



# REENA TRAINING & DEVELOPMENT

April, May, June 2003

*All Reena Staff are required to complete these courses. They should be updated as specified. Please check the calendar of training events (Page 3) for course dates and times.*

## MEDICATION & PHARMACOLOGY

---

This course includes policies and procedures, pharmacology, review of systems, medication, administration and documentation. Successful completion of 70% is required for quizzes, the assignment and final exam. Lecture, group work, discussions, class exercises and video will be utilized.

**Cost: \$120** *Non-Profit Organizations pay \$85*

## MEDICATION UPDATE

---

This course is a refresher of the initial Medication & Pharmacology course. The course will focus on case analysis and problem solving issues concerning medications. Successful completion of 70% is required on exam. Medication & Pharmacology should be updated annually.

**Cost: \$60** *Non-Profit Organizations pay \$40*

## CPI – NONVIOLENT CRISIS INTERVENTION

---

This course includes techniques for dealing with escalating behaviour, verbal and physical techniques. This is a hands-on course. Be prepared to participate in physical activities. Wear comfortable clothing and running shoes. This course should be updated every year.

## CPI UPDATE

---

The course is a refresher in CPI techniques and will also include discussion and case analysis. This is a hands-on course. Be prepared to participate in physical activities. Wear comfortable clothing, running shoes and bring previous CPI workbook.

## ANNUAL LIFE PLANNING (ALP)

---

This training includes the ALP principles, the process, completion of all documents, preparation for the meeting, and development of goals & objectives for the individuals we support.

**Cost: \$50** *Non-Profit Organizations pay \$30*

## RED CROSS STANDARD FIRST AID & BASIC RESCUER CPR

---

This is a certified Red Cross Standard First Aid course with Basic Rescuer CPR. This is a hands-on course. Be prepared to participate in physical activities. Wear comfortable clothing. Reena Staff must complete this course every two years.

**Cost: \$100** *Non-Profit Organizations pay \$70*

## CPR UPDATE

---

This is a HeartSaver Plus update course for staff that have completed the initial HeartSaver Plus or Basic Rescuer training. This course will cover one rescuer and two rescuers CPR for adult and child, Heimlich Manoeuvre, risk factors and signs and symptoms of heart attack. This is a hands-on course. Be prepared to participate. Wear comfortable clothing. CPR should be updated annually. This course should be taken if you are not completing Standard First Aid this year.

**Cost: \$40** *Non-Profit Organizations pay \$25*

## UNIVERSAL PRECAUTIONS

---

The course will outline universal precautions for Reena Employees and will discuss Hepatitis B & C, AIDS, and T.B. Also covers hand washing & safe food preparation procedures.

**Cost: \$40** *Non-Profit Organizations pay \$25*

## SEXUALITY

---

This course will discuss Reena's policies and procedures concerning sexuality and the support of individuals with a developmental disability. Scenarios and exercises are included to help understand the complexities of this topic.

**Cost: \$60** *Non-Profit Organizations pay \$40*

## REDUCING THE RISK

---

This course will discuss Reena's policies and procedures regarding abuse. The course will include scenarios, film clips and exercises. The goal is to reduce the risk of abuse to persons with a developmental disability.

**Cost: \$100** *Non-Profit Organizations pay \$70*

---

## FAMILY INVOLVEMENT

---

This course will focus on building stronger and better relationships between families, staff and clients.

**Cost: \$100** *Non-Profit Organizations pay \$70*

---

## BEHAVIOUR MANAGEMENT

---

Mr. Larry Bowers, Behaviour Therapist will be facilitating this workshop. The topics include "What is Behaviour?" and "Responsibility and Use of Behaviour Management Programs." There is limited space for this workshop, so please register early.

**Cost: \$100** *Non-Profit Organizations pay \$70*

---

## SAFETY AWARENESS

---

A practical course incorporating **WHMIS**, Occupational Health & Safety, and **Fire Safety**. Recognizing hazards, emergency action plans & how to use a fire extinguisher effectively will be covered. A portion of the course will involve participants in discharging fire extinguishers.

**Cost: \$60** *Non-Profit Organizations pay \$45*

### ***Enrichment Courses***

*These courses are optional for Reena Staff. Not all of these courses will be offered in every schedule. Check the calendar of training events for course availability.*

---

## CREATIVE PROGRAMMING

---

This course will creatively inspire activity options that individuals with differing abilities can enjoy with peers and staff. This course will bring together a variety of stimulating, motivating and FUN activities.

**Cost: \$40** *Non-Profit Organizations pay \$30*

---

## SEIZURE DISORDERS

---

This course includes an outline of the nervous system, diagnosis, seizure types and first aid for seizures.

**Cost: \$40** *Non-Profit Organizations pay \$25*

---

## STRESS MANAGEMENT

---

This course focuses on developing coping strategies around specific workplace stressors.

**Cost: \$60** *Non-Profit Organizations pay \$40*

---

## BEREAVEMENT "Where Sadness has no Words"

---

This workshop is diverse and interactive, providing creative strategies, reflection and insights into spiritual pathways we can use with the journey of grief.

---

## ENVIRONMENTAL MANAGEMENT

---

This course focuses on awareness of property issues and covers subjects around care and maintenance of the group homes. Safety precautions and proper care of household appliances are discussed. This course includes a practical on site overview of a location and practice making minor repairs.

**Cost: \$50** *Non-Profit Organizations pay \$30*

---

## JUDAIC TRAINING

---

This is an introductory course in the Judaic values at Reena. A multimedia presentation of Jewish culture, customs, and traditions, this course includes a delicious kosher lunch.

**Cost: \$60** *Non-Profit Organizations pay \$40*

---

## LIFTS & TRANSFERS / BACK CARE

---

This course will focus on promoting safe back care, preventing back injuries as well as safe procedures to support individuals with mobility issues. This is a hands-on course. Be prepared to participate in lifting as well as physical exercise. Wear comfortable clothes, running shoes, and bring a towel.

**Cost: \$50** *Non-Profit Organizations pay \$30*

**Cost: \$60** *Non-Profit Organizations pay \$40*

---

## INTRODUCTION TO TOTAL COMMUNICATION & PROGRAMMING

---

This workshop will benefit staff working in group homes or day programs with individuals who are non-verbal or minimally verbal. It will introduce participants to the use of sign language, picture symbols and other methods of communication. Practical strategies to use each of the methods will be presented and discussed.

**COST: \$70** *Non-Profit Organizations pay \$50*

---

## AGING WITH A DEVELOPMENTAL DISABILITY

---

A great deal is known about aging and the research on gerontological issues has increased rapidly, however the links between the Developmentally Disabled and the aging process are in need of further exploration. This presentation will help demystify the aura of long term care, increase awareness of the physical changes associated with aging, and engage in strategies for programming and restorative care for the older adult.

**Cost: \$60** *Non-Profit Organizations pay \$40*



## PASSOVER

This course covers the meaning of Passover, the food, shopping, & traditions for staff and clients preparing for Passover. Representation from each of Reena's locations is required.

**Cost: \$60**      *Non-Profit Organizations pay \$40*

## HIGH HOLIDAY TRAINING

An in-depth training in the Jewish practices observed during Rosh Hashanah, Days of Awe, Yom Kippur, Sukkot, Shemini Atzeret and Simchat Torah.

Representation from all Reena locations is required.  
**Cost: \$60**      *Non-Profit Organizations pay \$40*

### Calendar of Training Events

Date(s)	Time	Course	Instructor
April 29	9 am to 1 pm	Creative Programming	<i>Gloria Figura</i>
April 30, May 7, 8, 9, 14, 15	9 am to 1 pm	Medication & Pharmacology	<i>Ann Szabo &amp; Desmond McLean</i>
May 2	9 am to 1 pm	Seizure Disorders	<i>Olthia Robinson &amp; Haydn Liburd</i>
May 5, 12	9 am to 5 pm	Behaviour Management	<i>Larry Bowers</i>
May 6	9 am to 4 pm	Environmental Management	<i>Stan Zynoberg &amp; Maureen Ander</i>
May 13	9 am to 5 pm	Judaic	<i>Arlene Margolese</i>
May 16	9 am to 1 pm	CPR update	<i>Jeff Orchard &amp; Sigrun Grosman</i>
May 20, 23	9 am to 5 pm	CPI	<i>James Sejjengo</i>
May 21, 28	9 am to 5 pm	Reducing the Risk	<i>Rochelle Spekkens &amp; Debra Waring</i>
May 22	9 am to 3:30 pm	Annual Life Planning	<i>Maureen Ander &amp; Jane Scott</i>
May 26, 27	9 am to 5 pm	Family Involvement	<i>Sandy S, Elaine, Sigrun, Shirley, Maureen</i>
May 29	9 am to 5 pm	Medication update	<i>Ron Nichols &amp; Sigrun Grosman</i>
May 30	9 am to 5 pm	Safety Awareness	<i>Isabelle, Bratati, &amp; Fire Safe Systems</i>
June 2	9 am to 4 pm	Back Care	<i>St. Elizabeth Health Care</i>
June 4	9 am to 3 pm	Universal Precautions	<i>Sandy Toben</i>
June 9	9 am to 5 pm	Stress Management	<i>Work Smart, Live Smart</i>
June 10	9 am to 5 pm	Sexuality	<i>Sandy T. &amp; Rochelle S.</i>
June 11	9 am to 5 pm	Bereavement	<i>Arlene Margolese</i>
June 16	9 am to 1 pm	Intro. to Total Communication	<i>Sara Bingham</i>
June 25	9 am to 5 pm	Orientation	<i>Joe Persaud &amp; Iris Espinosa</i>
June 3, 5, 12, 19, 24, 27	9 am to 1 pm	Medication & Pharmacology	<i>Joanne Woo &amp; Joe Persaud</i>
To Be Announced	9 am to 5 pm	Standard First Aid & Basic Rescuer	<i>Fiona Ott &amp; TBA</i>

### DIRECTIONS TO THE BATTLE CENTRE



## **Transit Information**

- From Wilson subway station take the TTC bus #160 (Bathurst North). Get off at Clark Ave. and proceed west to 927 Clark Ave. (South side of Clark Ave.)  
*\* note there is an additional \$2.00 fare when getting off the bus in Vaughan*
- From Finch subway station take Vaughan Transit bus #5 (platform 11 at York Regional Bus Terminal). Get off on Clark, west of Bathurst, cross the road to the south side of Clark – go west to 927 Clark Ave.  
*\* note there is an additional \$2.00 fare when getting on the Vaughan bus at Finch Station.*

## **By Car**

- Take the 407 East to Dufferin. Follow Dufferin south to Clark. Turn left at Clark. Proceed east to 927 Clark
- OR take the 407 West to Bathurst. Follow Bathurst south to Clark. Turn right at Clark. Proceed west to 927 Clark
- OR take the 401 to Allan Rd. N., which turns into Dufferin north. Proceed past Steeles Ave. to Clark. Turn right at Clark. Proceed east to 927 Clark



# REENA TRAINING REGISTRATION

927 Clark Avenue West  
Thornhill, ON L4J 8G6

Tel: (905) 889-6484 ext 2042  
Fax: (905) 889-3827  
E-Mail: [staff.development@reena.org](mailto:staff.development@reena.org)

## *How to Register*

### **Reena Staff**

Reena staff receives all training free of charge. Notify your supervisor of the courses required. Your supervisor will register you with the staff development department.

### **Reena Volunteers**

Reena Volunteers in good standing for 6 months or longer are eligible for select courses free of charge. Notify the Volunteer Manager of your request. If approved the Volunteer Manager will register you with the staff development department.

### **External Registrants**

1. To Register you may mail or fax your registrations Attention: Fiona Ott, or register online at [www.reena.org](http://www.reena.org)
2. In order to guarantee your spot payment must be received by one week prior to the course start date. We currently accept payment by cash, certified cheque, or VISA.
3. Unfortunately no refunds will be issued for cancellations received after seven days before the course start date.

**Name/Agency:**

**Contact Person:**

**Address:**

**Phone Number:**

**Fax Number:**

**Postal Code:**

**Email:**

**Is this a non-profit Agency? (Please circle)**

**YES**

**NO**

**Method of Payment (chose one):**

- I have enclosed a certified cheque for the full amount listed below**
- (Fax Registration) **A cheque will follow in the mail with a copy of this registration**
- VISA: Card Number** \_\_\_\_\_ **Exp. Date** \_\_\_/\_\_\_  
**Name as it appears on card** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Course	Participants Name(s)	Date(s)	Cost
A full refund will be given if cancellations are received at least a week prior to the course start date. No refunds or partial refunds will be issued after that time.			<b>Total Enclosed</b>
FOR OFFICE USE ONLY			