

## Training Calendar January & February 2017

To register for any of these trainings, please email:  
[trainingregistration@riversideecc.org](mailto:trainingregistration@riversideecc.org)

### JANUARY

#### **HUMAN RIGHTS NEW ADVOCATE TRAINING**

Eileen Iraola, Quality Manager & Ivy Watts, Quality Assistant-Riverside Community Care

**Date/Time:** Tuesday, January 10, 9:00am-12:00pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** Required for New Human Rights Advocates

This training provides participants with an introduction to Riverside's Human Rights System, including an understanding of basic human rights, the role and responsibilities of the Human Rights Advocate, required paperwork, the human rights complaint process and Riverside's Human Rights Committees.

#### **PREVENTING DISCRIMINATION & HARASSMENT (REQUIRED FOR ALL MANAGERS)**

Carolyn Carpentier, Chief Human Resources Officer, Riverside Community Care

**Date/Time:** Friday, January 20, 10:00am-12:00pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** Riverside Managers  
**CEUs Pending:** Social Work/Licensed Mental Health Counseling/Licensed Marriage & Family Therapy

No employee should be subjected to discrimination or harassment in his or her workplace. As an employer, we have a responsibility to maintain a workplace that is free of discrimination and harassment. But what does that mean and how do we do that? Training is a key tool in the prevention of these issues and in the limitation of employer and manager liability. In this session, we'll talk about management's role in creating a respectful workplace; what is meant by discrimination, harassment and sexual harassment; handling complaints from employees; the investigatory process; and the risks and prevention of retaliation.

## THE EXPERIENCE OF HEARING VOICES

Amy Long, Consumer/Practitioner, National Empowerment Center, Lawrence

**Date/Time:** Tuesday, January 24, 9:30am-12:30pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** Riverside Employees  
**CEUs/CEs:** Social Work/Licensed Mental Health Counseling/Licensed Marriage & Family Therapy/Nursing/Psychology

This provocative, experiential training provides comprehensive information about hearing voices and offers participants the experience of hearing voices while simultaneously engaging in a series of daily life activities. The experiential exercise is followed by lively discussion including strategies to promote self-help. *Highly recommended for all employees working in mental health settings*

## HARM REDUCTION

Praxis Trainer

**Date/Time:** Friday, January 27, 9:30am-12:30pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** All Employees  
**CEUs/CEs:** Social Work/Licensed Mental Health Counseling/Licensed Marriage & Family Therapy/Nursing/Psychology

This training includes instruction, discussion, demonstrations and interactive activities. At the end of this training, participants will be able to:

- List at least 5 principles of harm reduction
- List at least 10 harm reduction strategies
- Describe how to integrate harm reduction into: Intakes, assessments, education groups and counseling sessions
- Analyze how harm reduction strategies are related to readiness for change
- Evaluate how well Riverside currently integrates harm reduction principles and practices

## OPIOID OVERDOSE PREVENTION

Praxis Trainer

**Date/Time:** Friday, January 27, 1:00pm-5:00pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** All Employees  
**CEUs/CEs:** Social Work/Licensed Mental Health Counseling/Licensed Marriage & Family Therapy/Nursing/Psychology

This training includes instruction, discussion, and interactive activities. At the end of this training, participants will be able to:

- Name 10 risk factors for opioid overdoses
- Describe physiological effects of opioids in the brain and body
- Demonstrate how to assess for opioid overdose
- Describe 5 harm reduction strategies for decreasing the risk of opioid overdoses
- Explain how Naloxone works to reverse opioid overdoses
- Generate key discussion points for teaching clients about opioid overdose prevention

## HUMAN RIGHTS ADVOCATE RETRAINING

Eileen Iraola, Quality Manager & Ivy Watts, Quality Assistant-Riverside Community Care

**Date/Time:** Monday, January 30, 9:00am-12:00pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** Required all Human Rights Advocates to attend annually, this is not training for new Advocates

A review of Riverside's Human Rights System, the role and responsibilities of the Human Rights Advocate, required paperwork, the human rights complaint process and Riverside's Human Rights Committees. Issues regarding basic human rights will be discussed using case examples. **Note:** *Current advocates need to be retrained on an annual basis. Please check your previous training date to see if you need to attend.*

## FEBRUARY

### EMPLOYMENT LAW FOR MANAGERS

Janet Maund, Director of Employee Relations and Allie Atwood, Employee Relations Specialist-Riverside Community Care

**Date/Time:** Thursday, February 2, 10:00am-12:00pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** Riverside Managers  
**CEUs Pending:** Social Work

This session will provide a general overview of federal and state employment laws. Key topics include the Fair Labor Standards Act, Anti-Discrimination Laws, Sexual Harassment, Family Medical Leave Act, and Worker's Compensation. Managers will gain basic knowledge of the employment laws that they may encounter in the day-to-day management of staff.

### AN AUTISM PRIMER: DEFINITIONS, CONCEPTUALIZATIONS AND TREATMENT

Tom Hall, MA, Certified Brain Injury Specialist Trainer, Associate Vice President for Clinical Services, and Ron Allen, PhD, Board Certified Behavior Analyst-Doctoral Level, Certified Brain Injury Specialist; Regional Program Director-Developmental and Cognitive Services Division, Riverside Community Care

**Date/Time:** Monday, February 13, 1:00pm-4:00pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** All Employees  
**CEUs/CEs Pending:** Social Work/Licensed Mental Health Counseling/Licensed Marriage & Family Therapy/Nursing/Psychology

Since Leo Kanner's original definition in 1943, the phenomena of Autism have undergone sweeping changes in conceptualization and treatment. Sweeping changes have also occurred in the estimates of the prevalence of Autism, with early estimates of children born with Autism at 1 in 10,000 births to a current CDC estimate at a shocking 1 in 68 births. The present training will chronicle the conceptual evolution of Autism, along with the related evolution of treatment and support strategies. Along the way, several myths about the etiology and nature of the disorder will be debunked. In their place, current thinking about the neurological substrates of Autism as well as information about evidence-based treatment approaches will be reviewed. Finally, some interpretations of the alarming rise in diagnosed prevalence of the disorder will be discussed.

## YOUR VOICE CAN BE HEARD: EFFECTIVE ADVOCACY WITH LOCAL AND STATE GOVERNMENT

Scott M. Bock, Founder/President/CEO, Riverside Community Care

**Date/Time:** Wednesday, February 15, 10:00am-12:00pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** All Employees and People Served  
**CEUs:** Social Work/Licensed Mental Health Counseling/ Licensed Marriage & Family Therapy

You **can** have an effective voice with government leaders on issues that matter to you. An experienced advocate shares concrete strategies for ensuring that your views are heard by the right people and for exploring individual and collective action. Participants are encouraged to think creatively and share their own experiences.

## LAUGHING YOGA AND SELF-CARE

Ilana Amrani-Cohen, LICSW, PhD, Certified Laughing Yoga Teacher, Riverside Community Care

**Date/Time:** Thursday, February 16, 9:30am-12:30pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** All Employees  
**CEUs/CEs Pending:** Social Work/Licensed Mental Health Counseling/Licensed Marriage & Family Therapy/Nursing/Psychology

Laughing Yoga is a unique exercise routine developed by Indian physician, Dr. Madan Kataria. It combines laughing exercises with yoga breathing, which brings in more oxygen to the body and brain, making one feel more energetic and healthy. During a Laughing Yoga session, anyone can laugh without relying on humor, jokes and comedy. All you need is a set of lungs and the willingness to laugh. Health benefits include elevated mood, reduced stress and increase of blood flow to the brain, which improves functioning. In order to get the scientifically proven benefits of laughter, we laugh as well as sing, stretch and do some relaxation exercises. It brings people together and makes for a great day. Come and see how this tool can be helpful to you, your colleagues and the people we serve.

## INTERMEDIATE MICROSOFT EXCEL 2010

New Horizons Trainer

**Date/Time:** Monday, February 27, 9:30am-12:30pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** All Employees. Limit: 12  
**Prerequisite:** Excel 2010 Introduction or equivalent experience  
***Not for beginners***

In this course, students will learn how to:

- Analyze Data with Functions & Conditional Formatting
- Apply Advanced Conditional Formatting
- Analyze Data with Pivot Tables, Slicers and Pivot Charts

## INTRO TO MICROSOFT EXCEL 2010

New Horizons Trainer

**Date/Time:** Monday, February 27, 1:00pm-4:00pm  
**Location:** Riverside Main Office, Dedham  
**Audience:** All Employees. Limit: 12  
**Prerequisite:** Basic Computer Experience

In this course, students will learn how to:

- Navigate Excel and use Commands
- Create & Save a Basic Workbook
- Perform Calculations
- Insert Functions
- Reuse Formulas

## MANDATORY CERTIFICATION AND HEALTHCARE TRAINING PRE-REGISTRATION IS NECESSARY

### COMBINED ADULT CPR/FIRST AID (10:00am-4:00pm)

Tuesday, January 10	Riverside Main Office, Dedham
Tuesday, January 31	Riverside Main Office, Dedham
Tuesday, February 7	Riverside Main Office, Dedham
Wednesday, February 22	Riverside Main Office, Dedham

### MEDICATION ADMINISTRATION RECERTIFICATION REVIEW (4:30pm-9:30pm)

Friday, January 20	Riverside Main Office, Dedham
Friday, February 17	Riverside Main Office, Dedham

**Testing for Medication Administration Recertification:** Conducted by Riverside trainer during class time.

### MEDICATION ADMINISTRATION TRAINING (8:00am-4:00pm)

Friday & Saturday, January 6 & 7	Riverside Main Office, Dedham
February Dates: TBD	Riverside Main Office, Dedham

### 2-HOUR SAFETY TRAINING (3:00pm-5:00pm)

Monday, January 9	Riverside Main Office, Dedham
Monday, January 23	Riverside Main Office, Dedham
Monday, February 6	Riverside Main Office, Dedham
Tuesday, February 21	Riverside Main Office, Dedham

### 12-HOUR SAFETY TRAINING (9:30am-4:00pm)

Wednesday & Thursday, January 11 & 12	Riverside Main Office, Dedham
Wednesday & Thursday, February 8 & 9	Riverside Main Office, Dedham
Thursday & Friday, February 23 & 24	Riverside Main Office, Dedham

# E-LEARNING SPOTLIGHT

## EditU Online Learning System

(Available for Riverside Employees & the People We Serve)

Do you want to learn new skills? Would you benefit from a Time Management, Leadership or Microsoft Office training? EditU's Online Learning System will allow you to train at your convenience. Trainings are broken down into three categories and can be saved to your personal training plan.

### Business Skills:

Accounting & Finance	Delegating	Presentation Skills
Time Management	Leading & Managing Change	Project Management
Building Relationships	Facilitating	Marketing with Social Media

### Desktop Skills:

Access	Outlook	PowerPoint
Excel	Word	SharePoint

### IT Skills:

Business Skills for IT Professionals	Networks & Telecommunications	Data & Databases
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For complete course listing and to gain access to EditU, please contact:

**Suprena Levy, E-Learning Specialist**

[slevy@riversidecc.org](mailto:slevy@riversidecc.org)

## DEFENSIVE DRIVER TRAINING

Riverside has access to a free online defensive driver training through the Philadelphia Insurance website. [www.phly.com](http://www.phly.com).

### Instructions to access Training:

- Log onto: [www.phly.com](http://www.phly.com)
- On top of page, click: Log-in
- User name: **LossControl**
- Password: **Riskservices1**
- Click on: Training (on left)
- Click: Online Interactive Defensive Driver Training
- Click: OK
- Complete the course
- Take the 20 question multiple choice exam
- Receive score
- Print out the staff Certification of Completion

## OUTCOME MEASURES: RIVERSIDE EHR/OUTCOMES TRAINING

David R. Kraus, Ph.D., President and Chief Scientific Officer, Outcome Referrals, Framingham, MA.

<b>How to Access Training:</b>	Reserve the presentation on a <b>Flash Drive</b> by contacting your Division Vice President
<b>Training Duration:</b>	1 Hour & 47 Minutes
<b>CEUs/CEs Pending:</b>	Social Work/Licensed Mental Health Counseling/Licensed Marriage & Family Therapy/Nursing/Psychology

This presentation will help clinicians use the measurement tool's results to engage the person being served, to build a clinical alliance, and to establish mutual goals/objectives in the initial treatment planning process. The training will demonstrate how the measures can be used to assess the progress that the individual is making, to determine when it is time to change to a different goal and when to decide with the individual that the person has achieved their goals and termination is warranted.

## MASSACHUSETTS DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS) LEARNING WEBSITE

Check out this website filled with lots of free online training opportunities. Here's a sampling of what you'll find: Intro to Positive Behavior Supports, Person Centered Practices, Self-Determination, and even some Computer Trainings from very basic to more advanced. [www.ddslearning.com](http://www.ddslearning.com) Click on Training and Development Opportunities, then click on Learning Calendars.

## THREE WAYS TO MAINTAIN A HEALTHY LIFESTYLE

This training was designed by Riverside Community Care to inform employees and people served about the different ways to eat healthy, purchase healthy food and prepare healthy meals. The state mandated Executive Order 509 was referenced to prepare this training.

### Training Link:

[Three Ways to Maintain a Healthy Lifestyle E-Learning Training](#) (Duration: 25 minutes)

If you are having trouble accessing this training due to an Adobe Flash 8.0 upgrade, contact Riverside IT by submitting an IT ticket or call the IT Help Desk at 781.320.5367.

## Additional Information

### HOW TO REGISTER FOR A TRAINING

Trainings are free to Riverside Employees. Pre-registration is necessary. To register for these trainings please email [trainingregistration@riversidecc.org](mailto:trainingregistration@riversidecc.org).

### TRAINING LOCATION

#### **RIVERSIDE MAIN OFFICE-DEDHAM**

270 Bridge Street, Suite 204, Dedham.

**WEATHER CANCELLATIONS:** Call 781.329.0909 and press 8 for a recorded message.

"Riverside Community Care is approved by the American Psychological Association to sponsor continuing education for psychologists. Riverside Community Care maintains responsibility for this program and its content."

