



## Training Calendar January – March 2018





## General Information

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Training workshops are available for 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

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.

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.

Send completed registration form to:

Kayla Guiboche - Training Centre Manager

200 - 200 Alpine Way

Swan Lake First Nation, Headingley, MB R4H 0B0

Fax: 204-783-7996

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

### **Cancellation Policy**

Due to the high demand for spaces for these trainings, please inform us of your cancellation with 2 business days, by either yourself or your supervisor so that your reserved space can be used by someone else. If agency staff do not cancel within 2 business days' or are a no show for training, your agency will be billed for the spot. Staff can withdraw from training or send a replacement for the spot by contacting Kayla Guiboche.

### **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 distributed to the participants at the end of their training session (except for CFS training) Participants are responsible for sharing their certificates with their Supervisor, Human Resources Department, etc.



# January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 New Years Day SFNNC Office Closed	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		CFSA & Case Management Standards Training - Winnipeg				
21	22 Fentanyl & Other Drugs	23	24	25	26 ADP	27
28	29 ASIST - Ashern	30	31 NVCi - Ashern			



# February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 FASD - CFS Making Sense of Trauma	3
4	5 ASIST	6	7 First Aid	8 History of Residential Schools	9	10
11	12 SDM	13 Street Gangs & Drugs	14	15	16 Tactical Communication	17
18	19 Louis Riel Day SFNNC Office Closed	20	21	22	23 Aboriginal Justice Awareness Day SFNNC Office Closed	24
25	26	27 NVC	28			



# March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Foster Care Management Standards - Winnipeg Global Interviewing	6	7	8 Co-Occurring Disorders	9	10
11	12	13 Case Documentation	14	15	16 FASD for Foster Parents	17
18	19 CFSA & Case Management Standards Training - Ashern	20	21	22	23 Performance Management	24
25	26 CFSA & Case Management Standards Training - Winnipeg	27	28	29	30 Good Friday SFNNC Office Closed	31

## ***Training Schedule***

### **Case Worker Training Series**

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- Orientation to Child Welfare
- SDM
- CFSA & Case Management Standards
- ADP
- Global Interviewing
- Case Documentation
- Child Maintenance
- Court Procedures
- History of Residential Schools
- Transitional Planning
- ASIST - Applied Suicide Intervention Skills Training
- Non-Violent Crisis Intervention Skills Training

### **Foster Care Training**

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- FCM & Foster Care Standards & Regulations
- Foster Care Training

### **Supervisor Training**

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- Performance Management for Supervisors and HR Professionals

### **Other Training**

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- FASD Fundamentals: Learning how to use an FASD lens for agency staff
- FASD Fundamentals: Learning how to use an FASD lens for foster parents
- First Aid/CPR
- Fentanyl & Other Drugs
- Tactical Communication
- Making Sense of Trauma
- Street Gangs & Drugs
- Co-Occurring Disorders: Substance Abuse & Mental Health

## ***Case Worker Training Descriptions***

### **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 Adoption 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
- Key Provisions of The Personal Health Information Act (PHIA) and "Conducting a Child Protection Investigation"
- Manitoba CFS Agency Standards
- Community / Voluntary Resources that Support / Strengthen Families
- Customary Care, Kinship Care, Foster Care, EPS and other Placement Resources
- Child Protection Procedures
- Court Procedures
- Office of the Children's Advocate
- Miscellaneous: Interprovincial Procedures, International Adoptions, Child Deaths, Inquests

Upcoming Locations/Dates:

**\*\*Next training will be offered in April - June 2018 calendar\*\***

# 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.

## **Some of the Workshop 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:

February 12 – 14, 2017

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/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, High Risk Medical Screen

Upcoming Locations/Dates:

## **Winnipeg**

January 16 – 19, 2018

March 26 – 29, 2018

9am – 4pm

CFS Division - 777 Portage Ave.

Facilitated by: Tiffany Pickell & Kelly Wozney

## **Ashern**

March 19 – 22, 2018

9am – 4pm

45 Railway Ave.

Facilitated by: Tiffany Pickell & Kelly Wozney

## ADP

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The *Child and Family Services Authorities Regulation* requires 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:

January 26, 2018

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/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:

March 5 & 6, 2017

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/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. The outlines will include the following:

- 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:

**March 13 & 14, 2018**

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: Kelly Wozney

## Child Maintenance for Agency & Finance Staff

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The Child Maintenance Manual (CMM) provides guidelines to agencies on how to access funding for children in care. This training provides an overview of the specific services that are funded for children in care and the process and criteria to access that funding e.g. psych assessments, therapy, car seats, cribs, etc. In addition, the special rate process (IRAP) and level V funding is reviewed and training is provided on how to complete the child assessment format and determine appropriate special rates based on the needs of the child(ren).

Upcoming Locations/Dates:

**Dates TBD**

# 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:

**\*\*Next training will be offered in April - June 2018 calendar\*\***

## History of Residential Schools: Intergenerational Effects

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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:

**February 8 & 9, 2018**

9am – 4pm

General Authority Training Centre – 6<sup>th</sup> floor – 180 King St.

Facilitated by: Colleen Robinson & Robin Jackson

## Transitional Planning

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Transitional Planning training will consist of a two day training course outlining case management tools, templates and best practice with regards to the following standards:

- Standard 1.1.7 - Preparing Youth for Leaving Care (age 15+)
- Standard 1.1.8 - Agreements with Young Adult (age 18+)

Upcoming Locations/Dates:

**\*\*Next training will be offered in April - June 2018 calendar\*\***

## ASIST – Applied Suicide Intervention Skills Training

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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:

**Ashern**

**January 29 & 30, 2018**

9am – 4pm

Location TBD

Facilitated by: Kelly Wozney & Whitney Moore

**Winnipeg**

**February 5 & 6, 2018**

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: Kelly Wozney & Whitney Moore

# Non-Violent Crisis Intervention Skills Training

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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 1 year.

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:

Ashern

January 31, 2018

9am – 4pm

Location TBD

Facilitated by: Kelly Wozney

Winnipeg

February 27, 2018

9am – 4pm

Location TBD

Facilitated by: Kelly Wozney

## ***Foster Care Training Descriptions***

### **FCM & Foster Care Standards & Regulations**

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The Foster Care training session is a 3-day session to teach foster care staff the following information from the CFSIS application:

- Creating Person Records and changing them into Service Providers,
- Creating Place of Safety (POS) & Foster Care Management cases (FCM)
- Changing a Place of Safety (POS) into a Foster Home
- Creating Facilities
- Reserving Bed Spaces
- Attaching Facilities to Child In Care (CIC) cases
- Closing Place of Safety & Foster Care cases
- Searching for Facilities, Reports

Upcoming Locations/Dates:

**March 5 – 7, 2018**

9am – 4pm

777 Portage Ave.

Facilitated by: Tiffany Pickell & Rob Sarmiento

### **Foster Care Training**

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This training opportunity will focus on the process of completing a home study and annual home reviews. We will discuss how to gather pertinent information needed for both of these documents and look at best practice. Along with all of this, we will look at the struggles of Kinship Care providers and how to best support their unique roles.

Upcoming Locations/Dates:

**Dates TBD**

## ***Supervisor Training Descriptions***

### **Performance Management for Supervisors and HR Professionals**

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Performance management training will enable your Supervisors and HR Professionals to improve effectiveness by implementing the tools of performance management. Listed below are the critical aspects of our training program:

- Progressive discipline as a formal approach to coaching and correcting unwanted behaviours rather than for punishment
- How and when to use progressive discipline
- The progressive discipline process (step by step) and the benefits of progressive discipline
- Explains how employee motivation and engagement can benefit your Agency
- Effective terminations/procedures for terminating employees
- The progressive discipline process and the termination meeting
- Damage control and things to avoid
- Conditions that surround a not for cause termination, how to apply current Legislation, aspects of handling the Termination meeting
- Supporting the organization through the change and what to avoid in the process
- The various reasons for absenteeism and workplace culprits
- Developing an attendance management program
- Recognizing trends in absenteeism and how to address attendance issues
- Real life scenarios and case studies that focus on how to handle difficult conversations professionally and effectively
- Strategies to use and the confidence you need to have these discussions
- How to plan, execute and follow up on difficult conversations
- The importance of professionalism in the workplace
- How to manage professional relationships
- Best practices of professional ethics and handling professional challenges

#### Upcoming Locations/Dates:

**March 23, 2018**

10am – 3pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: Kent Brown



## ***Other Training Descriptions***

### **FASD Fundamentals: Learning how to use an FASD Lens for Agency Staff**

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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:

**February 2, 2018**

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: Marsi Rock

### **FASD Fundamentals: Learning how to use an FASD Lens for Foster Parents**

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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, behaviours 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:

**March 16, 2018**

9:30am – 3:30pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: Marsi Rock

## First Aid/ CPR

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

Course Content Includes:

- The Red Cross
- Preparing to Respond
- The Emergency Medical Services System
- Check, Call and Care
- Airway Emergencies
- Breathing and Circulation Emergencies
- First Aid for Respiratory and Cardiac Arrest

Upcoming Locations/Dates:

**February 7, 2018**

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: Aim for Life

## Fentanyl & Other Drugs

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The presentation includes the following:

- Provide an overview of fentanyl effects
- Compare fentanyl to other more common opioids
- Identify risks associated with street fentanyl
- Introduce other members of the “fentanyl family,” including carfentanil
- Describe features of overdose with fentanyl/carfentanil
- Briefly outline how an overdose would be treated
- Discuss key aspects of messaging about fentanyl

Upcoming Locations/Dates:

**January 22, 2018**

9am – 12pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: AFM – Dr. Sheri L. Fandrey

Foster Parents and Agency Staff

## 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 Outline:

- Communication Wheel
- How to move the communication process in a positive direction leading to resolution
- Deflection Phrases, Positive Statements
- 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:

**February 16, 2018**

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: Winnipeg Police

## 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:

**February 2, 2018**

9:15am – 3:30pm

SFNNC Training Centre - 2nd floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: New Directions - Billy Brodovsky & Kate Kiernan

Foster Parents and Agency Staff

## Street Gangs & Drugs

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The youth of today face unprecedented challenges from the growing street gang population, who in turn, rule the drug trade within this province. “Street Gangs and the Drug Trade They Rule”, is a one-day session presented by the Winnipeg Police. The focus of this training is to provide information on the following two topics:

### Street Gangs

- Street gang history and culture
- Which gangs currently exist in Winnipeg, and around Manitoba?
- Identifying gang colors, clothing, and other signs
- What can be done to prevent children from joining gangs?
- How do I know if my child is in a Gang & what can I do?

### Street Drugs

- What street drugs can we expect to find in our Province?
- How are drugs marketed on the street?
- What is the street value of the individual drug?
- How is the drug used?
- The signs / symptoms associated to each street drug and the long term effects

### Upcoming Locations/Dates:

February 13, 2018

9am – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: Winnipeg Police

## Co-Occurring Disorders - Substance Abuse & Mental Health

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In this ½ day session, that will be facilitated by public educators from the Addictions Foundation of Manitoba, participants will learn about substance use and mental health issues. Key learning outcomes include defining addiction, discussing the continuum of substance using behaviors, how substance use may impact the brain, drug classifications, and defining co-occurring disorders. In this interactive session, participants will leave with suggestions for support and resources in the community.

### Upcoming Locations/Dates:

March 8, 2018

1pm – 4pm

SFNNC Training Centre - 2<sup>nd</sup> floor – 200 Alpine Way, Swan Lake First Nation/Headingley, MB

Facilitated by: AFM - Sheri Lysy-Sigurgeirson

Foster Parents and Agency Staff