



# Training Calendar

September – December 2018

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## ***General Information***

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Training workshops are open to all Southern Network agency staff, support staff and foster parents.

- Animikii Ozoson CFS
- Anishinaabe CFS
- All Nations Coordinated Response (ANCR)
- Dakota Ojibway CFS
- Intertribal CFS
- Peguis CFS
- Sagkeeng CFS
- Sandy Bay CFS
- Southeast CFS
- West Region CFS
- Southern First Nations Network of Care

### Registration

- You will be placed on the list for training in the order that your registration form is received.
- Confirmation of the registration will be sent to the participant, as well as the Supervisor who approved training.
- Training reminders will no longer be sent out, please update your calendar accordingly.
- If a training session is full, the registrant will be put on a standby list for the next available spot or session and will be notified of such.

### Cancellation Policy

- Due to the high demand for spaces for these trainings, please inform us of your cancellation as soon as possible (no later than 48 hours prior to your session), by either yourself or your supervisor so that your reserved space can be used by someone else.

### Attendance

- Please ensure you alter your schedule accordingly so that you are able to attend the entire training. Depending on the training workshop, we do have long standby lists and we want to ensure all spots are utilized.

### Certificates

- A certificate of completion will be given directly to the participant when the training session is completed. If a participant does not complete a session as the result of being absent or significantly late, a certificate will not be provided.

### Contact Information:

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## *Case Worker Training Series*

# Orientation to Child Welfare

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This course provides a one day orientation to Manitoba's Child Welfare System and its legislation, standards, programs, resources and people.

Topics Include:

- *The CFS Act* and its Regulations
- *The CFS Authorities Act* and its Regulations
- The Respective Roles of Governments, Boards of Directors, CFS Authorities, CFS Agencies and Voluntary Agencies
- Manitoba CFS Agency Standards
- Customary Care, Kinship Care, Foster Care, EPS and other Placement Resources
- Child Protection Procedures
- Court Procedures
- The Manitoba Advocate for Children and Youth (MACY)
- Critical Incident Reporting, Child Deaths & Inquests

Upcoming Locations/Dates:

**November 15, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

# Structured Decision Making – SDM

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Child and Family Services in Manitoba has adapted a series of tools known as Structured Decision Making tools (aka SDM). These tools are evidence based, have been researched extensively, and are designed to aid workers in making key decisions during critical points in the duration of a family's involvement with CFS.

These tools will be required on every open case within Child and Family Services in Manitoba (all Agencies), so it is imperative that staff be provided with training to fully understand what the tools entail, how to apply them, and what to do with the information they generate.

Topics Include:

- Overview on Differential Response
- Structured Decision Making Assessments
- Streams of Service/ Flow Charts/ Timelines
- Safety Planning
- Family Engagement & Case Planning
- Intake Module- Intake Report
- CFSIS Overview- SDM Assessments

Upcoming Locations/Dates:

**November 28 – 30, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

# CFSA & Case Management Standards

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This 4 day training covers all aspects of the Child & Family Services Applications (CFSA) systems and how it relates to case management and meeting standards. Participants will complete an intake in the Intake Module (IM) from start to finish, create cases, and then follow it up with the necessary screens in CFSIS. The focus of the training is to demonstrate how to case manage on the Child and Family Services Applications (CFSA) in order to meet the required standards.

## Topics covered:

- Using CFSA for case management: relevant standards and CFSA documentation
- Doing effective prior contact checks, creating person records, updating the person database,
- How to Navigate in CFSIS and Intake
- Reading CFSA for information
- Using CFSIS for ongoing case management and meeting standards
- Filling out screens (e.g.: FAR, Well-Being Screens Face to Face Visits, Legal Status, etc.).
- How Standards/Legislation apply to CFSA
- Creating Intakes and CFSIS cases
- How to use the Intake Module to document incidents of abuse and neglect; Alleged Maltreatment Summary Screen
- Attaching SDM Assessments
- Issue Management Screen, inputting the Authority Determination Protocol (ADP)
- Case Recordings/Case Notes and Attachments
- Children in Care (CIC) photos and physical descriptions , Face to Face Visit Calendar, File Action Required (FAR), Well-being Screens, Unintentional Serious Injury Screen, and High Risk Medical Screen

## Upcoming Locations/Dates:

September 4 – 7, 2018

October 16 – 19, 2018

December 10 – 13, 2018

9am – 4pm

CFS Division – 777 Portage Ave.

Facilitated by: Tiffany Pickell & Kelly Wozney/Marcia Liske

# ADP

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The Child and Family Services Authorities Regulation require that the Authority Determination Protocol (ADP) be completed for every family or person that requires child and family services. The ADP determines which child and family service Authority is the most culturally appropriate for a family or person. The adult members of the family may choose the culturally appropriate Authority or any other Authority. The ADP is normally completed in an interview with the adult members of the family. The interview is used to explain the purpose of the ADP and to collect information about the culture of origin of each member of a family or person.

Topics include:

- What does the ADP do?
- Administering the ADP?
- The Consent Process?
- When is the ADP complete?
- Transfer to Ongoing Service Provider
- Request for Change of Authority Service

Upcoming Locations/Dates:

September 12, 2018

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

## Global Interviewing

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Global interviewing will provide an outline of what a global interview with a child consists of. We will discuss what to keep in mind when interviewing children (type of room, toys, and who should be invited to the interview), how to build a relationship/rapport, how to talk about truth, lies, secrets and promises, how child development plays an important role in interviewing and how to seek clarification. We will also be discussing and practicing open ended questions, non-directional questions and direct questions and when we use each type of question during an interview.

Upcoming Locations/Dates:

November 1 & 2, 2018

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

# Case Documentation

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Case documentation training will focus on writing good case documentation and will cover case notes for the IM and CFSIS.

Topics covered:

- Presenting Problem
- Demographic Information
- Previous Child Welfare History
- Interviews with parents, children and collaterals
- F/F visits and progress in case plan
- Supervisor Reviews
- Reassessment Narratives
- Visits w/foster parents

Upcoming Locations/Dates:

**September 27 & 28, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

# Court Procedures

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Workshop Content includes:

- Principles Underlying The Court Process
- Emotional Responses Of Workers To Court Processes
- Ascertaining That An Apprehension Is The Necessary Next Step
- Definitions
- Apprehension Procedures
- Differences Between Child Protection Proceedings and Criminal Code Charges
- When and How to Contact the Agency Lawyer
- Filing Court Papers & Serving Notices
- Preparing and Submitting Affidavits
- Preparing For Non - Contested Court Cases
- Preparing For Contested Court Cases
- Court Attendance, Dress, and Conduct
- Giving Testimony

Upcoming Locations/Dates:

**November 23, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Whitney Moore



# History of Residential Schools: Intergenerational Effects

This 2-day workshop will provide an overview of residential schools, the historical and current intergenerational effects and truth and reconciliation from a traditional Indigenous perspective.

Workshop objectives include:

- Learn about residential schools;
- Gain an understanding of the intergenerational effects of colonization (residential schools);
- Learn about truth and reconciliation;
- Develop reconciliation strategies that can be implemented in personal and professional circles

Upcoming Locations/Dates:

**October 18 & 19, 2018**

9am – 4pm

General Authority – 6th floor @ 180 King St.

Facilitated by: Colleen Robinson & Kirra Noble

## ASIST – Applied Suicide Intervention Skills Training

ASIST is a suicide first aid interactive workshop that provides practical training for all types of caregivers seeking to prevent the immediate risk of suicide. During the two-day interactive session, participants learn to intervene and help prevent the immediate risk of suicide.

Course Content:

- Learn how to recognize invitations for help;
- How to reach out and offer support;
- Review the risk of suicide;
- Apply a suicide intervention model;
- Link people with community resources.

**\*\*Full attendance is mandatory both days in order for participants to receive their ASIST certificates\*\***

Upcoming Locations/Dates:

**October 2 & 3, 2018**

9am – 4pm

MMF – 2nd floor @ 150 Henry St.

Facilitated by: Kelly Wozney & Kirra Noble

# Non-Violent Crisis Intervention Skills Training

The Crisis Prevention Institute (CPI) developed the Nonviolent Crisis Intervention Training (NVCI) in the late 1960's. It is a highly recommended and well-recognized national and international workshop that teaches basic proven crisis intervention techniques to defuse disruptive and assaultive behavior. The workshop consists of interactive lecture with activities. A CPI certification card is issued to each participant and is valid for 2 years.

**\*\*Please note: restraints are NOT included in the 1-day training. Please contact Kayla Guiboche directly if you would like to participate in the next 2-day session\*\***

What you will learn:

- How to identify behaviors that could lead to a crisis.
- How to respond to prevent the situation from escalating
- How to use verbal and nonverbal techniques to resolve a crisis before it becomes violent
- How to use principles of personal safety to avoid injury if behavior becomes physical
- How to develop team intervention strategies and techniques
- How to maintain rapport with the acting-out individual
- Key steps for debriefing after a crisis

Upcoming Locations/Dates:

October 12, 2018

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

## *Supervisor Training*

# Clinical Supervision in Child Welfare

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Tony Morrison was a leading practitioner and supervisor in the UK who recognized that supervision in child welfare is part of the intervention with people who use services, through the chain of relationship from supervisor to worker to client. He believed that the best way for supervisors to influence positive outcomes for children and their families was through the supervision relationship. His book and training materials "Staff Supervision in Social Care" have transformed child welfare supervision in the UK and in many jurisdictions around the world.

Tony's clinical supervision training program focuses on an integrated model of supervision that examines the unique learning styles of staff through the process of case management: the experience phase (what happened in the case), reflection (examining our personal responses to what happened), analysis (using our practice knowledge to assess and interpret what happened), and action planning (developing a case plan that incorporates what happened, our responses, and our practice knowledge). It is a relational model (that is, how we interact with staff and use our interpersonal communication skills to effect change), as opposed to an analytical framework that requires more paperwork or adaptations to existing system requirements. Therefore, it is characterized as a clinical approach to supervision, focusing on relationship, communication skills, and reflective practice, intended to create emotional safety for workers, strengthen their reflective and relational skills, and build confidence in their work with families.

### Upcoming Locations/Dates:

**October 25 & 26, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Linda Burnside

## *Other Training*

### **FASD Fundamentals for Foster Parents**

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Using an interactive format, this training workshop will provide service providers with fundamental Fetal Alcohol Spectrum Disorder education. Training participants will learn to use an FASD lens in order to recognize FASD as a complex disability, better understand behaviour, and develop and employ strategies when working with an individual diagnosed with or suspected to have FASD. The goal is for participants to become well enough informed that they are then able to assist foster parents with understanding the child or youth's behaviour, as well as being able to provide helpful strategies and recommendations to foster parents caring for a child or youth with FASD.

Upcoming Locations/Dates:

**October 10, 2018**

10am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Marsi Rock

### **FASD Fundamentals for Agency Staff**

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This training workshop will be facilitated using an interesting and interactive format to provide foster parents with an introductory overview of Fetal Alcohol Spectrum Disorder. In addition to learning about common features, behaviour and characteristics of an individual living with FASD, real-life case studies and scenarios will be utilized in order to demonstrate common challenges of caring for an individual impacted by FASD. Practical every day intervention strategies, tips, strategies and techniques will be explored and will assist foster parents in caring for children and youth affected by FASD.

Upcoming Locations/Dates:

**November 6, 2018**

10am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Marsi Rock

### **First Aid/CPR**

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All participants that complete this session will receive a Canadian Red Cross First Aid and CPR manual, as well as a wallet size certification card valid for 3 years.

Upcoming Locations/Dates:

**November 7, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Aim for Life

# Making Sense of Trauma

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Participants learn how to use a Trauma-Informed perspective to better understand the relational, neurobiological and developmental impact of trauma on children, youth and their caregivers.

Workshop Objectives:

- To develop an understanding of the impact of trauma on children/youth
- To learn the principles of trauma informed care
- To explore the current understanding of the nervous system and trauma survival responses
- To identify specific tools that assist with freeze/flight/fight survival responses in children and youth

Upcoming Locations/Dates:

**November 16, 2018**

9:15am – 3:30pm

Best Western Hotel – 1715 Wellington Ave.

Facilitated by: New Directions - Billy Brodovsky & Kate Kiernan

# Tactical Communication

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To meet the safety needs of child & family service staff, this training will take into account safety strategies that can be utilized when in the field. Tools will be provided to place workers in a frame of mind that allows them to think tacitly regarding their safety before, during and post meeting with their clients.

Workshop Content includes:

- Communication Wheel
- How to move the communication process in a positive direction leading to resolution
- Deflection Phrases, Positive Statements
- What stops the communication wheel
- Signs of Potential resistance
- Where to park when attending a home
- Assessing the home when you are approaching
- Worker safety in a home (how to position yourself in the home, what to look out for/pay attention to, locate exits)
- Further safety practices

Upcoming Locations/Dates:

**October 23, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Winnipeg Police Services

# De-escalating Potentially Violent Situations

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For those who work in an environment where there is potential for violence, it is important to develop the skills needed to defuse dangerous situations. This workshop is designed to teach people to de-escalate potentially violent situations through assertiveness and interpersonal communication. The training will explore how anger and violence interplay, including opportunities for self-assessment of personal communication styles. Participants will develop a clear understanding of how to assess the potential for violence and respond with a diverse set of interpersonal tools and strategies designed to defuse potentially violent situations.

## Workshop Outline:

- The Physical Violence Spectrum
- Rating Your Workplace Risk Levels
- Anger Cycle and Escalation
- Anger Styles Assessment Questionnaire
- Warning Signs of Potential for Violence
- The Aggression Defusing Process
- Approaching, Containment, and Problem-Solving Strategies
- When and How to Disengage
- Special Considerations for Unique Situations
- Addressing Enablers of Violence

## Upcoming Locations/Dates:

**November 22, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Crisis & Trauma Resource Institute

# Child Abuse Committee Orientation

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In partnership with the CFS Division, we will be offering Child Abuse Committee Orientation training focusing on the standards, timelines and processes. This training will be open to all Child Abuse Committee Coordinators, members and admin staff.

## Course content includes:

- A general overview of committee functions and processes
- How to create notices of opportunity
- Frequently Asked Questions
- Copy of the Child Abuse Regulations
- Copy of the Child Abuse Committee Guidelines

## Upcoming Locations/Dates:

**October 24, 2018**

10am – 3pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Amber Vialette

# Introduction to Autism & Managing Challenging Behaviour

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## Morning:

Providing an enriched understanding of the Autism Spectrum

Workshop Content includes:

- Historical context; what is autism and our current understanding of autism
- How autism is diagnosed
- The prevalence of autism and comorbid diagnoses.
- Signs and symptoms of autism; social communication and social interaction, restrictive and repetitive patterns of behaviour, interests or activities.
- What can you do? Activity schedules, transitions and how to appropriately provide instructions and strategies for confidently and appropriately managing challenging behaviour.

## Afternoon:

Feel optimistic and be empowered to teach skills and manage challenging behaviour

What is behaviour? Why do we behave? What affects our current behaviour? What is challenging behaviour, types of challenging behaviour, contributors to challenging behaviour and risk factors for challenging behaviour? Why do individuals engage in challenging behaviour and not engage in appropriate behaviour?

Workshop Content includes:

- Behaviour management strategies
- Preventative and reactive strategies
- Key points and things to watch for
- Safety planning

## Upcoming Locations/Dates:

September 17, 2018

1pm – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: St. Amant - Robert Jeffrey

## ***Microsoft Training***

### **Outlook 2010 Skills Training**

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Learn how to use your Microsoft Outlook email in the most effective way possible. Training includes how to create and manage folders, use rules and alerts, customize and set advanced Outlook options and how to manage your time with the Calendar and Tasks features.

Course Content Includes:

- Navigating in Outlook & Creating Folders
- Flagging Messages and using Rules
- Mailbox Cleanup
- Creating/Editing/Deleting Events
- Creating Notes, To Do List and Tasks
- Accept, Decline and Delegate Tasks
- Creating, Deleting, and Sorting Contacts
- Scheduling Meetings and more

Upcoming Locations/Dates:

**November 19, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

### **Excel 2010 - Beginner**

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This course is designed to give users a good introduction to the basic concepts of Excel. It explores the structure of the Excel workbook and demonstrates basic techniques required to navigate and design spreadsheets.

Course Content Includes:

- Entering, Editing, and Deleting Data
- Creating & Filling Formulas
- Saving, Opening & Printing Workbooks
- Using Built-In Functions
- Customizing Cell Formats and Cell Styles
- Working with Charts
- Using & Creating Templates

Upcoming Locations/Dates:

**September 26, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic



# Excel 2010 - Intermediate

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This course advances the user's knowledge of functions and demonstrates how to manage data with Excel.

Course Content Includes:

- Advanced Functions
- Creating a Database
- AutoFilter & Custom Filters
- Working with Tables
- Linking Files
- Protecting Blocks/Worksheets
- Freezing Panes
- Working with Chart Sheets and Hyperlinks
- Adding Cell Comments
- Conditional Formatting and Shortcuts
- Custom Formats

Upcoming Locations/Dates:

**October 11, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

# Excel 2010 - Advanced

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This course is designed to give an insight into some of the more advanced features in Excel and will be of particular interest to those who want to present data using Pivot tables and charts.

Course Content Includes:

- Pivot Tables & Pivot Charts
- Advanced Chart Options
- Consolidating Data
- Importing & Exporting
- Working with Styles
- File Properties
- Sending Workbooks

Upcoming Locations/Dates:

**November 5, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

# Word 2010 - Beginner

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This introductory course for Microsoft Word teaches users how to work with different types of documents using a variety of core features to create and format business documents. After taking this course, you will be able to create, format and employ a variety of techniques for improving the appearance and accuracy of document content.

Course Content Includes:

- Formatting Text (Fonts, Point Size, Color)
- Using the Format Painter
- Adjusting Margins/Line Spacing/Alignment
- Setting Tabs, Changing Case, Page Breaks
- Printing Envelopes
- Mailing Labels
- Using and Creating Templates
- Applying Themes

Upcoming Locations/Dates:

**October 5, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

# Word 2010 - Intermediate

---

This training course is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features.

Course Content Includes:

- Headers & Footers
- Inserting Fields
- Mail Merge
- Outlines
- Creating/Editing Templates
- Using QuickParts
- Tracking & Reviewing Changes
- Compare & Merge Documents
- Protecting Documents

Upcoming Locations/Dates:

**October 22, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

# Word 2010 - Advanced

---

Our Microsoft Word Advanced course is suitable for those with a sound working knowledge of Word who wish to progress to the most complicated functions and features.

Course Content Includes:

- Working with Tables
- Importing Spreadsheets
- Linking Files
- Using the Drawing Toolbar
- Adding Diagrams & Charts
- Sorting & Selecting Merge Records
- Creating Mailing Labels
- Adding Footnotes/Endnotes
- Creating an Index
- Inserting Table of Contents
- Master & Sub Documents
- Creating Web Pages
- Customizing the Toolbar
- Setting Program Options

Upcoming Locations/Dates:

**November 20, 2018**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic