



Training Calendar Sept – Dec 2017





General Information

Training workshops are free of charge 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

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 mailed or given to the participant when the training session is completed. Electronic copies will be emailed to the Supervisor who signed off the registration form and/ or Agency Training Coordinator. If a participant does not complete a session as the result of being absent or significantly late, a certificate will not be provided.

Training Schedule

Case Worker Training Series

- Orientation to Child Welfare – September 13, 2017
- SDM
- CFSA & Case Management Standards
- ADP - September 14, 2017
- Global Interviewing
- Case Documentation
- Child Maintenance
- Court Procedures
- Transitional Planning
- History of Residential Schools – Intergenerational Trauma - September 11 & 12, 2017
- ASIST - Applied Suicide Intervention Skills Training
- Non-Violent Crisis Intervention Skills Training

CFSA Training

- Intake Module

Foster Care Training

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

Supervisor Training

- Performance Management for Supervisors and HR Professionals
- Minor Expected Parent Services (EPS) Supervisor Training

Admin Training

- Records Management

JTT Training

- Making Sense of Trauma
- Child Abuse Investigation – Winnipeg Police

Case Worker Training Descriptions

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.

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:

September 20 – 22, 2017

November 28 – 30, 2017

9am – 4pm

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

Facilitated by: Kelly Wozney

CFSA & Case Management Standards

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:

~~September 25 – 28, 2017~~ – FULL

October 10 – 13, 2017

December 4 – 7, 2017

9am – 4pm

CFS Division - 777 Portage Ave.

Facilitated by: Tiffany Pickell & Marcia Liske

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:

October 3 & 4, 2017

9am – 4pm

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

Facilitated by: Kelly Wozney

Case Documentation

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:

October 17 & 18, 2017

9am – 4pm

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

Facilitated by: Kelly Wozney

Child Maintenance for Agency Staff

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**** 2 day training - booking for the week of October 23 – 27

Child Maintenance for Finance Staff

The Child Maintenance training for finance staff provides an overview of the specific services that are funded for children in care and the process and criteria to access that funding. In addition, the special rate process (IRAP) and level V funding is reviewed.

Upcoming Locations/Dates:

****Dates TBD**** 2 day training - booking for the week of October 23 – 27

Court Procedures

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:

October 5 & 6, 2017

9am – 4pm

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

Facilitated by: Bert Crocker & Whitney Moore

Transitional Planning

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:

November 2 & 3, 2017

9am – 4pm

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

Facilitated by: Michelle Lemoine

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:

****Dates TBD****

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 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:

Dauphin

October 19, 2017 – Agency Staff

October 20, 2017 – Foster Parents

8:30am – 4:30pm

Location TBD

Facilitated by: Kelly Wozney

Winnipeg

October 30, 2017 – Agency Staff

October 31, 2017 – Foster Parents

8:30am – 4:30pm

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

Facilitated by: Kelly Wozney

Brandon

November 6, 2017 – Agency Staff

November 7, 2017 – Foster Parents

8:30am – 4:30pm

Dakota Ojibway CFS - 702 Douglas St. Brandon, MB

Facilitated by: Kelly Wozney

CFSA Training Descriptions

Intake Module

Intake Module training is a 2-day session that provides supervisors, workers and administrative support staff with a comprehensive understanding of the Intake Module (IM). It is recommended that staff attend the 3 or 4 day CFSA Training for information on both applications, but this session is great as an introduction for intake workers, or as a refresher for anyone that uses the application.

Some of the concepts reviewed include:

- How Standards/Legislation apply to the Intake Module
- Creating Intakes – What is an Intake? How many intakes do I need?
- Gathering Referral Source Information
- Selecting Issues and Response Time; updating the issues management screen
- Who gets added to the Intake – selecting the case reference and adding roles.
- Creating and Updating Person Records
- Prior Contact Checks & Searching For People on CFSIS/IM
- Inputting the Authority Determination Protocol (ADP)
- Attaching SDM Assessments (Safety Assessment, Strengths & Needs)
- Case Notes and Attachments
- Completing the Probability of Future Harm
- How to use the Intake Module to document incidents of abuse and neglect
- Alleged Maltreatment Summary Screen
- Unintentional Serious Injury Screen
- Reassigning Worker/Supervisor
- Intake to Intake Transfer
- Creating CFSIS cases from the IM
- Supervisor Reviews and Closing Intakes
- How to Navigate in CFSIS and Intake

Upcoming Locations/Dates:

November 16 & 17, 2017

9am – 4pm

CFS Division – 777 Portage Ave.

Facilitated by: Tiffany Pickell

Foster Care Training Descriptions

FCM & Foster Care Standards & Regulations

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:

Brandon

December 11 - 13, 2017

9am – 4pm

CFS Division – 777 Portage Ave.

Facilitated by: Tiffany Pickell & Rob Sarmiento

Foster Care Training

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:

November 20, 2017

9am – 4pm

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

Facilitated by: Janine Vicente

Supervisor Training Descriptions

Performance Management for Supervisors and HR Professionals

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:

November 21, 2017

9am – 4pm

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

Facilitated by: Kent Brown

Minor Expected Parent Services (EPS) Supervisor Training

This 1 day training will go through the process of:

- Creating an EPS intake appropriate for the circumstances
- Creating an EPS case and an ongoing case for Minor Parents
- Choosing case categories for EPS cases
- Creating/Responding to Birth alerts for Minor Parents
- Examples of a Minor Parent Assessment
- An overview of the documentation required at each stage of the process
- How to complete the alleged maltreatment screens when there are age of consent issues
- A review of the Minor EPS QA Review documents

This training is specifically scheduled for Supervisors, Program Managers and QA Coordinators

Upcoming Locations/Dates:

Winnipeg

November 29, 2017

November 30, 2017

December 1, 2017

9am – 4pm

CFS Division – 777 Portage Ave.

Facilitated by: Tiffany Pickell & Kelly Wozney

Brandon

December 14, 2017

December 15, 2017

9am – 4pm

Brandon Provincial Building - 340 – 9th St. Room B6

Facilitated by: Tiffany Pickell & Kelly Wozney

Admin Training Descriptions

Records Management

Records management training will provide advice and consultation on specific records issues, recordkeeping standards and best practices when archiving agency files.

- What is records management/ recordkeeping?
- Why must we comply with records management policies?
- Government recordkeeping website
<http://www.gov.mb.ca/chc/archives/gro/recordkeeping/>
- Understanding Records Schedules
- Transferring records
- Destruction, and Archive
- Q & A

Upcoming Locations/Dates:

September 20, 2017

9am – 11am

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

Facilitated by: Lana Harrison

JTT Training Descriptions

Making Sense of Trauma

Making Sense of Trauma is a one day workshop, which has been developed specifically for Child & Family Services. Participants will learn how to use a Trauma-Informed perspective to better understand the relational, neurobiological and developmental impact of trauma on children, youths and their families. Participants will learn practical tools to respond more effectively to children and youth who have experienced trauma.

Course Content:

- Develop an understanding of the impact of trauma on children/youth and what is trauma informed care
- Explore current understanding of the nervous system and how trauma/survival responses are triggered
- Develop an understanding of how anxiety and neglect impact our nervous systems and how to modify their impact
- Identify a set of practical tools for working with your clients

Upcoming Locations/Dates:

Agency Staff & Foster Parents

~~November 17, 2017~~ – FULL

9:15am – 3:30pm

Best Western Hotel – 1715 Wellington Ave.

Facilitated by: New Directions

Child Abuse Investigation

The course will cover a number of Child Abuse topics along with other related items of interest. There will be presentations by members of the Winnipeg Police Child Abuse Unit related to child interviews and abuse investigations. The 4th day of the course will provide candidates with an opportunity to practice some of these new interview skills.

There will be a variety of topics including:

- Child Forensic Interviewing Stepwise Model
- Child physical abuse
- Criminal code offences
- Gangs
- Interviewing and other presentations.

Upcoming Locations/Dates:

~~October 10 – 13, 2017~~ – FULL

8:30am – 4:30pm

Winnipeg Police Training Academy – 245 Smith St.

Facilitated by: Winnipeg Police