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Calendar Introduction

Ongoing access to information and skill development present significant challenges but are necessary supports towards ensuring quality services and a framework of best practice. Community and Correctional Services Division has a history of commitment to providing training and development opportunities to its employees. Core Training is identified for various positions and is provided on an ongoing basis.

In the recent past, there has been an increased focus on additional training relevant to enhanced skill development for our employees. Through partnerships with other organizations and access to federal funding, additional training and development opportunities have been made available for our employees. We plan to continue to access these developmental opportunities in the future. Employees are encouraged to seek opportunities to enhance their learning and development through the University of PEI, community colleges, and various seminars, workshops and conferences.

The Division has enhanced its focus on employee safety with additional training being provided to employees as we strive to have the safest workplaces possible.

Of significance with the majority of our calendar courses, is that they are delivered by employees of the division. Many of our course offerings are based upon a train- the- trainer model which works well in that it meets many of our learning needs and enables employees to develop skills in facilitation and training. The contribution of the many divisional employees who facilitate courses is greatly appreciated.

The Development and Training Funds for unionized and excluded employees are a great supplement to the resources of the division and have supported many divisional staff to enhance their learning. Employees are encouraged to explore opportunities for funding through these funds. The application forms are available on the intranet at:

<http://iis.peigov/dept/psc/dtf/index.html>.

The costs of providing training and development opportunities for a staff complement of about 200 employees is daunting. Despite fiscal challenges, the Division remains committed to the importance of providing learning opportunities for employees.

Employees are encouraged to identify ongoing development needs through the Performance Development Process and to access relevant training.

Participants in sessions outlined in this calendar have their training documented for future reference in Peoplesoft, a human resource information database.

This calendar is available online at <http://www.gov.pe.ca/oag/cacs-info/index.php3>.

We encourage employees to continue their pursuit of learning and development opportunities so that we may continue to provide quality service to our clients and promote public safety in our communities.

Respectfully submitted,

Divisional Training Committee:

| | |
|------------------|------------------------|
| Gordon Collicutt | Arlene MacInnis |
| Frank Lavandier | Deborah MacRae |
| Craig McDowall | Linda MacAulay |
| Dr.Ed Hansen | Denise MacKinnon |
| Tina Lowther | Dan McCarthy (Chair) |

Your comments, observations, and constructive feedback related to this calendar are welcomed and may be forwarded to:

Tina Lowther
40 C Burns Avenue
Charlottetown, PEI
C1E 1H7
Fax: 569-7711
E-mail: tllowther@gov.pe.ca

ACKNOWLEDGEMENT

Divisional employees are to be commended for their ongoing commitment to learning as evidenced by high use of the Training and Development Funds.

While the Division is one of the leaders within government in providing staff development opportunities to employees, it is gratifying to see the increased access to developmental opportunities beyond core training.

Much of the training done within the Division is based upon a train-the-trainer model. The dedication of the trainers who contribute so much to the learning needs of peers is most appreciated. Many thanks for your ongoing contributions.

Finally, I wish to express my thanks to the Training and Development Committee who coordinate training and development within the Division.

John Picketts
Director, Community & Correctional Services

CALENDAR HOLDERS

Director, Community and Correctional Services

Provincial Manager, Custody Programs

Provincial Manager, Community Services

Provincial Manager, Victim Services

Manager, Clinical Services

Manager, PEI Youth Centre

Manager, Provincial Correctional Centre

Manager, Prince Correctional Centre

Manager, Youth Justice Services East

Manager, Youth Justice Services West

Senior Probation Officer, Adult, Probation Services

Coordinator, PEI Community Justice Resource Centre

Divisional Supervisors

Training and Development Committee

Worksite Teams

Deputy Attorney General

President, Union of Public Sector Employees

Human Resource Manager

Communications Officer

Justice Policy Advisor

Director, Policy and Administration

Director, Legal and Judicial Services

Director, Crown Attorneys

Director, Consumer, Corporate, and Insurance Services

COURSE REGISTRATION

If any particular course is of interest, please complete the course application on page 8, obtain your supervisor's approval, and forward the application to the Registrar at least four weeks prior to the date of the course. *Only written or e-mailed registration will be accepted.*

Registrar: Tina Lowther
Community and Correctional Services
40C Burns Avenue
Charlottetown, PEI C1E 1H7
Fax: 569-7711
E-mail: tllowther@gov.pe.ca

Course Cancellation:

1. In the event of snow storms, if unit schools are closed in the geographic location of the training, then the course is cancelled. Those attending should listen for radio announcements to this effect in the morning on course days. If cancelled, designated shift employees are to report to their regular work site. All other employees will follow the Public Service Commission storm closing directions.
2. If a course is cancelled, please see your supervisor to determine the next available course offering.
3. A minimum of five (5) seats will be required to hold the training course.
4. A minimum of seventy-two (72) hours notice is required by the Registrar if you are unable to attend any course for which you have registered.

Course Confirmation:

Registration confirmation will be forwarded to Supervisors on a monthly basis.

Confirmation forms will be made available by the Registrar to the presenters of the workshops. These forms must then be circulated to the participants for signature. The presenters are responsible for returning the confirmation forms to:

Tina Lowther
Community and Correctional Services
40C Burns Avenue
Charlottetown, PEI C1E 1H7
Fax: 569-7711
E-mail: tllowther@gov.pe.ca

COURSE APPLICATION

COURSE INFORMATION

| | |
|-----------------------------------|-------------------|
| Course Title: _____ | |
| Date: _____ | Instructor: _____ |
| Address/Location of Course: _____ | |

APPLICANT INFORMATION

| | |
|---|-----------------------|
| Name of Employee: _____ | |
| Employee ID (#): _____ | Position Title: _____ |
| Service/Section: _____ | |
| Address: _____ | Phone: _____ |
| _____ | Fax: _____ |
| Do you have any special needs which may affect your participation in this course? (i.e. hearing, building access) <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Signature of Employee: _____ | Date: _____ |

SUPERVISOR APPROVAL

| | |
|--|-------------|
| <i>Only written or e-mailed applications will be accepted.</i> | |
| Signature of Supervisor: _____ | Date: _____ |

STORM CLOSURE

| |
|---|
| <i>In the event of inclement weather, the course will be cancelled if the school district of the course location is closed. Follow the directions on page 7 of the Training Calendar for directions on reporting to work.</i> |
|---|

ATTENDANCE

| |
|---|
| <i>Employees are expected to attend courses for which they register. If you are unable to attend a course in which you are registered, a minimum of seventy-two (72) hours notice is required by the Registrar.</i> |
|---|

Core Training

The Division has identified certain basic core training that staff are required to complete. The core training varies, depending upon the section of the division in which the staff member works. The Divisional Training Committee schedules core training based upon demand so that staff can access the required training.

Graduates of the Youth Worker Program who have completed the following sessions are credited with these courses towards their core training: Boundaries, Occupational Health and Safety, Suicide Prevention, and Workplace Hazardous Materials Information Systems.

Graduates of the Correctional Officer Program are who have completed the following sessions are credited with the following courses towards their core training: Boundaries, Chemical Dependency, Oleoresin Capsicum Spray, Suicide Prevention, and Workplace Hazardous Materials Information System.

Certain core training requires re-certification at regular intervals. These courses include: First Aid/CPR (every three years), Oleoresin Capsicum (every two years), Suicide Prevention (every five years), Fire Training (every three years), and Conflict Crisis Intervention (every three years).

In addition to core training, the Division offers other relevant training to enhance the knowledge and skills of staff. This calendar outlines both core and supplementary training offered under the auspices of the Divisional Training Committee.

As part of the Performance Development Process, staff are expected to identify their learning needs and to develop a plan with their supervisor to meet these needs.

Community and Correctional Services Division Core Training

ADMINISTRATION AND DIVISIONAL MANAGEMENT

- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Employee Wellness
- Occupational Health and Safety
- Workplace Hazardous Information Materials Systems

ADMINISTRATION SUPPORT

- Boundaries
- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Employee Wellness
- Occupational Health and Safety
- Workplace Hazardous Information Materials Systems

ADULT CUSTODY

- Addictions Awareness
- Boundaries
- Case Management
- Conflict Crisis Intervention
- Contingency Planning
- Creating A Safe Environment Deliberately (CASED)
- Designated Shift Supervisor Training (for all DSS)
- Diversity & Equity
- Dynamics of Family Violence
- Employee Wellness
- Enhanced Security Skills (for all DRU members)
- Fire Training
- First Aid / CPR
- Infection Control
- Occupational Health and Safety
- Oleoresin Capsicum Spray
- Sexual Abuse: Treatment for Offenders/ Impact on Survivors
- Suicide Prevention
- Workplace Hazardous Information Materials Systems

CLINICAL SERVICES

- Addictions Awareness
- Boundaries
- Case Management
- Conflict Crisis Intervention
- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Employee Wellness
- First Aid/CPR
- Occupational Health and Safety
- Suicide Prevention
- Workplace Hazardous Information Materials Systems

COMMUNITY YOUTH WORKER PROGRAM

- Addictions Awareness
- Boundaries
- Case Management
- Conflict Crisis Intervention
- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Dynamics of Family Violence
- Employee Wellness
- First Aid / CPR
- Infection Control
- Occupational Health and Safety
- Sexual Abuse: Treatment for Offenders/ Impact on Survivors
- Suicide Prevention
- Workplace Hazardous Information Materials Systems

FOOD SERVICES

- Boundaries
- Conflict Crisis Intervention
- Creating a Safe Environment Deliberately (CASED)
- Diversity & Equity
- Employee Wellness
- Fire Training
- First Aid / CPR
- Infection Control
- Occupational Health and Safety
- Workplace Hazardous Information Materials Systems

PROBATION SERVICES

- Addictions Awareness
- Boundaries
- Case Management
- Conflict Crisis Intervention
- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Dynamics of Family Violence
- Employee Wellness
- First Aid / CPR
- Occupational Health and Safety
- Relapse Prevention (Related to treated sex offenders)
- Sexual Abuse: Treatment for Offenders/ Impact on Survivors
- Suicide Prevention
- Workplace Hazardous Information Materials Systems

VICTIM SERVICES

- Addictions Awareness
- Boundaries
- Case Management
- Conflict Crisis Intervention
- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Dynamics of Family Violence
- Employee Wellness
- First Aid / CPR
- Occupational Health and Safety
- Suicide Prevention
- Workplace Hazardous Information Materials Systems

YOUTH CUSTODY

- Addictions Awareness
- Boundaries
- Case Management
- Conflict Crisis Intervention
- Contingency Planning
- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Dynamics of Family Violence
- Employee Wellness
- First Aid / CPR
- Infection Control
- Medication Distribution
- Occupational Health and Safety

- Sexual Abuse: Treatment for Offenders/Impact on Survivors
- Suicide Prevention
- Workplace Hazardous Information Materials Systems

YOUTH INTERVENTION OUTREACH WORKERS

- Addictions Awareness
- Boundaries
- Case Management
- Conflict Crisis Intervention
- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Dynamics of Family Violence
- Employee Wellness
- First Aid / CPR
- Infection Control
- Occupational Health and Safety
- Sexual Abuse: Treatment for Offenders/Impact on Survivors
- Suicide Prevention
- Workplace Hazardous Information Materials Systems

YOUTH JUSTICE WORKERS

- Addictions Awareness
- Boundaries
- Case Management
- Conflict Crisis Intervention
- Creating A Safe Environment Deliberately (CASED)
- Diversity & Equity
- Dynamics of Family Violence
- Employee Wellness
- First Aid / CPR
- Infection Control
- Occupational Health and Safety
- Relapse Prevention
- Sexual Abuse: Treatment for Offenders/Impact on Survivors
- Suicide Prevention
- Workplace Hazardous Information Materials Systems

ADDICTIONS AWARENESS

COURSE DESCRIPTION:

This practical one-day workshop is designed for correctional staff who would like to acquire knowledge, skills and confidence to identify the early, mid, and late stages of an addiction. Participants will be able to explain the difference between substance abuse and chemical dependency and the stages of change as it relates to their clients. Learners will be able to identify the different resources in the Provincial Correctional Centre and community which address the needs of their clients who demonstrate addictive behavior.

TARGET GROUP: Open to all staff.

PREREQUISITE: Nil

PRESENTER: Irene Shankel

DURATION: One day

DATES & LOCATIONS: *February 12, 2007 PEI Youth Centre
June 3, 2008, Training Trailer, PCC*

TIME:

MAXIMUM: 15 seats

| Addictions Awareness This course is Core for the following groups: | |
|--|--|
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input checked="" type="checkbox"/> Clinical Services <input checked="" type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <input checked="" type="checkbox"/> Probation Services <input checked="" type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |

BOUNDARIES Minimizing Risk - Maximizing Safety

COURSE DESCRIPTION:

The establishment of professional boundaries is an integral component for everyone working within Community and Correctional Services. This workshop will focus on personal and professional boundaries and a framework to assist workers in processing boundary dilemmas will be provided.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTER: Pat Warren

DURATION: One day

DATE & LOCATION: *October 27, 2006, PEI Youth Centre
March 6, 2007, Training Trailer, PCC
December 3, 2007, PEI Youth Centre
May 14, 2008,, Training Trailer, PCC*

TIME: 9:00 a.m. - 4:00 p.m.

MAXIMUM: 20 seats

| Boundaries (Minimizing Risk-Maximizing Safety) | |
|--|--|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Administration & Divisional Management <input checked="" type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input checked="" type="checkbox"/> Clinical Services <input checked="" type="checkbox"/> Community Youth Worker Program <input checked="" type="checkbox"/> Food Services | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Probation Services <input checked="" type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |

CASE MANAGEMENT

COURSE DESCRIPTION:

This course will cover several aspects of Case Management, including: risk/need assessment, establishing goals and action plans, reintegration, referrals, case coordination, and case closure. Specialized training will be designed for each distinct section of the Division and coordinated within each work unit.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

| | | |
|-------------------|-------------------------------|-----------------|
| PRESENTER: | Kim Kempton | Adult Custody |
| | Donnie Clow | Youth Custody |
| | Ron Taylor | Adult Community |
| | Paula Finkle/ Glenda Lutes | Youth Community |

DURATION: ½ day

DATES & LOCATIONS: Co-ordinated by worksite

MAXIMUM: 20 seats

| Case Management | |
|--|--|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input checked="" type="checkbox"/> Clinical Services <input checked="" type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Probation Services <input checked="" type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |

CONFLICT CRISIS INTERVENTION

COURSE DESCRIPTION:

This course is to provide a knowledge base to frontline correctional staff which will facilitate the skills required to intervene with offenders in a conflict situation in the safest and least intrusive manner possible ensuring that the care, welfare, safety and security of staff and offenders is maintained at all times.

TARGET GROUP: Frontline staff

PREREQUISITE: Nil

PRESENTER: Allan Curley
William Loo

DURATION: Two (2) day (Full Course)
One (1) day (Refresher)

DATE & LOCATION:

Full course: *November 21 & 22, 2006, Training Trailer, PCC*
December 12 & 13, 2006, Training Trailer, PCC

Refresher: *March 14, 2007, Training Trailer, PCC*
March 27, 2007, Training Trailer, PCC
April 18, 2007, Training Trailer, PCC
May 2, 2007, Training Trailer, PCC
May 15, 2007, Training Trailer, PCC
May 28, 2007, PEI Youth Centre

TIME: TBA

MAXIMUM: 12 seats

REFRESHER: Once every three (3) years.

| Conflict Crisis Intervention | |
|--|---|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management | <input checked="" type="checkbox"/> Probation Services |
| <input type="checkbox"/> Administration Support | <input checked="" type="checkbox"/> Victim Services |
| <input checked="" type="checkbox"/> Adult Custody | <input checked="" type="checkbox"/> Youth Justice Workers |
| <input checked="" type="checkbox"/> Clinical Services | <input checked="" type="checkbox"/> Youth Custody |
| <input checked="" type="checkbox"/> Community Youth Worker Program | <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |
| <input checked="" type="checkbox"/> Food Services | |

CONTINGENCY PLANNING

COURSE DESCRIPTION:

This workshop reviews the Contingency Plan for custody for either adult or youth custody facilities. The adult and youth custody facilities have a contingency plan to deal with emergency situations including fire, bomb threat, or other emergencies that are required in a full or partial evacuation. The training provides staff with information on how to respond to such emergencies.

TARGET GROUP: All staff of Adult & Youth Custody

PREREQUISITE: Nil

PRESENTER: Allan Curley

DURATION: 2 hours

DATES & LOCATIONS: Yearly at team meetings

TIME: Per team meeting schedule

REFRESHER: Yearly

| Contingency Planning This course is Core for the following groups: | |
|--|--|
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <input type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input type="checkbox"/> Youth Intervention Outreach Workers |

CREATING A SAFE ENVIRONMENT DELIBERATELY (CASED)

COURSE DESCRIPTION:

The purpose of this program is to provide employees with an opportunity to enhance awareness of potential risks in the work environment. The program will provide participants with information so they will:

- be able to identify and assess threats to safety
- know how to prevent or reduce incidents of threats to personal safety
- know procedures and skills to implement when risk to staff safety occurs

TARGET GROUP: Employees who see clients in an office, the client's home or in a community environment

PREREQUISITE: Nil

PRESENTER: To be determined

DURATION: Two days

DATES & LOCATIONS: To be determined

TIME: 9:00 - 4:00

MAXIMUM: 20 seats

| Creating a Safe Environment Deliberately | |
|---|--|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> ✓ Administration & Divisional Management ✓ Administration Support ✓ Adult Custody ✓ Clinical Services ✓ Community Youth Worker Program ✓ Food Services | <ul style="list-style-type: none"> ✓ Probation Services ✓ Victim Services ✓ Youth Justice Workers ✓ Youth Custody ✓ Youth Intervention Outreach Workers |

DESIGNATED SHIFT SUPERVISOR TRAINING (Adult)

COURSE DESCRIPTION:

This workshop consists of a basic overview of the duties and expectations attached to the Designated Shift Supervisor (D.S.S.) position. This includes security issues as well as administrative issues.

The second component of this workshop will provide basic information on the preparation and distribution of medication for inmates as prescribed by a physician, or as appropriate, in the case of non-prescription drugs.

TARGET GROUP: Open to all Correctional Officer III's and DSS's

PREREQUISITE: Nil

PRESENTERS: Roger Buchanan
John Nicholson
Nurse Supervisor

DURATION: One and a Half days

DATE & LOCATION: As required

TIME: 9:00 a.m. - 4:00 p.m. (first day)
9:00 a.m. - 12:00 p.m. (second day)

MAXIMUM: 20 seats

| Designated Shift Supervisor Training (Adult) | |
|---|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management | <input type="checkbox"/> Probation Services |
| <input type="checkbox"/> Administration Support | <input type="checkbox"/> Victim Services |
| <input checked="" type="checkbox"/> Adult Custody | <input type="checkbox"/> Youth Justice Workers |
| <input type="checkbox"/> Clinical Services | <input type="checkbox"/> Youth Custody |
| <input type="checkbox"/> Community Youth Worker Program | <input type="checkbox"/> Youth Intervention Outreach Workers |
| <input type="checkbox"/> Food Services | |

DIVERSITY & EQUITY

COURSE DESCRIPTION:

The Province has implemented a Diversity and Equity Policy which focuses on the development of an innovative and inclusive workforce that recognizes, respects, and accommodates diversity of individuals as a basic human right. Community and Correctional Services provides services to people from diverse backgrounds making it imperative that we are sensitive to their unique needs.

This course is aimed at increasing awareness about diversity and equity issues, and identifying how we can best provide services to the diverse population that we serve.

- TARGET GROUP:** Open to all staff
- PREREQUISITE:** Nil
- PRESENTER:** Various - coordinated by Pat Warren
- DURATION:** One day
- DATE & LOCATION:** *October 18, 2006, Training Trailer, PCC*
June 4, 2007, PEI Youth Centre
February 12, 2008, Training Trailer, PCC
- TIME:** 9:00 a.m. - 4:00 p.m.
- MAXIMUM:** 20 seats

| Diversity & Equity | |
|---|--|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> ✓ Administration & Divisional Management ✓ Administration Support ✓ Adult Custody ✓ Clinical Services ✓ Community Youth Worker Program ✓ Food Services | <ul style="list-style-type: none"> ✓ Probation Services ✓ Victim Services ✓ Youth Justice Workers ✓ Youth Custody ✓ Youth Intervention Outreach Workers |

DRUG IDENTIFICATION

COURSE DESCRIPTION:

This is an education/awareness seminar designed to inform divisional staff about a variety of both street drugs (narcotics) and pharmaceutical products. Lecture will include overall identification of drugs and drug paraphernalia as well as symptoms of their use.

- TARGET GROUP:** Open to all staff
- PREREQUISITE:** Nil
- PRESENTER:** Reg Campbell, Charlottetown City Police
- DURATION:** Half-day
- DATE & LOCATION:** *Dates to be set as registration requires*
- TIME:** To be determined
- MAXIMUM:** 20 seats

| Enhanced Security Skills | |
|---|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management | <input type="checkbox"/> Probation Services |
| <input type="checkbox"/> Administration Support | <input type="checkbox"/> Victim Services |
| <input type="checkbox"/> Adult Custody | <input type="checkbox"/> Youth Justice Workers |
| <input type="checkbox"/> Clinical Services | <input type="checkbox"/> Youth Custody |
| <input type="checkbox"/> Community Youth Worker Program | <input type="checkbox"/> Youth Intervention Outreach Workers |
| <input type="checkbox"/> Food Services | |

DYNAMICS OF FAMILY VIOLENCE

COURSE DESCRIPTION

The purpose of this workshop is the presentation and discussion of the nature and dynamics of partnership violence. The components of the delivery will outline the cycle of violence, defences presented by offenders, nature of misuse of power and control, and their impact upon women and children. Staff will have the opportunity to gain increased understanding of how they can contribute to assisting offenders with taking responsibility for their abusive behaviour.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTERS: Joanne Hargrove
Wayne Ford

DURATION: One day

DATE & LOCATION: *February 23, 2007, Murchison House*
October 24, 2007, Murchison House
April 15, 2008, Murchison House

TIME: 9:00 a.m. - 4:00 p.m.

MAXIMUM: 12 seats

| Dynamics of Family Violence | |
|--|---|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management | <input checked="" type="checkbox"/> Probation Services |
| <input type="checkbox"/> Administration Support | <input checked="" type="checkbox"/> Victim Services |
| <input checked="" type="checkbox"/> Adult Custody | <input checked="" type="checkbox"/> Youth Justice Workers |
| <input type="checkbox"/> Clinical Services | <input checked="" type="checkbox"/> Youth Custody |
| <input checked="" type="checkbox"/> Community Youth Worker Program | <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |
| <input type="checkbox"/> Food Services | |

EMPLOYEE WELLNESS

COURSE DESCRIPTION:

The goals of this two-day employee wellness workshop are to provide staff with a common level of understanding about the mechanisms and effects of workplace stress in corrections; assist participants through the workbook self-assessments; assist participants in beginning to develop their own personal wellness plans and to support their commitment to proceeding with them; promote team-building; and assist in the development of specific strategies that will promote staff wellness and help deal with the effects of workplace stress.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTERS: Evelyn Marshall
Rene Tremblay
Pam MacKinnon
Pierre Gaudet
Jane Wood
Darlene Dawson

DURATION: Two days

DATE & LOCATION: *To be announced*

TIME: 9:00 a.m. - 4:00 p.m.

MAXIMUM: 20 seats

| Employee Wellness | |
|---|--|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> ✓ Administration & Divisional Management ✓ Administration Support ✓ Adult Custody ✓ Clinical Services ✓ Community Youth Worker Program ✓ Food Services | <ul style="list-style-type: none"> ✓ Probation Services ✓ Victim Services ✓ Youth Justice Workers ✓ Youth Custody ✓ Youth Intervention Outreach Workers |

ENHANCED SECURITY SKILLS

COURSE DESCRIPTION:

This training is designed to provide frontline correctional staff with comprehensive intervention strategies to perform their duties in a safe, competent, and professional manner.

TARGET GROUP: Disturbance Response Unit (DRU) Members

PREREQUISITE: Conflict Crisis Intervention

PRESENTER: Bill Loo

DURATION: Five (5) days (Full Course)

DATE & LOCATION: *Dates to be determined by DRU Coordinator*

TIME: TBA

MAXIMUM: 12 seats

REFRESHER: Once every two years.

| Enhanced Security Skills | |
|---|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <input type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input type="checkbox"/> Youth Justice Workers <input type="checkbox"/> Youth Custody <input type="checkbox"/> Youth Intervention Outreach Workers <input checked="" type="checkbox"/> Disturbance Response Unit Members |

FIRE TRAINING

COURSE DESCRIPTION:

This purpose of this course is to familiarize staff with the techniques used for “first on the scene” fire training. This training includes the steps to report a fire; identification and usage of fire extinguishers; donning and usage of SCOT air tanks; and a simulated exercise in evacuation techniques.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTERS: Deryl Beaton
George Doyle
Kirby Wakelin

DURATION: One day

DATE & LOCATION: *April 29, 2008, Training Trailer, PCC*
May 7, 2008, Training Trailer, PCC
May 27, 2008, Training Trailer, PCC
June 4, 2008, Training Trailer, PCC

TIME: 9:00 a.m. - 4:00 p.m.

MAXIMUM: 20 seats

REFRESHER: Once every three years.

| Fire Training | |
|---|---|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input type="checkbox"/> Community Youth Worker Program <input checked="" type="checkbox"/> Food Services | <ul style="list-style-type: none"> <input type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input type="checkbox"/> Youth Justice Workers <input type="checkbox"/> Youth Custody <input type="checkbox"/> Youth Intervention Outreach Workers |

FIRST AID/C.P.R. (The Vital Link - Red Cross)

COURSE DESCRIPTION:

This is a comprehensive course for individuals requiring first aid skills and knowledge, necessary to deal with life-threatening situations and provide assistance to persons in physical distress. The First Aid Program promotes safety awareness, education, and first aid training to prevent and/or reduce the incidence of death and suffering due to accidents and illness.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTERS: Merl Blanchard
Susan Stanley

DURATION: Two (2) day (Full Course)
One (1) day (Re-certification)

DATE & LOCATION:

Full course :
April 17 & 18, 2008, PEI Youth Centre
May 5 & 6, 2008, PEI Youth Centre
May 29 & 30, 2008, PEI Youth Centre
June 12 & 13, 2008, PEI Youth Centre

Refresher : *December 10, 2007, PEI Youth Centre*

TIMES: 8:00 a.m. - 4:00 p.m.

MAXIMUM: 12 seats

REFRESHER: Three years after the initial course, a one day re-certification is required by the initial provider. Three years later a full two day course is required.

| First Aid/C.P.R. (The Vital Link - Red Cross) | |
|---|--|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input checked="" type="checkbox"/> Clinical Services <input checked="" type="checkbox"/> Community Youth Worker Program <input checked="" type="checkbox"/> Food Services | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Probation Services <input checked="" type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |

FIRST AID/C.P.R. (St. John Ambulance)

COURSE DESCRIPTION:

This is a comprehensive course for individuals requiring first aid skills and knowledge, necessary to deal with life-threatening situations and provide assistance to persons in physical distress. The First Aid Program promotes safety awareness, education, and first aid training to prevent and/or reduce the incidence of death and suffering due to accidents and illness.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTER: Mike Hammill

DURATION: Two (2) days (Full Course)
One (1) day (Re-certification)

DATE & LOCATION:

Full Course: *February 5 & 6, 2008, location to be determined*

Refresher: *April 22, 2008, location to be determined*

TIMES: 8:30 a.m. - 4:00 p.m.

MAXIMUM: 12 seats

REFRESHER: Three years after the initial course, a one day refresher is required by the initial provider. Three years later a full two day course is required.

| First Aid/C.P.R. (St. John Ambulance) | |
|---|--|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input checked="" type="checkbox"/> Clinical Services <input checked="" type="checkbox"/> Community Youth Worker Program <input checked="" type="checkbox"/> Food Services | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Probation Services <input checked="" type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |

GROUPWISE

COURSE DESCRIPTION:

This course provides a detailed overview of the functions contained in Groupwise. It will include areas such as sending, receiving, and filing email, as well as, use of the calendar and automatic replies. Specific course content will be set based on the needs and interest of the participants.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTERS: Tina Lowther

DURATION: Half day

DATE & LOCATION: *As requested*

TIME: 9:00 a.m. - 12:00 p.m. or
1:00 p.m. - 4:00 p.m.

MAXIMUM: 6 seats

| Groupwise | |
|---|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management | <input type="checkbox"/> Probation Services |
| <input type="checkbox"/> Administration Support | <input type="checkbox"/> Victim Services |
| <input type="checkbox"/> Adult Custody | <input type="checkbox"/> Youth Justice Workers |
| <input type="checkbox"/> Clinical Services | <input type="checkbox"/> Youth Custody |
| <input type="checkbox"/> Community Youth Worker Program | <input type="checkbox"/> Youth Intervention Outreach Workers |
| <input type="checkbox"/> Food Services | |

INFECTION CONTROL

COURSE DESCRIPTION

This course provides a detailed overview of the infection control manual focussing on infectious diseases, including: HIV, Hepatitis B, Hepatitis C, Tuberculosis an introduction to universal precautions, and an introduction of mess kit.

- TARGET GROUP:** Open to all staff
- PREREQUISITE:** Nil
- PRESENTERS:** Nurse - Adult Custody
Sue Stanley - Youth Custody and Community
- DURATION:** Half day
- DATE & LOCATION:** *November 1, 2006, Training Trailer, PCC*
May 11, 2007, PEI Youth Centre
February 29, 2008, Training Trailer, PCC
- TIME:** 9:00 a.m. - 12:00 p.m.
- MAXIMUM:** 20 seats

| Infection Control | |
|--|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input checked="" type="checkbox"/> Community Youth Worker Program <input checked="" type="checkbox"/> Food Services | <input type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |

MEDICATION DISTRIBUTION (Youth)

COURSE DESCRIPTION:

This workshop will provide basic information on the preparation and distribution of medication as prescribed by a physician, or as appropriate, in the case of non-prescription drugs.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTER: Susan Stanley

DURATION: One and a half hours

DATE & LOCATION: *November 29, 2007, PEI Youth Centre*

TIME: To be set

MAXIMUM: 20 seats

| Medication Distribution (Youth) | |
|---|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <input type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input type="checkbox"/> Youth Intervention Outreach Workers |

MENTAL HEALTH AWARENESS (Adult)

COURSE DESCRIPTION:

This course is designed to provide an overall understanding of mental health issues as they relate to adult clients. More specifically, the training will enhance the ability to recognize the common behavioural characteristics and/or symptoms associated with the frequent disturbance of mood (anxiety, depression), personality, and psychological/neurological functioning.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTERS: Ed Hansen

DURATION: Two days

DATE & LOCATION: *May 29 & 30, 2007, PCC Training Trailer*

TIME: 9:00 a.m. - 4:00 p.m.

MAXIMUM: 20 seats

| Mental Health Awareness (Adult) | |
|---|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management | <input type="checkbox"/> Probation Services |
| <input type="checkbox"/> Administration Support | <input type="checkbox"/> Victim Services |
| <input type="checkbox"/> Adult Custody | <input type="checkbox"/> Youth Justice Workers |
| <input type="checkbox"/> Clinical Services | <input type="checkbox"/> Youth Custody |
| <input type="checkbox"/> Community Youth Worker Program | <input type="checkbox"/> Youth Intervention Outreach Workers |
| <input type="checkbox"/> Food Services | |

MENTAL HEALTH AWARENESS (Youth)

COURSE DESCRIPTION:

This course is designed to provide an overall understanding of mental health issues as they relate to young offenders. More specifically, the training will enhance the ability to recognize the common behavioural characteristics and/or symptoms associated with the frequent disturbance of mood (anxiety, depression), personality, and psychological/neurological functioning. The focus will be on ADD, ADHD, and conduct disorder (CD).

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTERS: Ed Hansen

DURATION: Two days

DATE & LOCATION: *October 18 & 19, 2007, PEI Youth Centre*

TIME: 9:00 a.m. - 4:00 p.m.

MAXIMUM: 20 seats

| Mental Health Awareness (Youth) | |
|---|---|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <input type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input type="checkbox"/> Youth Justice Workers <input type="checkbox"/> Youth Custody <input type="checkbox"/> Youth Intervention Outreach Workers |

OCCUPATIONAL HEALTH AND SAFETY

COURSE DESCRIPTION:

The purpose of this course is to introduce management and staff to the purpose and structure of Occupational Health and Safety Committees, including their roles and functions. Particular emphasis will be placed on Section 13 and 17 of the Occupational Health and Safety Act which outlines management and employee rights to work place safety, reporting injuries, and the refusal to work due to unfit working conditions.

- TARGET GROUP:** Open to all staff
- PREREQUISITE:** Nil
- PRESENTERS:** Occupational Health & Safety Committees
- DURATION:** 1 - 2 hours
- DATE & LOCATION:** Coordinated by Worksite Committees for Team Meetings
- TIME:** **To be announced.**
- MAXIMUM:** 20 seats
- REFRESHER:** Yearly

| Occupational Health and Safety | |
|---|--|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> ✓ Administration & Divisional Management ✓ Administration Support ✓ Adult Custody ✓ Clinical Services ✓ Community Youth Worker Program ✓ Food Services | <ul style="list-style-type: none"> ✓ Probation Services ✓ Victim Services ✓ Youth Justice Workers ✓ Youth Custody ✓ Youth Intervention Outreach Workers |

OLEORESIN CAPSICUM SPRAY

COURSE DESCRIPTION:

This training event focuses on the theory and policy covering the Use of Force. Staff will review the use Oleoresin Capsicum (pepper spray), review medical conditions which might be aggravated by the spray, care and use of dispenser, reporting use, continuity of evidence for Court, and testing of equipment.

TARGET GROUP: Open to all Correctional Officer II's and III's

PRESENTER: Allan Curley
Bill Loo

DURATION: One day

DATE & LOCATION: *November 29, 2006, Training Trailer, PCC*
November 6, 2007, Training Trailer, PCC
December 5, 2007, PEI Youth Centre
February 19, 2008, Training Trailer, PCC
March 5, 2008, Training Trailer, PCC
April 9, 2008, Training Trailer, PCC

TIME: 9:00 a.m. - 4:00 p.m.

MAXIMUM: 20 seats

REFRESHER: Once every two (2) years.

| Oleoresin Capsicum Spray This course is Core for the following groups: | |
|--|---|
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <input type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input type="checkbox"/> Youth Justice Workers <input type="checkbox"/> Youth Custody <input type="checkbox"/> Youth Intervention Outreach Workers |

RELAPSE PREVENTION (Related to Treated Sex Offenders)

COURSE DESCRIPTION:

The goal of this workshop is to provide a general overview of relapse prevention strategies related to sex deviancy treatments. It will assist staff to identify, support, and intervene with sex offenders within their supervision. This workshop will also assist staff with maintaining and developing strong working relationships, which can assist offenders in maintaining law abiding status.

TARGET GROUP: Open to staff working in a community based supervisory capacity with adults or adolescents who have been charged with a sexual offence.

PREREQUISITE: Nil - would be preferred if staff also attend Sexual Abuse: Treatment for Offenders

PRESENTER: Randall Fletcher

DURATION: Half day

DATES & LOCATIONS: *February 7, 2007, (9 - 12) Murchison House
November 20, 2007 (1 - 4), Murchison House*

TIME: 9:00 a.m. - 12:00 p.m. or
1:00 p.m. - 4:00 p.m.

MAXIMUM: 20 seats

| Relapse Prevention (Related to Treated Sex Offenders) | |
|---|---|
| This course is Core for the following groups: | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input type="checkbox"/> Youth Custody <input type="checkbox"/> Youth Intervention Outreach Workers |

SEXUAL ABUSE: TREATMENT FOR OFFENDERS/ IMPACT ON SURVIVORS

COURSE DESCRIPTION:

Treatment For Offenders:

This workshop provides participants with general profiles outlining the characteristics, including motivation and risk factors, of the different categories of sex offenders, i.e. child molester, rapist, and hands off offender. There will be a description of current approaches to treatment, with an emphasis on those used at the PEI Community Justice Resource Centre. There will be a discussion of ways in which various staff coming into contact with sex offenders can facilitate treatment as well as things that should be avoided in responding to sex offenders.

This workshop will allow participants the opportunity to learn about the broad area of sexual assault, the operation of the justice system in dealing with sexual assault, the extent of this behaviour from a statistical perspective, and a summary of the dynamics of sex offenders. It will also provide participants the opportunity to explore their own belief systems when working with sex offenders.

Impact on Survivors:

This course gives a basic understanding of the ways that adults, both male and female, continue to be affected by the experience of having been sexually abused as a child. There will be a particular focus on the maladaptive ways in which adolescent and adult males deal with the unresolved feelings produced by the abuse.

TARGET GROUP: Open to all staff.
PREREQUISITE: Nil
PRESENTER: Randall Fletcher
DURATION: Half day - 9:00 a.m. - 12:00 noon - Treatment for Offenders
 Half day - 1:00 p.m. - 4:00 p.m. - Impact on Survivors
These courses may be taken separately or together as a full day course.

DATE & LOCATION: *January 23, 2007, Murchison House*
March 13, 2008, Murchison House

TIME: 9:00 a.m. - 4:00 p.m. - Both Courses
 9:00 a.m. - 12:00 noon - Treatment for Offenders
 1:00 p.m. - 4:00 p.m. - Impact on Survivors

MAXIMUM: 20 seats

| Sexual Abuse: Treatment for Offenders/Impact on Survivors | |
|---|---|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input type="checkbox"/> Clinical Services <input checked="" type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <input checked="" type="checkbox"/> Probation Services <input type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |

SUICIDE PREVENTION

COURSE DESCRIPTION:

This workshop will identify attitudes, values, and feelings about death and suicide. It will also look at the skills necessary in assessing suicidal behaviours, along with the intervention methods used with those who are at risk. It will also examine the resources available to this client group.

This workshop will further discuss:

- Attitudes towards suicide
- Suicidal behaviours - definition and classifications
- Introduction to risk management
- Facts and myths
- Suicide intervention model
- Resources for people with suicidal behaviours

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTER: Gary Trainor

DURATION: Two days (Full course)
One day (Refresher)

DATES & LOCATION:

FULL COURSE: *October 29 & 30, 2007, Training Trailer, PCC*

REFRESHER: *April 24, 2007, Training Trailer, PCC*
April 25, 2008, PEI Youth Centre

TIME: 9:00 a.m. - 4:00 p.m.

MAXIMUM: 20 seats

REFRESHER: Once every five (5) years.

| Suicide Prevention | |
|--|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management <input type="checkbox"/> Administration Support <input checked="" type="checkbox"/> Adult Custody <input checked="" type="checkbox"/> Clinical Services <input checked="" type="checkbox"/> Community Youth Worker Program <input type="checkbox"/> Food Services | <input checked="" type="checkbox"/> Probation Services <input checked="" type="checkbox"/> Victim Services <input checked="" type="checkbox"/> Youth Justice Workers <input checked="" type="checkbox"/> Youth Custody <input checked="" type="checkbox"/> Youth Intervention Outreach Workers |

VICTIM AWARENESS

COURSE DESCRIPTION:

This workshop is designed to provide an overall understanding of impacts of crime on victims. More specifically, the training will enhance the ability of participants to recognize and understand common needs and concerns of people who have been hurt by crime. Presentations designed for them meetings are also available upon request. Within these presentations, victims interests can be discussed in terms of their implications to specific agencies.

TARGET GROUP:

PREREQUISITE: Nil

PRESENTER: Victim Services Staff

DURATION: Half day

DATES & LOCATIONS: *May 8, 2007, Murchison House*
October 3, 2007, PEI Youth Centre
April 1, 2008, Murchison House

TIME: 9:00 a.m. to 12:00 p.m.

MAXIMUM: 20 seats

| Victim Awareness | |
|---|--|
| This course is Core for the following groups: | |
| <input type="checkbox"/> Administration & Divisional Management | <input type="checkbox"/> Probation Services |
| <input type="checkbox"/> Administration Support | <input type="checkbox"/> Victim Services |
| <input type="checkbox"/> Adult Custody | <input type="checkbox"/> Youth Justice Workers |
| <input type="checkbox"/> Clinical Services | <input type="checkbox"/> Youth Custody |
| <input type="checkbox"/> Community Youth Worker Program | <input type="checkbox"/> Youth Intervention Outreach |
| <input type="checkbox"/> Food Services | Workers |

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

COURSE DESCRIPTION:

Introduction to WHMIS legislation, terminology, hazard symbols, material safety data sheets, and workplace labels. Group exercises, videos, overheads, open book exam and guest speaker will be used in the presentation format.

TARGET GROUP: Open to all staff

PREREQUISITE: Nil

PRESENTER: Vernon Anderson, Occupational Health & Safety

DURATION: Half-day

DATE & LOCATION: *To be determined - scheduled through Public Service Commission/Occupational Health & Safety Department*

TIME: As indicated

MAXIMUM: 20 seats

| Workplace Hazardous Materials Information Systems (WHMIS) This course is Core for the following groups: | |
|---|--|
| <ul style="list-style-type: none"> ✓ Administration & Divisional Management ✓ Administration Support ✓ Adult Custody ✓ Clinical Services ✓ Community Youth Worker Program ✓ Food Services | <ul style="list-style-type: none"> ✓ Probation Services ✓ Victim Services ✓ Youth Justice Workers ✓ Youth Custody ✓ Youth Intervention Outreach Workers |

MONTHLY COURSE SCHEDULE

| <u>DATES</u> | <u>COURSE</u> |
|----------------------|--|
| October 2006 | |
| October 18, 2006 | <i>Diversity & Equity</i> |
| October 27, 2006 | <i>Boundaries</i> |
| November 2006 | |
| November 1, 2006 | <i>Infection Control</i> |
| November 21/22, 2006 | <i>Conflict Crisis Intervention</i> |
| November 29, 2006 | <i>OC Spray</i> |
| December 2006 | |
| December 5/6, 2006 | <i>Conflict Crisis Intervention</i> |
| January 2007 | |
| January 23, 2007 | <i>Sexual Abuse: Treatment for Offenders/Impact on Survivors</i> |
| February 2007 | |
| February 7, 2007 | <i>Relapse Prevention</i> |
| February 12, 2007 | <i>Addictions Awareness</i> |
| February 23, 2007 | <i>Dynamics of Family Violence</i> |
| March 2007 | |
| March 6, 2007 | <i>Boundaries</i> |
| March 14, 2007 | <i>Conflict Crisis Intervention</i> |
| March 27, 2007 | <i>Conflict Crisis Intervention</i> |
| April 2007 | |
| April 18, 2007 | <i>Conflict Crisis Intervention</i> |
| April 24, 2007 | <i>Suicide Prevention</i> |
| May 2007 | |
| May 2, 2007 | <i>Conflict Crisis Intervention</i> |
| May 8, 2007 | <i>Victim Awareness</i> |
| May 11, 2007 | <i>Infection Control</i> |
| May 15, 2006 | <i>Conflict Crisis Intervention</i> |
| May 28, 2007 | <i>Conflict Crisis Intervention</i> |
| May 29/30, 2007 | <i>Mental Health Awareness (Adult)</i> |
| June 2007 | |
| June 4, 2007 | <i>Diversity & Equity</i> |

October 2007

October 3, 2007 *Victim Awareness*
October 18/19, 2007 *Mental Health Awareness (Youth)*
October 24, 2007 *Dynamics of Family Violence*
October 29/30 *Suicide Prevention*

November 2007

November 6, 2007 *OC Spray*
November 20, 2007 *Relapse Prevention*
November 29, 2007 *Medication Distribution (Youth)*

December 2007

December 3, 2007 *Boundaries*
December 5, 2007 *OC Spray*
December 10, 2007 *First Aid/CPR (The Vital Link - Red Cross)*

February 2008

February 5/6, 2008 *First Aid/CPR (St. John Ambulance)*
February 12, 2008 *Diversity & Equity*
February 19, 2008 *OC Spray*
February 29, 2008 *Infection Control*

March 2008

March 5, 2008 *OC Spray*
March 13, 2008 *Sexual Abuse: Treatment for Offenders/Impact on Survivors*

April 2008

April 1, 2008 *Victim Awareness*
April 9, 2008 *OC Spray*
April 15, 2008 *Dynamics of Family Violence*
April 17/18, 2008 *First Aid/CPR (The Vital Link - Red Cross)*
April 22, 2008 *First Aid/CPR (St. John Ambulance)*
April 25, 2008 *Suicide Prevention*
April 29, 2008 *Fire Training*

May 2008

May 5/6, 2008 *First Aid/CPR (The Vital Link - Red Cross)*
May 7, 2008 *Fire Training*
May 14, 2008 *Boundaries*
May 27, 2008 *Fire Training*
May 29/30, 2008 *First Aid/CPR (The Vital Link - Red Cross)*

June 2008

June 3, 2008 *Addictions Awareness*
June 4, 2008 *Fire Training*
June 12/13, 2008 *First Aid/CPR (The Vital Link - Red Cross)*