



# Training Calendar

April - June 2019

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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:

June 19, 2019

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:

May 14 – 16, 2019

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney

# 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:

May 7, 2019

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:

June 6 & 7, 2019

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:

April 24 & 25, 2019

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:

May 1 & 2, 2019

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Bert Crocker

# 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:

May 23 & 24, 2019

9am – 4pm

General Authority – 6th floor @ 180 King St.

Facilitated by: Colleen Robinson & 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:

May 24, 2019

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Kelly Wozney



## ***Other Training***

### **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:

**April 25, 2019**

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Aim for Life

### **Vicarious Trauma**

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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:

**May 30 & 31, 2019**

9am – 4pm

General Authority – 6th floor @ 180 King St.

Facilitated by: Colleen Robinson

## ***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:

**April 29, 2019**

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:

**May 23, 2019**

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:

June 6, 2019

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:

June 27, 2019

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:

May 24, 2019

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

# Word 2010 - Intermediate

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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:

June 7, 2019

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic

# Word 2010 - Advanced

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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:

June 28, 2019

9am – 4pm

SFNNC Training Centre - Headingley, MB

Facilitated by: Susan Majetic