

TRAINING NEWSLETTER

The RCEB Community Training & Education Committee (CTEC) is a committee of Regional Center staff who meet the identified training needs of persons with developmental disabilities, families and service providers.

CTEC will be contacting trainers on various topics in the Bay Area and announce trainings via this Newsletter on a quarterly basis. We are pleased to announce the following classes for **January 2010 through March 2010**. **All classes are open to all service providers, as applicable. It is strongly recommended that new staff attend these trainings.**

Thursday, January 14, 2010, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3rd Floor

"CRISIS INTERVENTION AND PREVENTION" (Trainer: Crisis Response Project)

The presenters will discuss crisis intervention, de-escalation techniques, and application of behavioral and cognitive techniques to assist clients during a crisis. The presenters will also discuss crisis prevention strategies and how to utilize the Crisis Response Project. **3 hours ARM credits; Attendance is limited to 40; Fee: \$15/participant, payable to RCEB.**

Thursday, January 21, 2010, 9:00 a.m. to 1:00 p.m., RCEB Oakland, 3rd Floor

"TECHNICAL, REGULATORY AND PRACTICAL ASPECTS OF MEDICATION ADMINISTRATION" (Trainer: To be announced)

Presenter will discuss technical aspects of medication administration including consumer rights, caregiver responsibilities, ethics, documentation, infection control, storage, disposal of medication, staff's role in understanding medications as part of the treatment plan, as well as understanding the role and responsibilities relative to medication interactions; understanding effective, appropriate and professional communication with pharmacists and physicians.

A class for service providers, administrators, and direct care staff. **4 hours ARM credits; Attendance is limited to 40; \$40/participant, payable to RCEB.**

Thursday, February 11, 2010, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3rd Floor

"CONSUMER RESIDENTIAL RECORDS: Tips, and Best Practices" (RCEB Trainer: Joseph Graham, M.S.)

For residential administrators and staff at all vendored levels. The required records for consumer charts will be reviewed in detail to cover Regional Center of the East Bay and Community Care Licensing's requirements and expectations. Sample forms will be provided. **3 hours ARM credits; Attendance is limited to 30; Fee: \$15/participant, payable to RCEB.**

Thursday, February 18, 2010, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3rd Floor

"SPECIAL INCIDENT REPORT WRITING" Workshop (Trainer: Margy Kane, RCEB)

The Who, What, When Where and How of Special Incident reporting/writing. A class for service providers, direct care staff and administrators. **3 hours ARM credits.**

Attendance is limited to 30; \$25/participant, payable to RCEB.

Thursday, March 4, 2010, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3rd Floor

"BASIC NUTRITION & DIABETES" (Trainer: Rajinder Singh, M.S.R.D.)

A workshop that focuses on foods that meet the body's nutritional needs, special diets, food groups, etc. Participants will learn how to plan well-balanced meals. Recommended for service providers, and direct care staff. **3 hours ARM credits; Attendance is limited to 30; Fee: \$35/participant,**

payable to RCEB.

Thursday, March 11, 2010, 9:15 a.m. to 1:30 p.m., RCEB Oakland, 3rd Floor

"INTELLECTUAL DEFICITS AND MENTAL ILLNESS" (Trainer: Lisa Keliher, Psy. D)

The presenter will provide information on mental illnesses as they present in people living with intellectual deficits. Several disorders will be discussed and environmental supports and scripts will be reviewed in order to minimize the impact of the mental illness on quality of life. Possible disorders to be focused on: Anxiety, Depression, PTSD, Narcissistic Personality Disorder, Borderline Personality Disorder, Schizophrenia and Bi-Polar Disorder. **4 hours ARM credits. Attendance is**

limited to 40; \$50/participants (\$60 if you register the day of class), payable to RCEB.

IMPORTANT REMINDERS:

1. Please bring writing material (pen, paper) to ALL trainings.
2. No phone, e-mail or fax registrations. To ensure your space, mail in the completed Registration Form along with the appropriate fee ASAP. **ONE CHECK FOR EACH TRAINING TOPIC!**
3. Please arrive on time. Anyone who arrives 30 minutes or later after training has started, **WILL NOT BE ADMITTED TO THE TRAINING AND NO REFUND WILL BE ISSUED.**
4. All classes are open to all service providers, as applicable. **PLEASE DO NOT BRING CHILDREN.**
5. Participants to all trainings **MUST SIGN IN AT THE FRONT DESK ON THE 3RD FLOOR**

Note: **Please make a copy of your completed Registration Form before mailing. Return only this portion.**

For logistical reasons, pre-payment, when applicable, and registration is required. **NO WALK-INS!**
Mail completed Registration Form with check to:

Regional Center of the East Bay CTEC
7677 Oakport Street, Suite 300
Oakland, CA 94621

PLS. NOTE →

Attn: David Leon

Registration confirmation will be done by phone, mail or e-mail. It is important to include this information on the Registration Form.

48-Hour Cancellations Notice is required via email, phone or fax in order to receive a full refund.

NOTE: ONE CHECK PER TRAINING TOPIC

REGISTRATION FORM

(May be copied for additional enrollment – PLEASE PRINT AND PROVIDE **COMPLETE INFORMATION – Registration Form with incomplete information will be returned and may cause you your space**)

Name/s of Person/s Attending:

1. _____
2. _____
3. _____
4. _____
5. _____

IDENTIFY TITLE AND DATE OF TRAINING

Affiliation: _____

e-mail (may be used for confirmation): _____

Address: _____

Daytime Phone (include area code): _____

Fax: (include area code): _____

SPACE IS LIMITED!
REGISTER EARLY!

NO TELEPHONE OR E-MAIL RESERVATIONS

RCEB Community Training & Education hotline –
(510) 383-1200, Ext. 555

RCEB Website: www.rceb.org

Questions: Call David Leon at (510) 383-1200, Ext. 2906
Fax# 510-633-5038