call for Registration Packet Vyonda-Martin@ouhsc.edu	3 Hours Each	Workshops are scheduled based upon request for groups of 8 or more.
<p>SPECTRUM DEVELOPMENT - Adult/Child Relations You have to complete the Spectrum Awareness and Development class prior to enrolling. 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>	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.	Area I Area II	6 Hours (1 Day)	<u>Area I & II</u> Scheduled Upon Request

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p>AUTISM AWARENESS</p> <p>In recent years a greater understanding of the autism spectrum has evolved. This training will enhance knowledge of the characteristics commonly associated with ASD (Autism Spectrum Disorder). We will explore strategies used in building relationships, working with, and supporting individuals with autism.</p>	<p>Open to all DDS and provider staff and families.</p> <p>Meets DDS annual training requirements.</p>	Area III	6 Hours (1 Day)	Area III Scheduled Upon Request
<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>	Area I Area II Area III	6 Hours (1 Day)	Area II 07/17 – Tulsa
<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:</p> <ul style="list-style-type: none"> • How to prepare for a disaster; • How to prepare a home disaster plan; • How to put together a disaster kit 	<p>Open to all DDS and provider staff.</p> <p>Meets DDS annual training requirements.</p>	Area I	4 Hours (1/2 Day)	Area I Scheduled Upon Request
<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>	OK-AIM Office 800-688-8272	1 Hour In-Service	Call to schedule an in-service

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>Area I Area II SORC Trainers (Call SORC Staff Development to enroll)</p>	<p>3 Hours (1/2 Day)</p>	<p>Area I Scheduled Upon Request</p> <p>Area II 07/10 – Tulsa</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>Area I Area II</p>	<p>6 Hours (1 Day)</p>	<p>Area I Scheduled Upon Request</p> <p>Area II 09/24 – Tulsa</p>
<p>NEURO COGNITIVE 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>Area I-II-III Scheduled Upon Request Call 580-213-2767 for information</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>Area I Area II</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II</u> 08/05 – Tulsa</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>HEALTH PROMOTION FOR ADULTS WITH DEVELOPMENTAL DISABILITIES</p> <p>People with developmental disabilities have the right to receive education and services that promote their health. With the proper support, they can contribute to their own well-being by becoming knowledgeable about their health status and available health resources and by becoming active participants in health promotion activities. This training is designed to equip staff with structured information on how to organize and start an individualized physical activity and health education program for the people they serve.</p>	<p>Open to All DDS and Provider Staff</p>	<p>Area I Area II Area III</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>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>6 Hours (1 Day)</p>	<p>ECU Scheduled Upon Request</p>
<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>	<p>Open to All DDSD and Provider Staff. Intended for Supervisory Staff.</p>	<p>DDSD Trainers</p>	<p>4 Hours (1/2 Day)</p>	<p>Area III Scheduled Upon Request</p>

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p>DEVELOPMENTAL 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>6 Hours (1 Day)</p>	<p><u>ECU</u> 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 DDSD 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 DDSD 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> 08/22 –Norman</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 DDSD and provider staff</p> <p>Approved for DHS supervisory credit (12 hours)</p>	<p>DDSD Trainers</p>	<p>12 Hours (2 Days)</p>	<p><u>Area I & II</u> Scheduled Upon Request</p> <p><u>Area III</u> 07/30 & 31 – Norman 09/17 & 18 – Norman</p>

GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p>BLIND ASSISTANCE AND MOBILITY</p> <p>This course will cover various areas impacting individuals facing the challenges of being blind or having low vision. Participants will gain an understanding of the importance for maximizing the individual's independence, maintaining physical health, preference choice making, and leisure activities. Mobility will be highlighted and White Cane and The Sighted Guide Technique will be taught. Discussion will be a part of experiential learning activities. The training will be tailored to meet the specific needs of the participants which may include the challenges of being both blind and deaf.</p>	Open to All DDS and Provider Staff.	DDS Trainers	4 Hours (1/2 Day)	Area III Scheduled Upon Request (All Areas enroll through Area III training office)
<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>	Open to All DDS Case Managers and Families Receiving In Home Support Waiver Services who are considering the Self-Directed Services option.	College of Direct Support	4 Hours (1/2 Day)	The On-Line Course is Available. Contact Rene Stewart for packet and enrollment in CDS training module. (405-521-4969)
<p>ONE PAGE PROFILE TRAINING</p> <p>Using person-centered concepts, thinking and planning, participants will learn to create a personal profile for an individual. This profile develops into a condensed, user-friendly, meaningful, essential tool. It enables everyone to more effectively interact with, relate to, identify and understand the unique qualities of an individual. The profile is applicable to various environments.</p>	Open to All DDS and Provider Staff.	DDS Trainers	6 Hours (1 Day)	Area III 07/28 - Norman
<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>	Open to All DDS and Provider Staff.	East Central University	6 Hours (1 Day)	ECU 07/28 - Tulsa

ON-LINE TRAINING

Course and Description	Audience	Link	# of Hours	Location
<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-DDSD. 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

Course and Description	Contact Person	# of Hours	Location
No Conferences Scheduled			

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 - <i>Call Rene at (405) 521-4969 for a copy of this particular video.</i>	11-21-95	Training on Multi Sensory Impairment Issues
MAP – Medication Administration Policy - <i>Call Rene at (405) 521-4969 for a copy of this particular video.</i>	08/2002	Provides information on current medication administration policy
Role of the Healthcare Coordinator	2-25-98	Presents Information on the Roles and Responsibilities of the Health Care Coordinator
HIPAA Video	02/26/03	Basic training on HIPAA Requirements
Human Rights Committee Training - - <i>Call Rene at (405) 521-4969 for a copy of this particular video.</i>	2006	Basic training for HRC members on their responsibilities.