

Training Catalog 2016

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Administration and Management Course Title Course Description Recommended		
		Training
		Format(s)
Accreditation	Training is geared toward helping organizations and	In Person
Preparation	agencies learn the process to become successfully	
•	(re)accredited in the most expeditious and organized way	
	possible, helping guide agencies/organizations through the	
	accreditation process by providing assistance in areas such	
	as self-study compilation and final review of all documents,	
	policy and procedure analysis to ensure implementation of	
	accreditation standards, Performance and Quality	
	Improvement (PQI) plan and committee design, risk	
	management practices, training staff and leadership on	
	what to expect during the site visit and onsite interviews,	
	project management, communication strategies for key	
	stakeholders, post-site visit reports and an annual	
	accreditation maintenance plan. This training can be	
	tailored to various accreditation processes across a	
	multitude of industries	
Continuous Quality	Explores quality control and improvement processes and	In Person
Improvement	the steps to developing and implementing Quality	
	Improvement plans that include identifying a	
	need/issue/problem and developing a problem statement,	
	defining the current situation, developing a target	
	improvement goal, analyzing the problem, using charts and	
	diagrams as needed, developing an action plan and looking	
	at the results. Includes processes for the development of	
	accountability handbooks and documentation of the	
Cultural Commotonay	The purpose of this training on cultural competence is to	In Person
Cultural Competency	provide a framework for stimulating discussion about: (a)	Web-based
	what cultural competence is and why it is important, (b)	Web-based
	how to evaluate individual and organizational cultural	
	competence, and (c) how to begin to develop cultural	
	competence, and (c) now to begin to develop cultural competence and create means to ensure ongoing success.	
	Participants will learn ways to enhance the ability of	
	individuals and systems to respond respectfully and	
	effectively to people of all cultures, classes, races, ethnic	
	backgrounds, sexual orientations, ability statuses, and	
	faiths or religions, in a manner that recognizes, affirms,	
	and values the worth of individuals, families, tribes, and	
	communities, and protects and preserves the dignity of	
	each	
Effective Leadership	This workshop explores the concept of leadership and	In Person
Styles	focuses on how leaders mobilize others to want to get	
Styles	extraordinary things done in organizations. This training	
	combines fast-paced learning modules with exciting and	

Course Title	Course Description	Recommended Training Format(s)
	stimulating breakout exercises	
Conducting Large and	Participants explore effective practices for leading group	In Person
Small Group	discussions including making quick decisions about how to	
Facilitation	organize the discussion, maintain the discussion flow and	
	an atmosphere of respectful, handling conflicts that may	
	arise and methods to keep the group on task	
Developing Logic Models	This training presents a basic introduction to the logic model as an action-oriented tool for program planning and evaluation and offers an array of sample logic models. Participants will participate in the completion of exercises and are provided examples focused on the development of a simple program logic model, are given instructions on how to expand a basic logic model to explore and explain the theory of change for a program. Templates and checklists are provided	In Person
Developing Personal	Teaches participants the concepts of setting a personal	In Person
Action	strategy including recognizing strengths and weaknesses,	
Plans/Professional	setting personal or career goals and recognizing and	
Development Plans	managing stress. This training contains practical advice for	
Development I lans	individuals and teams seeking growth and success	
Fiscal Management	Training reviews the requirements of State and Federal	In Person
for Grant Programs	grant funds to ensure that program administration is in	
_	accordance with applicable State and Federal laws,	
	regulations, EDGAR, Office of Management and Budget	
	(OMB) circulars, and specific grant terms and conditions.	
Organizational	Organizational development training focuses on improving	In Person
Development	the current performance, as well as ensuring that skill sets	
	exist amongst employees for future competencies required	
	by the organization's strategy. This training is tailored to	
	the needs of the organization and can include a variety of	
	topics, depending on need, including systems and theories	
	in organizational development, organizational	
Charles all as	effectiveness tools, leading organizational change, etc.	In Dorson
Storyboarding	Demonstrates the basic concepts and utilization of Story Boarding to develop a detailed process flowchart showing	In Person
	all activities and the relationships among activities.	
	Explores the use of Storyboards as a sa format for	
	strategic planning, a way to measure the cost of resources	
	consumed, identify and eliminate non-value-added costs,	
	determine the efficiency and effectiveness of all major	
	activities, and identity and evaluate new activities that can	
	improve future performance	
Strategic Planning	Describes proven and effective practices and	In Person
Best Practices	methodologies for strategic planning that can be adapted	

Administration a	Administration and Management		
Course Title	Course Description	Recommended Training Format(s)	
	for virtually any business. Training provides an overview of current "best practices" and considerations to explore throughout the strategic planning process		
Team Building	This learning experience will help any team take its first steps towards greater cohesiveness and productivity. This training program is custom-designed and based on your particular learning objectives. We conduct a needs assessment prior to the session, and create specific training objectives for your group. This training includes experience-based learning, which actively engages the participant to ensure that communication, trust, collaboration, innovation, and team identity flourish	In Person	
Writing Grants	In this workshop, participants will be introduced to the grant writing process. Participants will learn step-by-step helpful strategies and tools for grant writing activities	In Person Web-based	
Reflective Supervision 101	Teaches participants the basic tenets of reflective supervision and explores the integration of such practices into existing service delivery models.	In Person	

Boards of Directors		
Course Title	Course Description	Recommended Training Format(s)
Board Development	Provides the major building blocks of an effective board and covers the fundamental nonprofit governance concepts every nonprofit leader should understand, including board structure and practices, the roles and responsibilities of board members, and financial and legal oversight	In Person
Collaborative Leadership	Explores the concepts of Collaborative leadership, the methods involved in the leadership of a process, rather than of people, the inclusion of stakeholders, as well as collaborative problem-solving and decision-making. Includes a series of self assessments and step-by-step processes	In Person
Evaluative Learning Community	Discusses evaluative learning and the importance of accountability and measures of outcomes, allowing for a more comprehensive approach to evaluation by making the organization the primary audience for the evaluation, rather than external stakeholders. Organizations and agencies learn that an ongoing, collaboratively designed evaluation process that primarily serves organizational learning, and that emphasizes a formative approach: collecting useful data and applying it immediately to improve the quality and effectiveness of the program, initiative or organization	In Person

Boards of Directors		
Course Title	Course Description	Recommended Training Format(s)
Goal Setting and Goal Clarification	Training assists participants in understanding the need for and use of goals to create common tasks and processes. Defines a process for defining, revising and prioritizing goals that includes planning, engaging stakeholders, identifying resources and constraints and defining measures of success	In Person
Organizational Strategic Planning	Training aims to help organizations recognize the purpose of strategic planning in creating a more desirable future for the organization by providing a step-by-step process to creating a three to five year guide that includes a long-term coordinated approach to goal achievement. Participants will learn valuable processes including communicating information, mobilizing support, exchanging new ideas, identifying who will be involved, defining a decision making process, and establish a formal review process	In Person
Vision Statements, Mission Statements and Core Values	This training defines and provides examples of effective vision and mission statements and core values and provides tools and instructions for the development or redevelopment of these essential aspects of organizational development	In Person

Child and Family	Child and Family Development		
Course Title	Course Description	Recommended Training Format(s)	
Building Relationships with Families	Addresses several strategies on how to enhance working partnerships with families. Participants will examine the value of developing positive working relationships with families, learn how to communicate positively with families, explore how to establish necessary professional boundaries	In Person	
Family Involvement	Instructs program provides on tools and techniques to motivate and support parental and family involvement in their child's learning process, providing a structure and process that builds capacity of parents to initiate positive changes for their families	In Person	
Healthy Lungs	This training provides health care workers with the tools and knowledge to implement the Healthy Lungs curriculum for school aged children. The program consists of PowerPoint presentations with speaker notes, practical learning opportunities and fun activities to teach children about healthy lungs, asthma, clean air and the dangers of tobacco use	In Person Web-based	
Transition Skills for Youth and Adults	Provides an overview of the evidence-based literature regarding transitions for youth and adults with disabilities	In Person	

Child and Family Development		
Course Title	Course Description	Recommended Training Format(s)
with Special Needs	including interactions of person and environment, as well as the effectiveness of services and supports with focus on the environment, service providers, community members	
ASQ & ASQ-SE	Participants learn to administer, score, and deliver results of the Ages and Stages (ASQ) and Ages and Stages – Social Emotional (ASQ-SE) Questionnaires. The training explores integrating the tools into various service delivery models.	In Person (Certified Trainer)
CAGE-AID & EPDS	Participants learn to administer, score, and deliver results of the CAGE- AID, a simple substance abuse screen, and the Edinburgh Postnatal Depression Screening. The training also explores integrating the tools into various service delivery models.	In Person
Early Childhood Mental Health Promotion and Systems Building	Building Collaborative Systems that Nurture Happy Hearts, explores early childhood systems building and the promotion and integration of infant mental health into current practices/programs. It includes a look at early childhood mental health consultation as a practice to develop integrated care and promote whole child wellness.	In Person
Toxic Stress and Infant Mental Health	Explores development within the context of relationships and the effects of toxic stress on individuals and communities.	In Person
Resiliency Based Child Care	Nurturing Happy and Healthy Hearts through Resiliency, identifies everyday opportunities for child care providers and teachers to build resiliency into classroom activities and practice self care.	In Person
Early Brain Development & Temperament	Briefly covers the period of early brain development, birth to age 3, and the critical windows associated with learning and development. Looks at development within the context of relationships and introduces the concept of temperament and its importance to positive interactions.	In Person
Behavior has Meaning 101	Introduces the concept of identifying the meaning behind children's behavior to promote positive parent/caregiver interactions. It teaches participants to use a "behavior equation" to solve behavior questions and concerns.	In Person
Importance of Play 101	Covers the importance of child directed play on health and wellness and provides examples of how to engage children in play.	In Person
Attachment 101	Explores developing attachment with your baby and provides tips to building strong attachment to increase positive social and emotional development.	In Person
Parenting & Teaching Techniques for	Covers basic information on Attention Deficit Hyperactivity Disorder (ADHD) and provides tips for teaching and parenting children with ADHD.	In Person

Child and Family	Development	
Course Title	Course Description	Recommended
		Training
		Format(s)
Children with ADHD		

Course Title	Course Description	Recommended
		Training
		Format(s)
Building Effective	Presents components that are essential to high	In Person
Coalitions/Coalition	functioning and successful coalitions through case studies	
Development	and lessons learned and includes the components of	
-	strong leadership, appropriate membership, coalition	
	structure and governance, assessment and planning as	
	well as public engagement and stakeholder involvement	
	and sustainability and finance	
Coalition Strategic	Training aims to help coalitions recognize the purpose of	In Person
Planning	strategic planning in creating a more desirable future for	
	the coalition and the community by providing a step-by-	
	step process to creating a three to five year guide that	
	includes a long-term coordinated approach to community	
	strategies. Participants will learn valuable processes	
	including communicating information to key players in	
	the community, mobilizing support, exchanging new	
	ideas, identifying who will be involved and what role each	
	member will have, defining a decision making process,	
	identify a planning facilitator and primary plan writer, and	
	establish a formal review process	I. Danasa
Collaborative	Explores the concepts of Collaborative leadership, the	In Person
Leadership	methods involved in the leadership of a process, rather	
	than of people, the inclusion of stakeholders, as well as	
	collaborative problem-solving and decision-making. Includes a series of self assessments and step-by-step	
	processes	
How to Get a	Covers a four-step process for the development of a	In Person
	community-based project including start-up, group	III F ETSUIT
Community-Based	formation, analysis, and research, community research	
Project Started	and interviews and decision and commitment.	
	Participants are provided with practical tools and case	
	studies	
Community Gap	Participants learn concepts and steps involved in	In Person
Analysis	conducting a community gap analysis. This training is	
Allalysis	tailored to the particular field or concepts desired by the	
	agency or organization	
Community Needs	This training provides step-by-step instructions on	In Person
Assessment and	understanding, planning, and conducting a community	

Community Coalitions		
Course Title	Course Description	Recommended Training Format(s)
Resource Mapping	needs assessment and provides numerous practical tools and resources for initiating a resource mapping process	
Goal Setting and Goal Clarification	Training assists participants in understanding the need for and use of goals to create common tasks and processes. Defines a process for defining, revising and prioritizing goals that includes planning, engaging stakeholders, identifying resources and constraints and defining measures of success	In Person
Vision Statements, Mission Statements and Core Values	This training defines and provides examples of effective vision and mission statements and core values and provides tools and instructions for the development or redevelopment of these essential aspects of coalition development	In Person

Education	Education		
Course Title	Course Description	Recommended Training Format(s)	
Multiple Intelligences and Learning Styles	This training informs participants about individual learning styles in order to provide diverse opportunities and experiences for learning	In Person	
Statewide Framework for Educational Leadership	Workshop for educators in using a Framework for Educational Leadership that incorporates self-assessment, reflection on practice, and professional conversation in a variety of activities. Participants will learn to develop and utilize a framework as a core resource for engaging in ongoing collegial, reflective dialogue that will directly influence continuous improvement to the learning environment	In Person	
Development of Innovative Educational Programs and Tools	Explores non-traditional approaches to academics tailored to the unique needs of each student that increase the chances of his/her success. Details approaches to extend learning beyond the classroom	In Person	
Development of Research Proposals for Faculty Members	This introductory workshop covers basic principles of good research proposal writing, starting with the phrasing of a compelling research theme to the actual construction of the proposal itself. Major differences between traditional "academic prose" and persuasive research proposal writing are highlighted. Common pitfalls that can lead to early rejection of good ideas are reviewed, matched with practical strategies for better writing. Special attention will be paid to the perspectives of reviewers and how to write in ways that will meet their expectations	In Person	

Evaluation		
Course Title	Course Description	Recommended Training Format(s)
Basic Concepts of Evaluation	Provides an overview of the use of evaluation and purpose, including the definition of evaluation, why evaluation is important, the difference between formal and informal evaluation and between process and outcome evaluation, and evaluation limitations	In Person Web-based
Blueprint for Conducting Prevention Program Evaluation	This training will provide information and tools to assist staff in choosing evaluation strategies that are best suited to measure the program's intended outcomes based on factors such as program design and characteristics of the population and communities they serve. Resources, evaluation tools and strategies are provided for measuring the success of prevention programs	In Person Web-based
Community Relations Strategies - Planning for an Evaluation	Participants will learn about what it means to have an inclusive community relations and marketing strategy when planning for an evaluation or releasing evaluation results, articulate the benefits of creating a more inclusive community relations and marketing strategy, analyze the data from the information-gathering process that pertain to community relations and marketing, review a series of concrete suggestions for developing a more inclusive community relations and marketing strategy, and establish goals and objectives for developing more inclusive marketing and community relations strategies	In Person
Evaluating Technical Assistance	Teaches the use of technical assistance evaluation methods for gathering data including questionnaires, surveys, interviews or observations to determine the three broad areas of outcomes of technical assistance including changes in knowledge, changes in attitudes, or changes in skills or behavior. Methods for isolating the impact of technical assistance from other factors in the environment that may have caused change and setting realistic goals for technical assistance programs including adequate time to realize changes after technical assistance occurs	In Person
Enhancing Program Evaluability	Teaches participants how to examine the design of the program to determine its likelihood of producing the intended results; scrutinize the program's goals, objectives, standards of success, indicators of success, theory of change, and logic model; and ask about the program's clarity, feasibility, strength, and worth	In Person
Community Needs Assessment	This training provides a guide to conducting a community needs assessment to identify the concerns and strengths of a community and to develop initiatives to address the needs brought forth. The needs assessment methodology	In Person

Evaluation			
Course Title	Course Description	Recommended Training	
		Format(s)	
	described is a four-step process that begins with the		
	planning and organizing phase, data collection, summarizing		
	and disseminating the needs assessment survey results and		
	sharing the results through public forums to facilitate action		
	planning		
Conducting Mixed	Discusses definitions and terminology of Mixed Methods	In Person	
Methods Data	Research, reviews philosophical assumptions, planning a		
Analyses	mixed methods study, sampling, data collection, data		
•	analysis, evaluating mixed methods studies and the		
	examination of relevant examples		
Design and	Provides information on the latest trends and issues	In Person	
Development of Data	involving database architecture, design and strategy as well		
Management	as resources on creating a DBMS architecture and		
Systems	developing a database strategy. The training will provide tips		
•	and tools on database design and development and		
	managing a database implementation project		
Developing and	Provides and overview of data collection forms and tools	In Person	
Refining Data	and reviews the steps necessary for developing or refining		
Collection Forms	data collection tools including methods of format in		
	constructing a survey, peer review and testing, question		
	construction, etc.		
Data Collection Plans	Provides information on the development of data collection	In Person	
and Analysis	plans. Defines each component and provides practical		
Procedures	examples and tools for describing the process, data		
	available, sources of data, the data owner, the type of data,		
	the interval of collection, analysis tools and interval of		
	analysis		
Effect Sizes,	Discusses the definitions of Effect Size and Confidence	In Person	
Confidence Intervals,	Intervals, the need for Effect Size and Confidence Intervals,		
and Especially	interpretation, calculations, and significance as well as going		
Confidence Intervals	a step beyond either confidence intervals or effect sizes by		
for Effect Sizes	discussing how we can place a confidence interval on an effect size		
Evaluating the	Training provides an eight-step process for measuring the	In Person	
Impact of	impact of professional development that includes detailed		
•	instructions for assessing evaluability, designing the		
Professional	formative and summative questions, constructing the		
Development	evaluation framework, collecting the data, organizing and		
	analyzing the data, interpreting the data, reporting findings		
	and evaluating the evaluation to identify its strengths and		
	areas for continued refinement and growth		
Methods for	An effective data release uses a combination of text, tables	In Person	
	·	111 F €13011	
Presenting	and graphics to maximize its strength in conveying various types of information. This training provides practical tools		
Data/Statistical	types of information. This training provides practical tools		

Evaluation		
Course Title	Course Description	Recommended Training Format(s)
Findings	for presenting process data, outcome data and statistical findings in a variety of formats to create meaningful understanding by the audience including the use of and advice on the use of text, tables, charts, maps and other devices to bring statistics to life for non-statisticians, and taking into consideration the practical and cultural differences among intended audiences	
Multilevel and Hierarchical Linear Modeling	Training provides an overview of Multilevel and Heirarchical Linear Modeling, provides examples of multilevel data structures, current applications, benefits of using multilevel modeling, types of studies that use multilevel modeling, computer programs (HLM 6, SAS Mixed) and resources	In Person
Program Planning and Evaluation: Examining Indicators of Program Quality	This workshop will encourage participants to examine indicators of early care and education programs that support high quality services through planning and evaluation	In Person
Writing Program Goals, Process Objectives and Outcome Objectives	This training is designed to help participants identify and write achievable goals and objectives that address specific problems and solutions that are tied to attainable and visible activities or tasks and that are measurable and can be achieved in a timely fashion	In Person

Healthcare		
Course Title	Course Description	Recommended Training Format(s)
A Coordinated Approach to Responding to the Needs of Critical Care Unit Families	Participants will learn the key attributes of patient-centered care, including the core elements identified most frequently of education and shared knowledge, involvement of family and friends, collaboration and team management, respect for patient needs and preferences, and free flow and accessibility of information and how to coordinate these approaches to improve patient care	In Person
Developing and Implementing Action Plans for Critical Care Family Assistance Program	Intended to better prepare a multidisciplinary team to meet the needs of families of critical care patients to produce outcomes including increasing families' satisfaction with the care and treatment of critically ill family members while in an ICU, improve families' comprehension of and satisfaction with the information provided by caregivers, improve a hospital's ability to respond to family needs within a structured feedback model, increase the medical team's knowledge and understanding of the CCFAP model and its purpose, and	In Person

Healthcare		
Course Title	Course Description	Recommended Training Format(s)
	increase knowledge about the CCFAP and foster dissemination of information about it within both the medical and lay communities	
Establishing a Family- Centered Environment in The Hospital Intensive Care Unit	With this training, course participants will learn the issues associated with the critical care environment and optimal patient outcomes, explore strategies that can facilitate healing environments for the critically ill patient, discuss the philosophy of family visitation policies in intensive care units, explain healing modalities that can be integrated into nursing interventions, and list optimal patient outcomes that may be achieved through creation of an evidence-based healing ICU environment	In Person
HIV 101	Participants will learn the newest information about HIV/AIDS and how to effectively teach this material to others	In Person
Impact of Critical Illness on Families of ICU Patients	This training provides information on the latest research regarding patients and relatives affected by critical illness and available support and how to promote recognition of the physical and psychological consequences of critical illness through education of the medical profession and the public	In Person
Patient Safety/Improving Patient Care through Education	This course gives participants the knowledge and tools they need to succeed as patient safety leaders. The program uses a narrative framework—a fictitious hospital facing real-world patient safety challenges—to immerse participants in the work of problem-solving and planning patient safety initiatives. Focusing on the core competencies needed to drive patient safety improvement, the program covers such essential topics as patient safety culture, patient-centered care, safe design principles, and interdisciplinary teamwork and communication	In Person
Integration of Behavioral Health into Primary Care	Covers basic models of integration and identifies the importance of integrating behavioral health into primary care.	In Person

Homeland Security		
Course Title	Course Description	Recommended Training Format(s)
Conducting a Vulnerabilty Assessment	This training is designed to help participants determine possible vulnerable components and identify security measures that should be considered. A "vulnerability	In Person

Course Title	Course Description	Recommended Training Format(s)
	assessment" is the identification of weaknesses in	. ,
	infrastructure security, focusing on defined threats that	
	could compromise its ability to provide adequate services.	
	This training is meant to provide an overview of assessing	
	infrastructure vulnerabilities	
Dealing with the	Terrorism involving active shooter attacks on population	In Person
Active Shooter	centers has become part of law enforcement officers'	
	awareness; however, increased awareness of a problem does	
	not ensure preparedness or appropriate response tactics.	
	This course addresses technical aspects of planning and	
	implementing a rapid law enforcement deployment to an	
	active shooter incident through classroom presentations,	
	hands-on performance-based field training and scenario-	
	based practical exercises	
FEMA Incident	Provides an overview of The Incident Command System (ICS),	In Person
Command System	a standardized, on-scene, all-hazards incident management	
•	approach that allows for the integration of facilities,	
	equipment, personnel, procedures and communications	
	operating within a common organizational structure, enables	
	a coordinated response among various jurisdictions and	
	functional agencies, both public and private and establishes	
	common processes for planning and managing resources	
FEMA Terrorism	Provides a framework for developing supplemental	In Person
Planning	emergency operations plans adequate for	
J	addressing the consequences of a terrorist act and a	
	consistent planning approach that will foster efficient	
	terrorism consequence management activities	
Frontline	Training includes the topics of Terrorism Awareness, the Role	In Person
Responder –	of Frontline Responder, the Terrorist Planning Cycle,	
Terrorism	Suspicious Item Indicators, Types of Threats, Profiling,	
Awareness:	Effective Questioning Techniques, Incident Scene	
Protecting Soft	Management and Soft Target Assets and Vulnerabilities	
Targets		

Professional and Personal Development		
Course Title	Course Description	Recommended Training Format(s)
Guidelines for Creating Professional Development	This training provides guidelines for developing professional development programs that empower individual educators and communities of educators to make complex decisions; identify and solve problems; and connect theory, practice and outcomes	In Person

Professional and Personal Development		
Course Title	Course Description	Recommended Training Format(s)
Programs That Make a Difference		
Project Management	Delineates the discipline of planning, organizing, motivating and controlling resources to achieve specific goals. Provides specific steps for comprehensive project management and introduces useful PM tools including The Program (or Project) Evaluation and Review Technique, (PERT) statistical tool to analyze and represent the tasks involved in completing a given project and the use of Gantt charts to illustrate a project schedule	In Person
Recognizing and Relieving Stress	This workshop explores signs of stress and factors that contribute to feeling of stress. Participants will learn strategies that will build coping skills in order to alleviate stress through hands-on, interactive activities	In Person

Program Development		
Course Title	Course Description	Training Format(s) Available
The Arizona Program Design and Evaluation Logic Model	This training will provide an in-depth review of each of the modules of the logic model including Needs Assessment, Writing Goals and Objectives, Effective Program Strategies, Program Implementation, and Program Evaluation and discusses the importance of the linkages between components	In Person
Building and Implementing Programmatic Sustainability Models	Discusses the principles of sustainability and provides guidelines that include a variety of suggestions for achieving program sustainability, including the diversification of revenue sources, partnerships and collaborative strategies, organizational and community capacity building and to begin developing sustainability strategies early	In Person
Curricula and Program Development	The purpose of this training is to provide some general instructions for the development and/or revision of program curriculum by providing an overview of the curriculum development process and suggests a series of steps to follow in creating curriculum documents. Training delineates the philosophy, goals, objectives, learning experiences, instructional resources and assessments that comprise a specific educational program. Additionally, it represents an articulation of what participants should know and be able to do and supports instructors in knowing how to achieve these goals	In Person
Developing Program	Participants will learn how to formulate a problem statement	In Person

Program Development			
Course Title	Course Description	Training Format(s) Available	
Problem Statements Goals and Objectives	for their program or grant proposal, learn the difference between goals and objectives, and how to use the problem statement, goals, and objectives to create the intellectual framework for the program or grant proposal		

Substance Abuse and Violence Prevention			
Course Title	Course Description	Recommended Training Format(s)	
Behavioral Health Trends and Consequences	Examines reliable data sources for examining community trends and resulting consequences in behavioral health incidences and using the findings from public health research for prevention program planning	In Person	
Best Practices in Prevention Programs	Discusses key elements of Best Practice Prevention Programs used to identify current prevention programs as best practice and to help participants when developing and evaluating innovative prevention programs. Examines principles including program comprehensiveness, the use of varied teaching methods, fostering positive relationships, appropriateness to the target population, successful plans for program implementation that include manageable, measurable, and realistic first steps, and then build upon accomplishments, program dosage, personnel training, supervision and support, theory driven approaches, and outcome evaluation	In Person	
Environmental Strategies for Substance Abuse Prevention	Training provides a synthesis of current information regarding the theory, research and application of environmental approaches to substance abuse problems. An increased understanding of this class of prevention strategies will enable prevention professionals and policymakers to diversify the nature and enhance the quality of prevention efforts	In Person	
Risk and Protective Factors (Key Intervening Variables) Influencing Substance Use and Abuse	Provides participants with an overview of the Risk and Protective Factors model, detailing the characteristics of school, community and family environments, as well as characteristics of students and their peer groups that are known to predict increased likelihood of drug use, delinquency, school dropout, teen pregnancy and violent behavior among youth	In Person	
SAMHSA's Strategic Prevention Framework	This training reviews the five-step process of the Strategic Prevention Framework known to promote youth development, reduce risk-taking behaviors, build assets and	In Person	

Course Title	Course Description	Recommended
	•	Training
		Format(s)
	resilience and prevent problem behaviors across the life	
	span. Discusses the community-based risk and protective	
	factors approach to prevention and using the findings from	
	public health research along with evidence-based prevention	
	programs to build capacity within States/Tribes/Territories	
	and the prevention field	
Mental Health First	Just as CPR helps you assist an individual having a heart	In Person
Aid (Youth & Adult)	attack — even if you have no clinical training — Mental	(Certified
Courses	Health First Aid helps you assist someone experiencing a	Trainer)
	mental health related crisis. In the Mental Health First Aid	
	course, you learn risk factors and warning signs for mental	
	health and addiction concerns, strategies for how to help	
	someone in both crisis and non-crisis situations, and where	
	to turn for help. The course is offered in two formats, Adult	
	and Youth. The Adult course focuses on how to help other	
	adults through mental health and addiction crises. The youth	
	course is designed to teach parents, family members,	
	caregivers, teachers, school staff, peers, etc., how to help an	
	adolescent (age 12-18) who is experiencing a mental health	
	or addictions challenge or is in crisis.	
Recovery Oriented	Reviews the Recovery Oriented System of Care approach to	In Person
Systems of Care	structuring behavioral health systems and networks of	
	services and supports for guiding systems transformation.	
Resiliency the Art of	Today, one third of Americans live with extreme stress. As	In Person
Bouncing Back	professionals, the quality of our services is directly related to	
	the manner in which we care for ourselves. This training	
	covers the importance of identifying stress, compassion	
	fatigue, and secondary trauma through self-reflection so that	
	we can care for ourselves, to in turn, care for others.	