Building Blocks for Innovation

ODMHSAS Training Institute

2015 Catalog

As partners in education, we help customers meet present and future challenges by offering valuable learning experiences that empower employees to maximize performance and achieve their full potential.

CREDITS

- **CMEs**: The Oklahoma Institute for Mental Health and Substance Abuse Education and Training is accredited by the Oklahoma State Medical Association to provide quality medical education opportunities through appropriate CME activities, which can include conferences, lectures, courses, and seminars. The Institute's primary audience includes psychiatrists and other Oklahoma physicians; however, the programs are also appropriate for psychiatric residents, psychologists, administrators, nurses, social workers, pharmacists, certified alcohol and drug counselors, licensed professional counselors, licensed marital and family therapists, and other clinical professionals.

- **CEUs:** For those who need to accumulate and update credits for professional memberships, certification, or licensing, we offer quality continuing education and training activities.

- **ODMHSAS Supervisory:** The Training Institute provides supervisory classes designed and developed for new or experienced supervisors. These classes are customized for ODMHSAS supervisors to ensure information can quickly be applied back to the work environment.

CUSTOMIZED COURSES

All items in the catalog are customizable for any organization to address the specific needs of the employees. Please contact the ODMHSAS Training Institute to discuss how our programs can serve your needs and pricing options.

AVAILABILITY ON REQUEST

The ODMHSAS Training Institute calendar is available on the Human Resources Development website at www.ok.gov/odmhsas. If you would like to have a class or topic scheduled in a particular time frame, please contact us at 405.522.8300.

PRICING

Available upon request. Please contact 405.522.8300.

Our Vision

The ODMHSAS Training Institute fosters growth by providing high quality, customized learning opportunities that enable our customers to maximize their human performance goals.

Develop. Improve. Advance. Refine.

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Conferences

PREVENTION AND RECOVERY CONFERENCE

This major statewide conference allows participants to customize their learning experience by providing specified tracks to meet educational needs. This event will provide a valuable learning experience for professional educators, service providers in the areas of mental health, substance abuse prevention, intervention, treatment and aftercare, social workers, public health workers, counselors, therapists, community task force members, regional advisory board members, clergy, tribal administrators and council, human services providers, child abuse preventionists, medical professionals, psychologists, caregivers, parents, law enforcement and criminal justice representatives, child development specialists, and city, county and state government officials. This conference will be held in Norman, Oklahoma November 2014.

CHILDREN'S BEHAVIORAL HEALTH CONFERENCE

This statewide, three-day conference will bring together local, state and national leaders to discuss evidence-based treatments, promising practices, practical tools and research-based programs in children's mental health and substance abuse services. Families and youth are invited to attend the one-day Family and Youth Track to enhance their leadership skills and knowledge. Specific workshops will focus on the concerns of counselors, social workers, direct care providers, tribal providers, physicians, psychiatrists, psychologists, teachers, students, school counselors, families, youth, child welfare professionals, juvenile justice professionals, healthcare professionals, public health workers, administrators, faith communities, educators, law enforcement and members of the judicial system. This conference will be held in Oklahoma City, Oklahoma in April 2015.

SUICIDE PREVENTION CONFERENCE

Provides participants with suicide prevention training, intervention skills and knowledge. In addressing the complexity of suicide in our communities, emphasis will also be placed on building resources for professionals and families. Participants hear from local and national experts in the field of suicide prevention in every day environments. This conference will be of interest to Educators, Mental Health and Substance Abuse Professionals, Physicians, Nurses, Social Workers, Public Health/School Administrators, Employers, Researchers, Crisis Center Staff, Faith Leaders, Consumers, First Responders, Military Personnel, and Survivors, and all persons with an interest in suicide prevention. This conference will be held in Tulsa, Oklahoma on June 4, 2015.

Training Institute Past Participants Are Saying:

"This conference is one of the best I have been to that was put on by the State. It was informative, inspirational and motivating."

STATEWIDE CONFERENCE ON PROBLEM GAMBLING

This annual conference is designed to expand knowledge among professionals and to promote integrated services to improve the health of our communities. The conference provides the opportunity for Oklahoma professionals to learn how to bridge the gaps in service and become better equipped to help address the impact of problem gambling on individuals and families in our state. The conference will be of interest to anyone who comes in contact with persons with problem gambling issues such as persons working in mental health and substance abuse counseling, prevention, tribal gaming, social services, clergy, criminal justice, education, human resources, crisis hotlines, financial institutions and credit counseling agencies.

ADSAC CONFERENCE

This annual conference is designed to provide ADSAC Assessors and Facilitators with up-to-date information relevant to ADSAC specifically and the substance abuse field generally. It is an opportunity for ADSAC providers to gain CEUs necessary for ADSAC recertification and to network with peers and ODMHSAS ADSAC representatives. Others that will benefit from this training are professional educators, service providers in the areas of mental health, substance abuse prevention, intervention, treatment and aftercare. Social workers, public health workers, counselors, therapists, community task force members, regional advisory board members, clergy, tribal administrators and council, human services providers, medical professionals, psychologists, law enforcement and criminal justice representatives, and city, county and state government officials will benefit as well.

SPECIALTY COURT CONFERENCE

Provides participants with knowledge of specialty court best practices and cutting edge strategies to continue to improve Oklahoma's Specialty Court network. State and national experts in their field will present two plenaries and over 35 breakout sessions with topics which target all members of adult drug courts, juvenile drug courts, mental health courts, and family drug courts. This conference will be of interest to judges, attorneys, district attorneys, program coordinators, treatment providers, law enforcement, probation and parole, and anyone else working with Oklahoma's Specialty Court programs (adult drug courts, mental health courts, juvenile drug courts, and family drug courts).

Professional Growth

FOLLOWING THE YELLOW BRICK ROAD

Success stems from embracing full accountability in order to achieve desired results, but many organizations feel success comes from a new-fangled fad, paradigm, process, or program. Like *The Wizard of Oz* characters, participants will be able to understand how each person has the power and ability to rise above a circumstance and achieve results. Based on *The Oz Principle*® by Roger Connors, Tom Smith, and Craig Hickman. Participants earn ODMHSAS Supervisory credit.

HOW TO BE AN EFFECTIVE PRESENTER

You've been asked to make a presentation. Now what? This session is designed for you to move from *good* to *great*. Learn easy to use tips for connecting with your audience, more effective ways to use media, and how to increase audience participation. Everything you do as a presenter either underlines or erases what you say. Learn how to make an impact through both verbal and non-verbal messages.

MIND YOUR WORDS: DIRECTIONAL DIALOGS

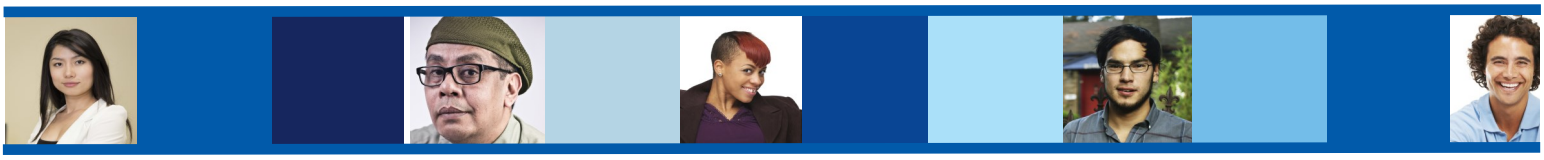
Much of what we do depends on our ability to communicate efficiently and accurately. Even so, there are times when the quality of communication becomes the issue. This workshop will address some of the problems we have when conversations are both difficult and critical. We will look at how to structure the communication in ways that allow all parties to feel valued and heard and to address specific issues. There will be opportunities to practice the skills used in expertly directing the dialog to achieve the best outcome. Participants will earn 3 Continuing Education credits and 3 ODMHSAS Supervisory credits.

MIND YOUR WORDS: CONFLICT TO COLLABORATION

This workshop will enhance your ability to achieve results when it comes to changing problem behavior. You will be able to address that behavior or sensistive issue without alientating the other person and find ways to work together to resolve the problem. Participants earn 3 Continuing Education credits and 3 ODMHSAS Supervisory credits.

MORE THAN BULLET POINTS: ADVANCE YOUR POWERPOINT SKILLS

Everyone has sat through a workshop with wordy slides cluttered with bad animation and senseless pictures. Even though the presenter had excellent information, what do you remember from it? More than Bullet Points will help you create a PowerPoint presentation that will draw attention, engage the audience, and guide you through your prepared content. It wil get you closer to hitting the bull's eye of your presentation than an unstructured slide with just words.



LEADERSHIP: THE PERSONALITY FACTOR

No matter the mission or task, personality traits are relevant to successful achievement of organizational goals. This workshop discusses how personality traits may indicate leadership potiential, motivation, and overall career success. Participants earn ODMHSAS Supervisory credit.

THE SLIPPERY SLOPE OF BOUNDARIES AND TRUST

Marking a line in the sand, making a clear statement, posting a sign or simply stepping away from someone are all ways to set a boundary. There are times when boundaries aren't made clear or over time they become blurred. The goal of the class is to enhance the understanding of boundaries and trust and their role in your professional life. This is not an Ethics course and does not count as Ethics credit. Participants earn 3 Continuing Education credtis and 3 ODMHSAS supervisory credits.

STRESS AND ANGER MANAGEMENT

Do you have a short fuse or find yourself getting into frequent arguments and fights? Anger is a normal, healthy emotion, but when chronic, explosive anger spirals out of control, it can have serious consequences for your relationships, your health, and your state of mind. This *basic* workshop is based on "The Cycle of Anger" and will discuss triggers, negative thoughts, emotional and physical responses, and resulting behaviors and tools to help manage your stress and anger. Participants earch 3 Continuing Education credtis and 3 ODMHSAS Supervisory credits.

T^2: THINKING ABOUT THINKING

When we understand that decision-making is a process and not an event, we learn to think critically. We recognize patterns, biases, and fallacies. Becoming a critical thinker helps us avoid mistakes, examine different options, and reassess. This workshop will address the brain, critical thinking, and groupthink. Participants earn ODMHSAS Supervisory credit.

TOXIC RELATIONSHIPS IN THE WORKPLACE

Getting along with your co-workers in a normal work environment is sometimes challenging. When that environment becomes toxic, it can seem impossible to function and be productive. This training will provide the learner with information and action to resolve and manage the toxic workplace. Participants earn Continuing Education credits and ODMHSAS Supervisory credits. There is a three hour workshop for staff and/or managers and a six hour workshop for managers.

WHAT'S AGE GOT TO DO WITH IT? LEADING THE MULTIGENERATIONAL WORKPLACE

Paying attention to intergenerational issues will have an impact on your bottom line in a number of areas such as culture, recruitment, employee engagement, retention, and customer service. This workshop will provide you with a better understanding of your employees and give insights on how to create an environment where your staff works in harmony and performs at a higher level to make your organization stronger from the inside out. Participants earn 3 Continuing Education credtis and 3 ODMHSAS Supervisory credits.

Behavioral Health Topics

ASI

Addictional Severity Index is a two-day competency based workshop which will provide participants with the knowledge, skills and support materials required to administer the ASI correctly in their clinical setting. The goal of this training is to develop and/or enhance interviewer competencies in correctly administering and utilizing the ASI instrument.

ASAM

This one-day workshop is designed to introduce the ASAM Patient Placement Criteria to clinicians and administrators. This workshop will explain the underlying principles of the ASAM Patient Placement Criteria (PPC); update participants in new developments with the ASAM PPC and learn how to apply the ASAM Criteria in individualized treatment and care management. This workshop will enable participants to begin to implement the ASAM Criteria and through careful assessment, tailor services planning and broaden services to provide a more flexible continuum of care.

BEHAVIORAL HEALTH CASE MANAGEMENT

Behavioral Health Case Management is a process that includes planned linkage, advocacy and referral assistance provided in partnership with a consumer, family members, law enforcement personnel, community agencies and other supports as defined by the consumer. This collaboration of services provides a continuum of care for persons that utilize services inclusive of, but not limited to, mental health, substance abuse, prevention or other services to support the consumer in self-sufficiency and community tenure. An ODMHSAS Certified Behavioral Health Case Manager works with the consumer and their identified supports, in accordance with a treatment plan developed with and approved by the recipient and qualified staff, to reach the consumer's goals to remain successful

ETHICAL DILEMMAS WHEN MEETING MENTAL HEALTH CARE NEEDS

This presentation will provide an overview of boundary and other ethical issues encountered when delivering mental health services, as well as guidelines for solutions. The focus is on ethical issues encountered in a variety of clinical situations, including psychotherapeutic relationships, confidentiality, and financial conflicts of interest. The class includes a variety of actual case examples. Participants earn 3 Continuing Education credits, 3 Ethics credits, and 3 ODMHSAS Supervisory credits.

PEER RECOVERY SUPPORT SPECIALIST (PRSS)

A PRSS is a person in recovery from a mental illness and/or substance abuse disorder, who has been trained to work with others on his/her individual road to recovery. This training incorporates the PRSS's recovery experience as a means of inspiring hope in those they serve, as well as providing a positive role model to others.

PSYCHOLOGICAL FIRST AID (PFA)

Psychological First Aid is an evidence-based approach that is built on the concept of human resilience. PFA aims to reduce stress symptoms and assist in a healthy recovery following a traumatic event, natural disaster, public health emergency, or even a personal crisis.

T-ASI

The Teen Addiction Severity Index is a relatively brief structured interview designed to provide important informationa about aspects of a patient's life which may contribute to their substance abuse and/or dependence syndrome. It is the first step in the development of a patient profile for subsequent use by research and clinical staff. The instrument has been very helpful in standardizing the assessment process and has been used for treatment planning, outcome studies, and overall program evaluation. The goal of the trianing is to develop and/or enhance interviewer competencies in correctly administering and utilizing the T-ASI. Participants earn 6.5 continuing education hours.

TRAUMA INFORMED CARE

The prevalence and pervasiveness of trauma is wide spread. The impact of trauma is often deep and life altering touching everything and everyone. Providing trauma informed care through best practice principles creates safety, instills hope, and builds resilience for ourselves, our community and those we serve. This training provides the basic foundational definitions, values and core concepts of what it means to be trauma informed and beginning the journey to creating change.

WELLPOWER

The WellPower training series is a two day program that prepares behavioral health practitioners to positively impact wellness for both consumers and staff members. Participants will be trained in the evidence-based Well Body program and will become more comfortable with effective nicotine dependence intervention strategies such as connecting individuals to the Okalhoma Tobacco Helpline, using motivational interviewing and knowledge of pharmacological therapy practices. The training is targeted toward behavioral health professionals, advocates, and other interdisciplinary providers. Participants may earn up to 13 continuing education credits.

Community Development

These topics are available upon request and are offered at the ODMHSAS Training Institute throughout the year.

CREATING A POSITIVE ENVIRONMENT (CAPE)

The CAPE curriculum is designed to enhance an employee's verbal and non-verbal communication skills and foster attitude that ensures safety and promotes the consumer's dignity and self-esteem. The curriculum provides training in verbal and non-verbal communication and physical intervention techniques.

CULTURAL CONSCIOUSNESS

This workshop provides an overview of the components that ensure culturally competent care is provided. Focus is on values of culture and diversity. Participants earn 3 Continuing Education credits, and 3 ODMHSAS Supervisory credits.

DEFENSIVE DRIVING

This class will help someone become familiar with the skills and techniques that allow you to avoid collisions and violations and learn to spot the common types of driving errors that contribute to collisions. Learn how to make safe and legal turns, evaluate and overcome the hazards of passing, and how to avoid a head-on collision.

MENTAL HEALTH FIRST AID (MHFA– Adults)

This course is designed to teach lay people methods of assisting someone who may be in the early stages of developing a mental health problem or experiencing a mental health crisis. The course is most relevant in situations where it has become apparent to others that persons within their social network are developing serious mental health problems. MHFA teaches the public how to recognize the symptoms of mental health problems, how to offer and provide initial help, and how to guide a person toward appropriate treatments and other supportive help. This is an eight hour course.

MENTAL HEALTH FIRST AID (MHFA– Youth)

Mental Health First Aid USA is proud to announce a new curriculum focused on helping youth (ages 12-18) who may be experiencing a mental health challenge or in a crisis. Youth Mental Health First Aid is a public education program which introduces participants to the unique risk factors and warning signs of mental health problems in adolescents, builds understanding of the importance of early intervention, and most importantly – teaches individuals how to help a youth in crisis or experiencing a mental health or substance use challenge. Mental Health First Aid uses role-playing and simulations to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect young people to professional, peer, social, and self-help care.

Upgrade. Improve. Advance. Refine.

SAFETY TRAINING FOR HOME-BASED PROFESSIONALS

Safety Training for Home-Based Professionals is designed for clinicians that provide services in the home. The training will assist practitioners in recognizing threatening situations by learning to read body language and take a proactive approach to personal safety. There will be a lot of discussion about recognizing the dangers in the surroundings as well as how to use verbal communication skills to de-escalate situations if needed.

ODMHSAS Employee Development

CPR/FIRST AID TRAINING

Through a partnership with the American Heart Association, The Training Institute serves as a qualified training center to provide required training for direct care staff in Basic Life Skills (BLS) for health care. Scheduled trainings include CPR certification, Heartsaver AED training, and First Aid training certification.

NEW EMPLOYEE ORIENTATION

One of the first introductions the employees of ODMHSAS receive is the 2-day informative program that brings in presenters from the diferent divisions of our agency. The program is intended to build a foundation of knowledge that allows employees to understand the mission of the organization and how their role fits within that mission. *ODMHSAS Employees Only

THERAPEUTIC OPTIONS™

Therapeutic Options™ is committed to helping programs throughout the country advance their use of positive practices, build violence-free environments, and reduce their reliance on physical intervention in managing aggression. Crisis intervention and emergency management procedures are firmly rooted in global positive supports, trauma-informed practice, and multi-tiered preventive strategies.
*ODMHSAS Employees only

ESSENTIALS IN SUPERVISION

Essentials in Supervision training is a customized program that serves the needs of the supervisors in our agency. The “mobile” program, presented by agency subject matter experts, brings a full day of specialized content to each statewide facility to meet the professional development needs of each facility with core competency needs for each individual supervisor. Essentials offers both policies and procedures seminars as well as development as a leader. *ODMHSAS Employees Only

SUPERVISORY ARTICLES

Supervisors must obtain twelve hours continuing education credits annually. The supervisory articles and knowledge tests are from a wide variety of topics focusing on leadership. They are located on Access Control E-Learning. *ODMHSAS Employees Only

Additional Topics

The topics below are available upon request. Please check the online calendar of events at www.odmhsas.org for the classes that are offered throughout the year. Trainers are able to customize the content in collaboration with the customer's needs.

ABCs of Supervising Others*

Active Listening*

Adapting to Change*

Advanced Team Building Skills*

Advanced Writing Skills

Building Better Teams*

Coaching and Mentoring*

Communication and Listening*

Conflict Resolution: Dealing with Difficult People*

Conflict Resolution Skills*

Creative Problem Solving*

Cultural Consciousness*

Customer Service*

Delegation: The Art of Delegating Efffectively*

Emotional Intelligence*

Innovations in the Workplace

Interview and Selection Process*

Making Training Stick

Meeting Management Skills*

Motivating for Performance*

Organizational Skills

PACT360: Parents You Matter

Performance Management*

Problem Solving & Decision Making*

Professional Time Management Skills

Psychological First Aid

Revision of Workman's Comp*

Self Leadership Skills Development*

Suicide Prevention (QPR)

Supervisor Leadership Skills*

T^2: Thinking about Thinking*

Timekeeping, Attendance and FLSA*

Trauma Informed Care

Workplace Communication Skills*

Workplace Harassment Awareness

Workplace Violence & Anger Management

Workplace Wellness

*Available for ODMHSAS Supervisory Credit
Distance Learning available upon request.

Legal/HR Topics

The topics below are available upon request. Please check our calendar online at www.odmhsas.org for the classes that are offered throughout the year. Trainers are able to customize the content in collaboration with the customer's needs.

Advocates and Providers

Accessing Services

Certified Mediation Program

Civil Rights/Discrimination

Consumer Rights

Confidentiality (HIPAA/42CFR)

Critical Incident Reporting

Drug Free Workplace

Employee Discipline*

ED/Civil Commitment

EMTALA

Preparing for Court and Taking the Stand*

Family Medical Leave Act*

Forensics

Medicaid

Sexual Harassment*

Workplace Violence

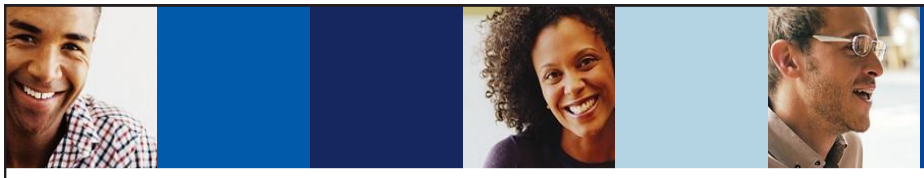
*Available for Supervisory Credit

Training Institute Past Participants Are Saying:

"The presenter took a dry product and made it lasagna."

"Best and most informative class I've participated in!"

"We all need this class! It should be mandatory."



For more information, contact:

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