

State of Ohio
Department of Youth Services

2008
Training Academy
Course Catalog



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Training Academy Director



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Business Manager

MISSION

The Mission of the DYS Training Academy is dedication and commitment to providing a proactive environment where best practices are utilized in the development of individuals.



Ronnie Wheeler
Maintenance Supt.



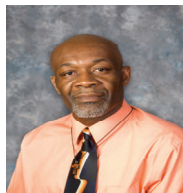
Rex Schultz
Maintenance

VISION

Leaders in the development of juvenile justice professionals



Don Bird
Training Manager



Clifton Duckson
Training Manager



Danny Turek
Training Manager

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Supervisory Training Program



Evaluations, Risk Management and the Supervisory Role, Applicant Selection Procedure, EO for Supervisors, Supervision and Youth, Establishing a Professional Work Environment and Legal Liability.

Who Should Attend

All new supervisors within six (6) months of promotion will benefit from this training. Existing supervisors will also increase their knowledge specifically in the Human Resource areas. So whether a new supervisor or an experienced one, individuals will receive techniques to improve their ability to interact with and lead their staff.

Course Description:

This forty (40) hour course is designed to provide supervisors with the basics of supervision. It is often difficult to go from a line position to a supervisory position. This course is designed to ease the transition and give the supervisor the knowledge and skills necessary to effectively lead their staff. Participants will receive training in such topics as: Supervisory Overview, Supervisory Styles, Decision Making and Problem Solving, Peer to Boss, Staff and Team Development, Conflict management, Coaching, Labor Management Issues, Staff Leave and Time Issues, Discipline Process, Performance

Class Dates:

- April 7-11, 2008,
- July 21-25, 2008,
- September 22-26, 2008,
- OR
- October 20-24, 2008

Location:

DYS Training Academy

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

Overnight Arrangements: Hotel arrangements will be made by the Academy for those meeting overnight travel requirements. Please indicate need on registration form.

Special Skills Instructor Certification Course



Course Description:

This course will provide individuals who are certified as Special Skills Instructors (e.g. Response to Resistance, Emergency Response Training, CPR/First Aid, and Diversity) and others who teach major topics or have responsibility for coordinating training the added skills of curriculum development and delivery. The benefit of this course is to provide individuals who have subject matter expertise with skills needed to transfer that expertise to their students through proven effective training development and delivery techniques. Participants will select a short topic to develop as they learn each of the aspects of the lesson plan formatting, then they will deliver their topic to a small group of fellow students. During the week, students will

receive training in such topics as: Role and Responsibility of the Trainer, Overview of the Training Process, Training Liability, Learning Styles and Instructional Strategies, Student Performance Objectives, Lesson Plan Development, Evaluating Training, Classroom Management, Facilitation Skills, Presentation Skills, Training Aids and Training Documentation.

Class Dates:

Feb. 4-8, 2008,

March 31-April 4, 2008,

Aug. 4-8, 2008,

Sept. 8-12, 2008,

OR

Nov. 3-7, 2008

Location:

DYS Training Academy

Times:

Mon. 9:00 a.m.—4:30 p.m.

Tues—Thur. 8:00 a.m.—4:30 p.m.

Fri. 8:00 a.m.—3:30 p.m.

Who should Attend:

Special Skills Instructors (e.g. Response to Resistance, Emergency Response Training, CPR/First Aid, and Diversity), others who teach major topics (e.g. Pre-Service Instructors), Training Officers/Coordinators and others with a desire to become instructors.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

Overnight Arrangements: Hotel arrangements will be made by the Academy for those meeting overnight travel requirements. Please indicate need on registration form.

Special Topic Instructor Certification Course



Learning Environment, Learning Styles and Instructional Strategies, and Facilitation Skills.

Course Dates:

Feb. 12, 2008 (to be held at Central Office),

March 26, 2008,

April 22, 2008,

July 15, 2008,

Sept. 4, 2008,

OR

Nov. 19, 2008

Location:

DYS Training Academy

Times:

This will be an eight hour session.

Class will run from 8:00–4:30.

Course Description:

There are many individuals, due to their subject matter expertise, who are asked to teach special topics in Pre-Service and In-Service. These individuals are selected to teach because they have the experience and expertise in the subject matter, not necessarily because they are experienced as trainers. This course will provide these special topic instructors with the necessary knowledge and skills needed to transfer that expertise to their students through proven effective training development and delivery techniques. Participants will receive training in such topics as: Role and Responsibility of the Trainer, Overview of the Training Process, Training Development Model, Defendable Training, Adult

Who should Attend:

Special Topic Instructors who teach Pre-Service or In-Service topics other than Special Skills Instructor areas (these require the 40 hour course).

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

CPR/FA/AED Instructor Training



Course Description:

We are looking for staff who would like to become instructors, to teach other staff life saving skills. This course will teach you the necessary skills and provide base care for injuries and sudden illness until advanced medical staff arrive. In addition to First Aid and CPR, you will also be trained on the AED.

Prior to enrollment, all Instructor Candidates must have submitted proof of current CPR and First Aid certification. Participants will be credited with 21 training hours upon successful completion of this course.

Class Dates:

Feb. 25-27, 2008

OR

September 16-18, 2008

Location:

DYS Training Academy

Times:

8:30 a.m. to 4:00 p.m.

Who Should Attend:

Any staff who would like to become an instructor to teach other staff to save lives.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing. A signed Special Skills Instructor Site Manager Agreement form (104.01.13P) must be included with the registration form for course participation.

Registration Deadline:

Two weeks prior to course start date.

Overnight Arrangements: Hotel arrangements will be made by the Academy for those meeting overnight travel requirements. Please indicate need on registration form.

Cultural Competency Instructor Training



Course Description:

The objective of this training is to increase the knowledge of the participant in cultural competency to improve services, strengthen programs, increase communication and close the gaps among diverse population groups.

Class Date:

March 18-19, 2008

Location:

DYS Training Academy

Times:

9:00 a.m. to 4:30 p.m. (Day One)

9:00 a.m. to 3:00 p.m. (Day Two)

Who Should Attend:

This training is applicable to all DYS employees.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing. A signed Special Skills Instructor Site Manager Agreement form (104.01.13P) must be included with the registration form for course participation.

Registration Deadline:

Two weeks prior to course start date.

Overnight Arrangements: Hotel arrangements will be made by the Academy for those meeting overnight travel requirements. Please indicate need on registration form.

Emergency Response Training Instructor Course



Course Description:

Our Department is looking for anyone who is interested in becoming an instructor. We are looking for energetic staff to instruct. This course will cover suicide prevention, first responders activities (First Aid/CPR), law and liabilities.

Class Date:

January 16-17, 2008

Location:

DYS Training Academy

Times:

9:00 a.m. to 3:30 p.m. (Day One)

8:30 a.m. to 3:00 p.m. (Day Two)

This is a two-day class.

Who Should Attend:

All current ERT instructors and First Aid/CPR instructors, psychology staff, nurses and any staff comfortable with teaching.

How to Register:

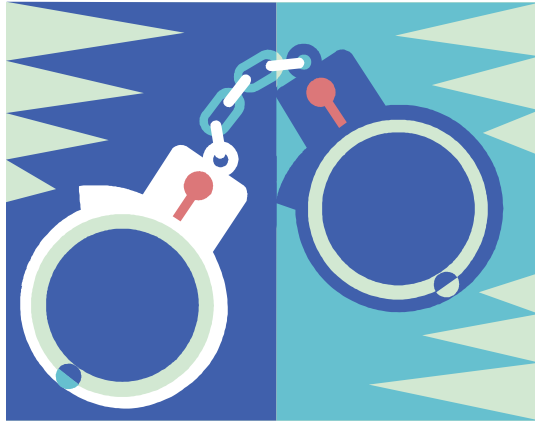
Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing. A signed Special Skills Instructor Site Manager Agreement form (104.01.13P) must be included with the registration form for course participation.

Registration Deadline:

Two weeks prior to course start date.

Overnight Arrangements: Hotel arrangements will be made by the Academy for those meeting overnight travel requirements. Please indicate need on registration form.

Mechanical Restraints Instructor Training



Course Description:

It is the expectation that the Department maintain safe and orderly physical environments in our secure and non-secure facilities. The use of force is authorized to the degree that is reasonably necessary for justifiable self defense, the protection of others, the protection of property, and in the prevention of escapes, disturbances and/or riots. This training regulation establishes a policy framework for the Department to implement procedures governing the use of force. The goal is to maintain a safe environment for staff, youth; ensure public safety; provide order and discipline.

Class Date:

February 19, 2008

Location:

DYS Training Academy

Times:

9:00 a.m. to 4:30 p.m.

Who Should Attend:

This training is for those staff to train institutional staff on the safe application of mechanical restraints.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing. A signed Special Skills Instructor Site Manager Agreement form (104.01.13P) must be included with the registration form for course participation.

Registration Deadline:

Two weeks prior to course start date.

Planned Intervention Instructor Training



Course Description:

This three (3) day course will provide prospective trainers with the curriculum to deliver the eight (8) hour Planned Intervention Training program at their perspective sites. The Planned Intervention Program purpose is to enhance staff and youth safety when responding to an incident. Instructor trainees will go through the training and then be provided the opportunity to practice teaching the curriculum. Further participants will be given instruction on facilitating the various program scenarios.

Class Dates:

February 20-22, 2008

Location:

DYS Training Academy

Times:

Feb. 20—9:00 a.m.—4:30 p.m.

Feb. 21—8:00 a.m.—4:30 p.m.

Feb. 22—8:00 a.m.—3:30 p.m.

Who Should Attend

Individuals selected by the site to become Planned Intervention Training Instructors. Each site should have a minimum of four (4) instructors.

How to Register:

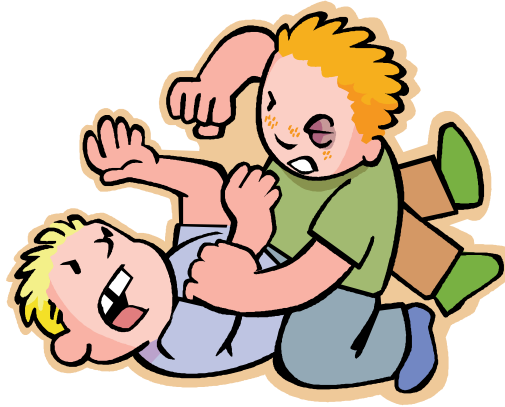
Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing. A signed Special Skills Instructor Site Manager Agreement form (104.01.13P) must be included with the registration form for course participation.

Registration Deadline:

Two weeks prior to course start date.

Overnight Arrangements: Hotel arrangements will be made by the Academy for those meeting overnight travel requirements. Please indicate need on registration form.

Response to Resistance Instructor Training



Course Description:

This course will train participants in the skills necessary to teach Response to Resistance. Further, participants will learn to deliver training in the Response to Resistance Continuum, Position Asphyxiation and other topics as they relate to RtoR.

Class Date:

(Week 1) March 10-14, 2008
(Week 2) March 24-28, 2008
(Week 3) April 14-18, 2008

Location:

DYS Training Academy

Times:

8:00–4:30 each day.

Who Should Attend:

This training is those persons designated by the site to become instructors in RtoR.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing. A signed Special Skills Instructor Site Manager Agreement form (104.01.13P) must be included with the registration form for course participation.

Registration Deadline:

Two weeks prior to course start date.

Overnight Arrangements: Hotel arrangements will be made by the Academy for those meeting overnight travel requirements. Please indicate need on registration form.

Verbal Strategies Instructor Re-Certification



Course Description:

This course is for current verbal strategies and advanced verbal strategies instructors. This will be a refresher course that is necessary to continue to improve the skills and knowledge needed to identify proper verbal techniques in dealing with youth. All instructors will then be certified to teach both levels.

Class Date:

April 28, 2008

Location:

DYS Training Academy

Times:

9:00 a.m. to 4:30 p.m.

Who Should Attend:

All current verbal strategies and advanced verbal strategies instructors.

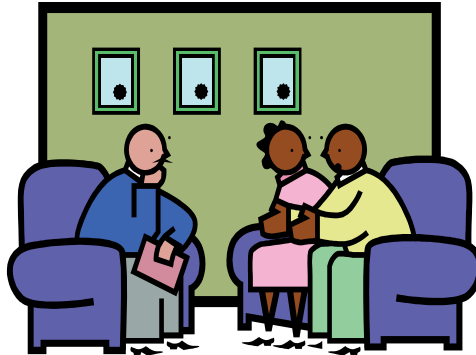
How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing. A signed Special Skills Instructor Site Manager Agreement form (104.01.13P) must be included with the registration form for course participation.

Registration Deadline:

Two weeks prior to course start date.

3-Day Mental Health



Course Description:

It is important to clearly understand the concept of Therapeutic Milieu when working with the mental health issues of incarcerated youth. This understanding leads to a greater integration of treatment and security within the institutions that house identified Mental Health Units. This training will provide insight into the historical perspective of mental health and juvenile justice as well as ethical considerations when working with MH/JJ youth. An emphasis on collaborative problem solving will enhance the relationship between treatment and security and provide an understanding of the role of the Multi-Disciplinary Treatment Team. The complexity of Mental Illness will be explored as well as critical treatment

alternatives such as psychotropic medication. A focus of this training will involve understanding the components of behavior change with emphasis on developing

protective factors that build on the developmental assets of youth experiencing mental health issues.

Class Date:

March 25-27, 2008

April 28-30, 2008

June 3-5, 2008

OR

October 14-16, 2008

Location:

DYS Training Academy

Times:

9:00-4:30 (Day 1)

8:00-4:30 (Day 2)

8:00-3:30 (Day 3)

Who Should Attend:

This training is required of all staff that currently are or intend to work on an identified Intensive or Residential Mental Health Unit.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

Please be reminded that any issues regarding travel or time are the sole responsibility of each office/region/institution.

Trauma Informed Care



Course Description:

Many youth within our system have experienced numerous physical and psychological traumas including physical abuse, sexual abuse, neglect, loss of a parent or friend, car accidents etc. Research has shown that experiencing these traumas can significantly impact the youth's brain and overall development which places the youth in a position of viewing the world from a very different lens. Many youth develop full blown post-traumatic stress disorder while others may just show PTSD traits. This course is designed to assist staff who work with youth who have

been traumatized to understand how these experiences can contribute to the youth's behavior, understand the prevalence of trauma within the juvenile justice population and develop skills to assist the youth in managing their own distress in more positive ways through the development of effective coping and wellness strategies.

Class Date:

February 27, 2008,

May 9, 2008,

OR

August 8, 2008

Location:

DYS Training Academy

Times:

9:00 a.m. to 4:00 p.m.

Who Should Attend:

Required for all staff working on Mental Health Units, all psychology staff, all behavioral health supervisors as well as all deputies and operations staff at facilities with a mental health unit. Education administrators and social workers are strongly encouraged to attend. Other staff having direct contact with youth would also find the training beneficial to understanding the trauma histories and experiences that our youth bring.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

Case Note Database



Course Description:

The Case Note Database Training is a hands on training in which Social Services Professional gain knowledge and experience entering treatment, intervention and contact data into the Social Services Case Note Database.

Class Date:

January 24-25, 2008

February 25-26, 2008

March 17-18, 2008

April 17-18, 2008

May 15-16, 2008

June 16-17, 2008

July 24-25, 2008

September 18-19, 2008

OR

October 16-17, 2008

Location:

DYS Training Academy

Times:

9:00 a.m. to 4:00 p.m.

Who Should Attend:

This course is designed for Social Services Professional.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

Please be reminded that any issues regarding travel or time are the sole responsibility of each office/region/institution.

Critical Incident Management (Intermediate)



Course Description:

This sixteen (16) hour course is designed for staff who may be assigned a role other than Section Chief or in the Command staff in the CIM structure.

2008

Location:

DYS Training Academy

Times:

All classes begin at 8:00 a.m. and conclude at 4:30 p.m.

Class Dates:

January 9-10, 2008, (Cancelled)

April 16-17, 2008,

July 9-10, 2008,

OR

October 8-9,

Who should Attend:

Superintendents should consider staff that have attended the eight-hour basic session or have attended previous CIM orientation in DYS, DR&C, Military or some other agency.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

Please be reminded that any issues regarding travel or time are the sole responsibility of each office/region/institution.

Critical Incident Management (Advanced)



Class Dates:

February 12-14, 2008,
May 13-15, 2008,
August 12-14, 2008,
OR
November 11-13, 2008

Who should Attend:

Superintendents should approve individuals who may be placed in a Section Chief or Incident commander position during a critical incident. They must have successfully completed CIM Intermediate series.

Course Description:

This twenty-four (24) hour course is designed for staff who may be assigned a role as Section Chief in the CIM structure.

Location:

DYS Training Academy

Times:

All classes begin at 8:00 a.m. and conclude at 4:30 p.m.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

Please be reminded that any issues regarding travel or time are the sole responsibility of each office/region/institution.

Critical Incident Management (Section Chief)



Class Dates:

March 24-28, 2008,

June 23-27, 2008,

September 15-19,
2008,

OR

December 8-12, 2008

Who should Attend:

Superintendents should approve individuals who may be placed in a Section Chief or Incident commander position during a critical incident. They must have also successfully completed CIM Intermediate and Advanced series.

How to Register:

Please register by filling out a DYS Training Course Registration Form. These forms can be obtained through your Training Officer/Coordinator or on the DYS Intranet (in the "Serving You" section, and under "Training"). Then follow the steps on the bottom of the form for processing.

Registration Deadline:

Two weeks prior to course start date.

Course Description:

This forty (40) hour course is designed for staff who may be assigned a role as Incident Commander in the CIM structure.

Location:

DYS Training Academy

Times:

All classes begin at 8:00 a.m. and conclude at 4:30 p.m.

Please be reminded that any issues regarding travel or time are the sole responsibility of each office/region/institution.

January 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|----------|--------------------|---|-----|--------------------|-----|
| | | 1 H | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | Pre-Service Week 1 | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | | 3-Day Mental Health | | | |
| | | | Mechanical Rest. Instr. Course | | | |
| | | | Pre-Service Week 2 | | | |
| | | | ERT Training Instructor Course | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | H | | Verbal Strategies Instructor Recertifica- | | Case Note Database | |
| 27 | 28 | 29 | 30 | 31 | | |
| | | Pre-Service Week 3 | | | | |

February 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|---|--------------------|--------------------|-------------------------|-----|
| | | | | | 1 Pre-Service Week 3 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Special Skills Instructor Certification | | Pre-Service Week 1 | | | |
| 10 | 11 | 12 Special Topic Instructor | 13 | 14 | 15 | 16 |
| | | CIM (Advanced) | | Pre-Service Week 2 | | |
| 17 | 18 H | 19 Mechanical Restraints Instructor Training | 20 | 21 | 22 | 23 |
| | | Planned Intervention Training for Trainer | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | |
| | CPR/FA/AED Instructor Training | | Pre-Service Week 3 | | | |
| | Case Note Database | Trauma Inf. Care | | | | |
| | Supervisory Training Program | | | | | |

March 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|-------------------------|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | Executive Leadership (Week 1) | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | Response to Resistance Instructor Training (Week 1) | | | | | |
| | Pre-Service Week 1 | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | Case Note Database | Cultural Competency TtT | | | | |
| | Cultural Diversity Instructor Course | | | | | |
| | Pre-Service Week 2 | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | 3 Day Mental Health | | | | |
| | Response to Resistance Instructor Training (Week 2) | | | | | |
| | Pre-Service Week 3 | | | | | |
| | CIM (Section Chief Course) | | | | | |
| 30 | 31 | | | | | |

April 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----|---|--------------------------|--------------------|--------------------|-----|-----|--|
| | | 1 | 2 | 3 | 4 | 5 | |
| | Special instructor Certification | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | Supervisory Training Program | | | | | | |
| | Pre-Service Week 1 | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | | | CIM (Intermediate) | | | | |
| | | | | Case Note Database | | | |
| | Pre-Service Week 2 | | | | | | |
| | Response to Resistance Instructor Training (Week 3) | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | | Special Topic Instructor | | | | | |
| | Pre-Service Week 3 | | | | | | |
| 27 | 28 | 29 | 30 | | | | |
| | Verbal Strategies Instructor Re-Cert. | | | | | | |
| | 3 Day Mental Health | | | | | | |

May 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-------------------------------|-----|-----|--------------------------|---------------------------|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 Trauma Informed Care | 10 |
| | Pre-Service Week 1 | | | | | |
| 11 | 12 | 13 | 14 | 15 Case Note Database | 16 | 17 |
| | CIM (Advanced) | | | | | |
| | Pre-Service Week 3 | | | | | |
| | Executive Leadership (Week 2) | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | Pre-Service Week 3 | | | | | |
| 25 | 26 H | 27 | 28 | 29 | 30 | 31 |

June 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|----------------------------|---------------------|--------------------|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | 3 Day Mental Health | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | Pre-Service Week 1 | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | Case Note Database | | Pre-Service Week 2 | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | Pre-Service Week 3 | | | | | |
| | CIM (Section Chief Course) | | | | | |
| 29 | 30 | | | | | |

July 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-------------------------------|--------------------------------|-------------------------|--------------------------|-----|-----|
| | | 1 H | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 CIM (Intermediate) | 10 | 11 | 12 |
| | Executive Leadership (Week 3) | | | | | |
| 13 | 14 | 15 Special Topic Instructor | 16 | 17 | 18 | 19 |
| | Pre-Service Week 1 | | | | | |
| 20 | 21 | 22 | 23 | 24 Case Note Database | 25 | 26 |
| | Supervisory Training Program | | | | | |
| | Pre-Service Week 2 | | | | | |
| 27 | 28 | 29 | 30 | 31 | | |
| | Pre-Service Week 3 | | | | | |

August 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|----------------|-----|-----|---------------------------|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 Trauma Informed Care | 9 |
| | Special Skills Instructor Certification | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | CIM (Advanced) | | | | |
| | Pre-Service Week 1 | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | Pre-Service Week 2 | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | Pre-Service Week 3 | | | | | |

September 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|-----------------------------|-----|-------------------------------|-----|-----|
| | 1 H | 2 | 3 | 4 Special Topic Instructor | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | Special Skills Instructor Certification | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | CPR/FA/AED Instructor Trng. | | Case Note Database | | |
| | Pre-Service Week 1 | | | | | |
| | CIM (Section Chief Course) | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | Supervisory Training Program | | | | | |
| | Pre-Service Week 2 | | | | | |
| 28 | 29 | 30 | | | | |
| | Pre-Service Week 3 | | | | | |

October 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|------------------------------|-----|---------------------|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| | | | Pre-Service Week 3 | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | CIM (Intermediate) | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | H | | 3 Day Mental Health | | | |
| | | | Case Note Database | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | Supervisory Training Program | | | | | |
| | Pre-Service Week 1 | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | Pre-Service Week 2 | | | | | |

November 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|----------------|--------------------------|----------|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | Pre-Service Week 3 | | | | | |
| | Special Skills Instructor Certification | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | CIM (Advanced) | | | | |
| | | H | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | | Special Topic Instructor | | | |
| | Pre-Service Week 1 | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | H | | |
| 30 | | | | | | |

December 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|----------------------------|-----|-----|----------|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | Pre-Service Week 2 | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | Pre-Service Week 3 | | | | | |
| | CIM (Section Chief Course) | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | H | | |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

2008 ANNUAL TRAINING MANDATES

All staff shall complete the basic core training sessions, his/her site specific training sessions and all relevant specialty training sessions per his/her job classification as listed below. All employees are still required to complete a minimum of 40 hours of training each year. If an employee cannot meet this requirement through the below mandates, they shall supplement the hours through personal professional development by attending other local trainings, seminars, workshops, conferences, etc.

CORE TRAINING SESSIONS FOR ALL SITES=8 hours

| Session Title | Lesson Plan Developer | Number of Hours | Comments |
|---|------------------------------|------------------------|--|
| CPR, AED & First Aid (performance practice session) | Don Bird | 2 | This review session is required by union contract. |
| Network Security | Dick Girton et al. | 1 | This session is mandated by Ohio Law. There have been additional changes at the Governors level that require follow up training on this topic. |
| Blood-borne Pathogens and TB Control | Jackie Carter | 1 | This session is a standing training mandate which must occur every year. |
| Cultural Diversity | Richard Johnson et al. | 3 | This session is a Strategic Planning Goal. |
| Ohio Ethics | Kelly Castle | 1 | This session is mandated by the state. |

SESSIONS FOR INSTITUTIONAL STAFF ONLY (additional 34.5 hours)

| Session Title | Lesson Plan Developer | Number of Hours | Comments |
|---|--|------------------------|--|
| Emergency Response Training | Dr. Barbara Scott-Johnson et al. | 4 | This session is a standing training mandate each year. |
| Response to Resistance/ Verbal Strategies | Don Bird and Site Specific Instructors | 16 | These sessions are a standing training mandate each year and shall always be taught together to illustrate the response continuum. Institutions shall have (4) 4-hour practice sessions, one of which will be the annual recertification test. |

| | | | |
|--|---|-----|--|
| Planned Intervention (Team Response) | MT Schwartz and Dion Norman | 8 | This session shall not be scheduled until after April 1, 2008. |
| Mechanical Restraint Application | Dion Norman and Rick Johnson | 4 | This session is for JCO, UM, OM, psychology and nursing staff only and shall not be scheduled until after April 1, 2008. |
| Overview of Sex Offender Population | Dr. Barbara Scott-Johnson | 1.5 | Only for those staff who are not required to take the High Needs or Moderate Needs Sex Offender Programs. |
| Overview of Mental Health Symptoms and Management Strategies | Dr. Barbara Scott-Johnson and Mike Gordon | 1.0 | This session is for all non-mental health staff only. |

SESSIONS FOR REGIONAL STAFF ONLY (additional 13.5 hours)

| Session Title | Lesson Plan Developer | Number of Hours | Comments |
|-------------------------------------|--|------------------------|--|
| Personal Safety/Verbal Strategies | Don Bird and Site Specific Instructors | 12 | These sessions are a standing training mandate each year and shall always be taught together to illustrate the response continuum. Regions shall have (3) 4-hour practice sessions, one of which will be the annual recertification test. Sessions shall include personal, office and field safety techniques. |
| Overview of Sex Offender Population | Dr. Barbara Scott-Johnson | 1.5 | |

SESSIONS FOR CENTRAL OFFICE/ ACADEMY/SOCC STAFF ONLY (additional 4 hours)

| Session Title | Lesson Plan Developer | Number of Hours | Comments |
|-----------------------------------|------------------------------|------------------------|--|
| Personal Safety/Verbal Strategies | Don Bird and DRC | 4 | This session is a standing training mandate each year and shall always be taught together to illustrate the response continuum. Session includes office and field safety techniques. |

SPECIALTY/SITE SPECIFIC TRAINING HOURS
*** denotes sessions that are recommended by the Cohen Team**

| Attendees | Session Title | Hours | Lesson Plan Developer |
|---|--|-------------------------|---|
| All CJCF staff working directly with or providing groups or programs to high needs sex offenders | *High Needs Sex Offender Program Curriculum and Group Process training | 6 | Dr. Barbara Scott-Johnson |
| All ORVJCF and CHJCF staff working directly with or providing groups or programs to moderate needs sex offenders | *Moderate Needs Sex Offender Program Curriculum | 16- (2) 8-hour sessions | Dr. Barbara Scott-Johnson and Shari Wolf |
| All Education staff at the Institutions and Central Office | *Literacy PD: Marzano's High Yield Strategies | 40 | Department of Education and The University of Akron |
| All Read 180 staff and coaches | *Read 180 Professional Development | 15 | Scholastic-Tammy Ledenko |
| All Food Service staff | Orientation and Review | 16 | Anne Gilstrap et al. |
| All staff working on Mental Health Units (prior to post), all administrators at facilities housing a MHU, all psychologists, all social workers, all nurses, all officers working on a MHU. This training is optional for others but encouraged | *Intensive Overview of Mental Health (signs and symptoms, psychotropic medication use, trauma informed care practice, seclusion and restraint use on psychiatric units, MH policy reviews) | 24 | Dr. Monique Marrow, Dr. Barbara Scott-Johnson, Dr. Julie Niedermier, Dr. John Bradley, and Jackie Carter |
| All employees who input or access the interdisciplinary case note database | *Case Note Database Training for social services and mental health | 6 | Dr. Barbara Scott-Johnson, Mike Gordon, Shari Wolf and Mark Thompson |
| All Superintendents, Deputy Superintendents, Psychology staff, Social Workers, Unit Managers, IDC Hearing Officers and those staff required by the Superintendent | Institutional Disciplinary Committee Hearings and Due Process Proceedings | 1.5 | Mary Moore. Note: This session may meet one of the legal training sessions per the Strategic Planning goal. |

2008 Pre-Service Schedule

| Class Dates | Registration Deadline Date |
|---|-----------------------------------|
| 1-7-08 thru 2-1-08 (back to site week of January 21, 2008) | 12-28-07 |
| 2-4-07 thru 2-29-07 (back to site week of February 18, 2008) | 1-25-08 |
| 3-10-08 thru 3-28-08 | 2-29-08 |
| 4-7-08 thru 4-25-08 | 3-28-08 |
| 5-5-08 thru 5-23-08 | 4-25-08 |
| 6-9-08 thru 6-27-08 | 5-30-08 |
| 8-11-08 thru 8-29-08 | 8-1-08 |
| 9-15-08 thru 10-3-08 | 9-5-08 |
| 10-20-08 thru 11-7-08 | 10-10-08 |
| 11-17-08 thru 12-12-08 | 11-7-08 |