



# **Training Calendar**

**September – December 2019**

# Table of Contents

---

<b>General Information.....</b>	<b>2</b>
<b>Case Worker Training Series .....</b>	<b>3</b>
Orientation to Child Welfare .....	3
Structured Decision Making – SDM .....	3
Global Interviewing.....	4
Case Documentation.....	4
ADP.....	5
ASIST – Applied Suicide Intervention Skills Training .....	5
Non-Violent Crisis Intervention Skills Training.....	6
IM/CFSIS Training.....	7
<b>Other Training .....</b>	<b>8</b>
Making Sense of Trauma.....	8
Vicarious Trauma .....	8
KAIROS Blanket Exercise .....	9
Intro to Child Abuse Investigations.....	9
Motivating Change - Strategies for Approaching Resistance .....	10
Sexuality & Cultural Diversity.....	11
Becoming Trauma-Informed .....	12
Transitional Planning & AYA .....	13
Addictions & Youth .....	14
<b>Microsoft Training.....</b>	<b>15</b>
Outlook 2010 Skills Training.....	15
Excel 2010 - Beginner.....	15
Excel 2010 - Intermediate.....	16
Excel 2010 - Advanced .....	16
Word 2010 - Beginner.....	17
Word 2010 - Intermediate.....	17
Word 2010 - Advanced .....	18

## ***General Information***

---

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:

#### **Kayla Guiboche**

Education & Training Coordinator

200 - 200 Alpine Way

Swan Lake First Nation, Headingley, MB

R4H 0B0

Fax: 204-783-7996 ext.: 11025

Email: [Kayla.Guiboche@SouthernNetwork.org](mailto:Kayla.Guiboche@SouthernNetwork.org)

#### **Kelly Wozney**

Quality Assurance Specialist (Vision Keeper)

200 - 200 Alpine Way

Swan Lake First Nation, Headingley, MB

R4H 0B0

Fax: 204-783-7996 ext.: 11028

Email: [Kelly.Wozney@SouthernNetwork.org](mailto:Kelly.Wozney@SouthernNetwork.org)

## *Case Worker Training Series*

### **Orientation to Child Welfare**

---

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, 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 and Kinship Care
- The Manitoba Advocate for Children and Youth (MACY)
- Critical Incident Reporting, Child Deaths & Inquests

Upcoming Locations/Dates:

**November 14, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

24 spots available

### **Structured Decision Making – SDM**

---

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:

**October 23, 24 & 25, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

24 spots available



# Global Interviewing

---

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 4 & 5, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

24 spots available

# Case Documentation

---

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:

**November 25 & 26, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

24 spots available

# ADP

---

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

**October 21, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

24 spots available

# 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:

**December 10 & 11, 2019**

9am – 4pm

SFNNC Training Centre – Headingley, MB

Facilitated by: Kelly Wozney & Whitney Moore

24 spots available

# 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.

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:

**December 6, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

24 spots available

# IM/CFSIS Training

---

The 3-day CFSA training session provides supervisors, workers and administrative support staff with a comprehensive understanding of the Intake Module (IM) and Child and Family Services Information System (CFSIS) computer applications. This interactive computer class provides a “hands on” learning experience that encompasses the fundamental concepts of CFSA.

Some of the concepts reviewed include:

- How Standards/Legislation apply to CFSA
- Prior Contact Checks
- Creating and Updating Person Records
- Creating Intakes and CFSIS cases
- How to use the Intake Module to document incidents of abuse and neglect
- Attaching Safety Assessments
- Issue Management Screen
- Inputting the Authority Determination Protocol (ADP)
- How to Navigate in CFSIS and Intake
- Using CFSIS for Case Management
- 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
- Alleged Maltreatment Summary Screen
- Unintentional Serious Injury Screen
- High Risk Medical Screen
- Expectant Parent Services

Upcoming Locations/Dates:

~~November 25—27, 2019~~ **\*\*FULL\*\***

9am – 4pm

CFS Branch – 777 Portage Ave

Facilitated by: Tiffany Pickell

11 spots available



## *Other Training*

### **Making Sense of Trauma**

---

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 and 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 15, 2019~~ **\*\*FULL\*\***

9:15am – 3:30pm

Best Western Hotel – 1715 Wellington Ave.

Facilitated by: New Directions - Billy Brodovsky & Kate Kiernan

10 spots available

### **Vicarious Trauma**

---

This course will go over the definitions of Vicarious Trauma, Compassion Fatigue, and Burnout and how to recognize the differences and ways to cope. This course is for front line agency staff.

Upcoming Locations/Dates:

**October 17 & 18, 2019**

9am – 4pm

General Authority – 6th floor @ 180 King St.

Facilitated by: Colleen Robinson & Kirra Noble

6 spots available

# KAIROS Blanket Exercise

---

The Kairos Blanket Exercise is an interactive learning activity that takes you on the journey of colonization and the impacts it has had on indigenous people. This training allows engagement on an intellectual and emotional level, by using blankets that represent periods of Indigenous history from pre-contact through to resistance. This training will be delivered by two facilitators who will conduct a sharing circle following the Blanket Exercise. As this training can be emotional and triggering for some people the exercise is offered in a safe and supportive environment with supports to assist anyone who may need it.

## Upcoming Locations/Dates:

**October 18, 2019**

1pm – 4pm

SFNNC Training Centre – Headingley, MB

Facilitated by: Kelly Wozney & Sharon Desmarais

30 spots available

# Intro to Child Abuse Investigations

---

Intro to Child Abuse is an overview on the steps that can occur while conducting Child Abuse Investigations.

Topics include:

- Review of guiding legislation and CFS Standards pertaining to abuse
- Guiding process in conducting abuse investigations in child welfare
- The role of CFS VS police during investigations
- Forms, effects and implications of abuse
- Documenting injuries
- Completing an assessment on the information gathered during an investigation
- Basic interviewing skills
- Grooming and broader sexual offender patterns

This course is for all front-line workers and supervisors who have limited to no experience/knowledge in the area of child abuse investigations.

## Upcoming Locations/Dates:

**November 19 & 20, 2019**

9:00am – 4:00pm

SFNNC Training Centre – Headingley, MB

Facilitated by: Kelly Wozney

24 spots available

# Motivating Change - Strategies for Approaching Resistance

---

Those working in helping roles regularly encounter challenging forms of resistance in their clients, and may sometimes feel unable to respond in an effective way. This workshop is geared towards those who are looking for new ways to facilitate the change process in the people they work with. Participants will be challenged to reassess their methods of interacting with resistant clients, and bring a new, collaborative, client-centered approach to their work. Drawing from the approaches of Motivational Interviewing, Positive Discipline, and the Internal Family Systems Model, this experiential training will equip participants with an enhanced style and new strategies that will strengthen relationships and maximize potential for motivating change.

## Topics Include:

- Why do People Resist
- Factors that Shape Resistance
- Exploring Readiness for Change
- Resistance When Working with Youth, Addictions & Mental Illness
- Steps to Motivating Change
- Skills for Becoming an Ally
- Identifying Resistant Parts
- Strategies for Supporting and Building Change

## Upcoming Locations/Dates:

**November 18, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Crisis & Trauma Resource Centre

25 spots available

# Sexuality & Cultural Diversity

---

Sexuality is complex and integral to social, mental, physical and spiritual wellbeing. This training event invites service providers from all sectors to examine how sexuality impacts their work with diverse cultures and the service experience for their clients. Participants will explore their own comfort level with the topic while moving through interactive modules designed to increase awareness, knowledge and skills around the following topics:

- Sexuality Foundations
- Diversity in Human Sexuality
- Intergenerational Family Communication and Sexuality
- Cultural Humility and Work With Diverse Cultures
- Culturally Safe Environments
- Sex Positivity and Person-Centred Approaches
- Promising Practices and Evidence-based Approaches
- Contemporary Influences
- Resources and Referrals

## Upcoming Locations/Dates:

### Foster Parents

**November 13, 2019**

9:00am – 4:00pm

General Authority – 6th floor @ 180 King St.

Facilitated by: Sexuality Education Resource Centre

8 spots available

### Agency Staff

**November 26, 2019**

9:00am – 4:00pm

General Authority – 6th floor @ 180 King St.

Facilitated by: Sexuality Education Resource Centre

8 spots available

# Becoming Trauma-Informed

---

This two-day interactive workshop aims to provide knowledge to service providers working with adults who have experienced or been affected by trauma. It will also help service providers and organizations to work from a trauma-informed perspective and develop trauma-informed relationships that cultivate safety, trust and compassion.

This training shifts the focus away from a position of “What is wrong with you?” to one that seeks to understand “What has happened to you and how can I help?” This exploration of trauma-informed counselling differs from a more traditional hierarchical/expert approach to one of curiosity, partnership and empowerment.

The training provides participants with an understanding of the symptoms of trauma, as well as the impact of trauma, with particular emphasis on the relationship between trauma, emotions, neurobiology and the three phases of recovery within supportive relationships. Participants examine their own understanding of healing and the role they play in facilitating this process in the context of trauma.

Over the course of the two days, service providers will also learn how they care for their own emotional self and protect themselves from the effects of Trauma Exposure Response (Vicarious Trauma.)

Note: The training provides practical tools for assisting people to better understand and regulate intense emotions. Each participant will receive a DVD that provides examples of various grounding techniques as well as a resource guide on trauma.

## Upcoming Locations/Dates:

**November 27 & 28, 2019**

9:15am – 4:00pm

SFNNC Training Centre – Headingley, MB

Facilitated by: Klinik Community Health – Nadia La Rosa, MSW

20 spots available

# Transitional Planning & AYA

---

Transitional Planning training is a two day training course which assists workers with transitioning youth towards full independence. Workers will learn how to develop transitional case plans based on assessment of youth's needs. As well, workers will learn how to identify and access resources and services that may be beneficial to youth who are aging out of the child welfare system.

## Topics Discussed:

- Applying for an AYA
- AYA appeal process
- Funding policies
- Referrals to adult resources e.g. CLDS, marketabilities, RAY, etc.
- Education planning
- Tuition waiver program

Participants will also have the opportunity to bring an AYA request and receive consultation.

## Upcoming Locations/Dates:

**November 28 & 29, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Rhiannon Lynch

24 spots available



# Addictions & Youth

---

This workshop provides a framework for responding to a variety of addictions, including those related to substances, gaming, internet, and pornography. Participants will examine the needs underlying the choice to participate in a potentially addictive activity, and will consider issues that are unique to working with youth. Both short-term and longer-term intervention strategies are provided.

## Topics Include:

- The Continuum of Addiction
- Why Youth Use
- Adolescent Development 101
- When Use Becomes Abuse
- Identifying Youth at Risk
- Assessing Underlying Needs
- The Role of Attachment
- Impact of Addictions on Families
- Strategies and Best Practice Approaches
- Harm Reduction Strategies
- Tips for Handling Cravings and Triggers
- Working to Create

## Upcoming Locations/Dates:

~~November 14, 2019~~ **\*\*Date Change\*\* November 22, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Crisis & Trauma Resource Centre

25 spots available

### **Outlook 2010 Skills Training**

---

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 22, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

20 spots available

### **Excel 2010 - Beginner**

---

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:

**October 9, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

20 spots available

# Excel 2010 - Intermediate

---

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:

**November 6, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

20 spots available

# Excel 2010 - Advanced

---

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:

**December 4, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

20 spots available

# Word 2010 - Beginner

---

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 10, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

20 spots available

# 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:

**November 7, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

20 spots available

# 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:

**December 5, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

20 spots available