

# **TRAINING NEWSLETTER**

**WE HAVE MOVED!!**  
**500 DAVIS STREET, #100**  
**SAN LEANDRO, CA 94577**

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 **May 2010 thru December 2010**. **All classes are open to all service providers, as applicable. It is strongly recommended that new staff attend these trainings.**

**Thursday, May 20, 2010, 9:30 a.m. to 12:30 p.m., RCEB San Leandro, 1st Floor**

**"SPECIAL INCIDENT REPORT WRITING" Workshop (Trainer: Greg Winker, 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, June 3, 2010, 9:30 a.m. to 12:30 p.m., RCEB San Leandro, 1st 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, June 17, 2010, 9:00 a.m. to 1:00 p.m., RCEB San Leandro, 1<sup>st</sup> 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, July 8, 2010, 9:00 a.m. to 12:00 p.m., (PART I), RCEB San Leandro, 1<sup>st</sup> Floor  
Thursday, July 22, 2010, 9:00 a.m. to 11:00 a.m., (PART II), RCEB San Leandro, 1<sup>st</sup> Floor

**NEW!! "STRESS MANAGEMENT WORKSHOP" (Trainer: Maureen Berndt, B.A.)**

In this **two part** workshop, the presenter will discuss the causes of stress and how to prevent its harmful effects. You will learn the importance of relaxation, and some simple tools to recognize and cope with stressful situations. **Both Part I & II must be taken in order to receive the 5 hours ARM credits; Attendance is limited to 30; \$45/participant, payable to RCEB**

Thursday, July 29, 2010, 9:15 a.m. to 1:30 p.m., RCEB San Leandro, 1st Floor

**"POSITIVE BEHAVIORIAL SUPPORTS" (Trainer: Lisa Keliher, Psy. D)**

The presenter will provide information on how to inspire and maintain pro-social behavior as well as, solve difficulties related to behavior change. Avenues to reach these objectives include becoming familiar with different types of communication deficits and solutions, the need for reducing anxiety through relaxation exercises and how to brainstorm tools and techniques that are person centered. Case examples of behavior change are provided. **4 hours ARM credits. Attendance is limited to 40; \$50/participants, (\$60 if you register the day of class), payable to RCEB.**

Thursday, August 5, 2010, 9:00 a.m. to 12:00 p.m., RCEB San Leandro, 1<sup>st</sup> 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, August 19, 2010, 9:30 a.m. to 12:30 p.m., RCEB San Leandro, 1<sup>st</sup> 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, September 16, 2010, 9:15 a.m. to 1:30 p.m., RCEB San Leandro, 1<sup>st</sup> 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.**

Thursday, September 23, 2010, 9:30 a.m. to 12:30 p.m., RCEB San Leandro, 1st Floor

**"SPECIAL INCIDENT REPORT WRITING" Workshop (Trainer: Greg Winker, 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, October 14, 2010, 9:15 a.m. to 1:30 p.m., RCEB San Leandro, 1st Floor

**"POSITIVE BEHAVIORIAL SUPPORTS" (Trainer: Lisa Keliher, Psy. D)**

The presenter will provide information on how to inspire and maintain pro-social behavior as well as, solve difficulties related to behavior change. Avenues to reach these objectives include becoming familiar with different types of communication deficits and solutions, the need for reducing anxiety through relaxation exercises and how to brainstorm tools and techniques that are person centered. Case examples of behavior change are provided. 4 hours ARM credits. Attendance is limited to

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

Thursday, October 28, 2010, 9:00 a.m. to 1:00 p.m., RCEB San Leandro, 1<sup>st</sup> Floor

**"TECHNICAL, REGULATORY AND PRACTICAL ASPECTS OF MEDICATION ADMINISTRATION" (Trainer: Melanie Anne Thornberry, RN)**

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.

*(Revised)*

Wednesday, November 10, 2010, 9:00 a.m. to 12:00 p.m., RCEB San Leandro, 1<sup>st</sup> 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, November 18, 2010, 9:30 a.m. to 12:30 p.m., RCEB San Leandro, 1st 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, December 2, 2010, 9:30 a.m. to 12:30 p.m., RCEB San Leandro, 1<sup>st</sup> 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, December 16, 2010, 9:30 a.m. to 12:30 p.m., RCEB San Leandro, 1st Floor  
**"SPECIAL INCIDENT REPORT WRITING" Workshop (Trainer: Greg Winker, 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.

**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 1<sup>ST</sup> 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  
500 Davis Street, #100  
San Leandro, CA 94577

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 Cancellation 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):** \_\_\_\_\_

**SPACE IS LIMITED!**  
**REGISTER EARLY!**

**Fax: (include area code):** \_\_\_\_\_

## **NO TELEPHONE OR E-MAIL RESERVATIONS**

**RCEB Community Training & Education hotline –  
(510) 618--6100, Ext. 2992**

**RCEB Website: [www.rceb.org](http://www.rceb.org)**

**Questions: Call David Leon at (510) 618-6100, Ext. 2906  
Fax# 510-618-7782**