



Office of Workforce Development & Training

Fall 2015 Training Schedule

**OFFICE OF WORKFORCE DEVELOPMENT & TRAINING
FALL 2015
TRAINING SCHEDULE**

The Office of Workforce Development & Training does not discriminate on the basis of race, color, sex, national origin, or disability in the operation and administration of its services, facilities, programs, benefits and employment opportunities.

Office of Workforce Development & Training
Behavioral Health Administration
Voc Rehab Building
55 Wade Avenue, Catonsville, MD 21228

September 22, 23, & 24	Building Effective Teams – Olivia Myers, LCSW-C, Director of Addictions, Co-occurring, Trauma Recovery Services for Springfield Hospital Center, Sykesville, MD and Angela Caldwell, MS, Program Coordinator, Montgomery Recovery Services, Rockville, MD – 21 Hours
October 6, 7 & 8	Introduction to Addictions – Gregory Hunter, MPC, MS, LCSW-C, CISD, Therapist and Trainer in Private Practice, Baltimore, MD – 21 Hours
October 16	The Basics of DSM-5: What Counselors Need to Know – Dace S. Svikis, Ph.D., Professor, Department of Psychology, Director, Addiction and Women’s Health (AWHARE) Virginia Commonwealth University, Richmond, VA – 7 Hours
November 18, 19, & 20	Treatment Planning – Thomas Dolan, Grad. Cert., CAC-AD, Adjunct Professor: Chemical Dependency Curriculum, Community Colleges of Baltimore County, Baltimore, MD – 21 Hours
December 9, 10, & 11	Issues & Ethics for the Helping Professional – Gregory Hunter, MPC, MS, LCSW-C, CISD, Therapist and Trainer in Private Practice, Baltimore, MD – 21 Hours is now FULL
January 20, 21, & 22	Developing Clinical Supervision Skills – Thomas Dolan, Grad. Cert., CAC-AD, Adjunct Professor: Chemical Dependency Curriculum, Community Colleges of Baltimore County, Baltimore, MD – 21 Hours

REGISTRATION:
An application for registration of courses can be found on the last page of this catalog. **You may also download application forms from our web site at <http://bha.dhmdh.maryland.gov/>.** Mail your completed application with full payment to **ATTN: FISCAL, c/o Office of Workforce Development & Training, Behavioral Health Administration, Voc Rehab Building, 55 Wade Avenue, Catonsville, MD 21228. APPLICATIONS WITHOUT FULL PAYMENT CANNOT BE ACCEPTED.** Only checks, money orders, or R*Stars Transfers are accepted as payment. Make checks and money orders payable to **BEHAVIORAL HEALTH ADMINISTRATION.** Only agencies paying by R*STARS transfer may FAX applications with the CUR DOC number.

CONFIRMATION:
You will receive confirmation, including directions to the training by e-mail. For those applicants without e-mail, a confirmation will be mailed to the address provided on the application. ***If you do not receive confirmation concerning your registration, you are not registered. Contact the Office of Workforce Development & Training prior to class attendance at 410-402-8575.*** Courses and workshops are scheduled from 8:30 AM – 4:30 PM. The training room is located on the ground floor of the Behavioral Health Administration (formerly the ADAA), Voc Rehab Building, 55 Wade Avenue, Catonsville, MD 21228. Directions will be e-mailed with your confirmation.

Office of Workforce Development & Training Course Refund/Credit Request Form		FOR OWDT USE ONLY
All items must be completed in order to process the request:		
Name:		Home Address:
Home Phone:		Work Phone:
Employer/Agency:		
Employer/Agency Address:		
Request is for (please check only one):		
<input type="checkbox"/> REFUND Refund for payment made by Check or Money Order will be sent to the payee at the address provided on this form. Please allow 6 weeks for processing.		<input type="checkbox"/> CREDIT Credit for original paid amount will be issued and is good for 1 year from date of the first class. Credit will expire if not used within the year.
Course Title:		Course Date(s):
Amount Paid:		
Payment Method:		
Personal Check or Money Order Number:		Social Security Number:
Agency Check Number:		Federal ID (FEIN) Number:
MD State Agency--Paid by R*STARS Transfer:		
Cur Doc Number:		Federal ID (FEIN) Number:
Reason for Request:		
Signature of Person Submitting Request:		Date:
<div>Return or Fax to: Office of Workforce Development & Training, Behavioral Health Administration Voc Rehab Building, 55 Wade Avenue, Catonsville MD 21228 Fax: 410-402-8604 Office: 410-402-8575</div>		

September 22, 23 & 24

Building Effective Teams – *Olivia Myers, LCSW-C, Director of Addictions, Co-occurring, Trauma Recovery Services for Springfield Hospital Center, Sykesville, MD and Angela Caldwell, MS, Program Coordinator, Montgomery Recovery Services, Rockville, – 21 Hours*

Clinical treatment teams, intact work groups, leadership teams, working committees, quality improvement teams, and task forces are common in workplaces and community groups. This course examines the process of creating and maintaining high functioning teams regardless of the team's purpose. Course material is based on research into characteristics of highly productive teams and covers topics such as team goals, membership and structure, leadership, collaboration and communication, problem solving and decision making, common team problems, and personality and teamwork. The course is experiential, providing students numerous opportunities to learn by engaging in team activities.

This course applies toward the specialized training requirement for the State of Maryland's position classification of Alcohol and Drug Abuse Counselor, Supervisor.

October 6, 7 & 8

Introduction to Addictions – *Gregory Hunter, MPC, MS, LCSW-C, CISD, Therapist and Trainer in Private Practice, Baltimore, MD – 21 Hours*

This two day course will offer specific strategies to address the need for today's mental health professionals, addiction counselors and peer mentors to integrate an increasingly diverse range of knowledge across many fields to be prepared to meet the needs of clients.

This course addresses the fundamental concepts and issues necessary to gain a basic understanding of addictions. Areas of focus include models of addiction, definition of chemical dependency, the DSM-5 diagnostic criteria for substance use disorders, modalities of treatment, treatment practices, and clinical issues involved in treating the addicted population such as denial and defenses, stages of recovery, relapse and relapse prevention counseling, co-occurring disorders, effects on the family, intervention and 12 Step groups. The knowledge, skills and abilities required to be an effective addictions counselor, behavioral health provider and/or peer mentor and a code of ethics for all professionals will be introduced. The course encourages participants to develop knowledge and sensitivity to issues of family, culture, ethnicity, abilities, sexual orientation, gender and spirituality.

October 16

The Basics of DSM-5: What Counselors Need to Know

Dace S. Svikis, Ph.D., Professor, Department of Psychology, Director, Addiction and Women's Health (AWHARE) Virginia Commonwealth University, Richmond, VA – 7 Hours

This one day workshop will begin with a brief history of the DSM classification system for psychiatric disorders. It will discuss the process by which changes were made from DSM-IV-TR to DSM-5. In particular, the course will focus on Substance-Related and Addictive Disorders - what changed and why. Revisions in diagnostic criteria for other psychiatric disorders frequently seen in the context of addiction treatment will be reviewed, including depressive disorders, anxiety disorders and trauma and stress related disorders. The workshop will also focus on practical issues such as screening and assessment for substance use disorders and comorbid conditions as part of intake assessment and treatment planning.

November 18, 19, & 20

Treatment Planning – *Thomas Dolan, Grad. Cert., CAC-AD, Adjunct Professor: Chemical Dependency Curriculum, Community Colleges of Baltimore County, Baltimore, MD – 21 Hours*

Clinicians are under continuous demand to improve treatment retention and outcomes. Improving outcomes requires increasing each practitioner's skill and ability to individualize intervention strategies, and justify their treatment approaches. This experiential course will cover the basics of treatment planning, emphasize the benefits of using the Stages of Change model to strategize client interventions that are appropriate to stage, and provide individualized and measurable clinical indicators of progress.

Participants will be given practical tools to make treatment planning and progress note writing easier and more useful to their counseling practice.

December 9, 10, & 11

Issues & Ethics for the Helping Professional – *Gregory Hunter, MPC, MS, LCSW-C, CISD, Therapist and Trainer in Private Practice, Baltimore, MD – 21 Hours*

Counselors are continually being challenged by questions regarding confidentiality, cultural sensitivity, competence, boundaries and multiple relationships in addition to client/counselor rights. These ethical and/or legal issues are tremendously important if you provide individual, group or family counseling; whether you are a supervisor, consultant or counselor working in the community. This training will assist participants in developing the critical skills necessary for ethical decision making and for understanding the various levels of ethical practice. Use of real-life case studies and roleplaying will provide the participants with opportunities to practice effective strategies to bring about the most positive outcomes for the counselor and the client. A review of various professional standards and Codes of Ethics will be discussed including NAADAC, the Association for Addiction Professionals and the National Association of Social Workers (NASW).

January 20, 21, & 22

Developing Clinical Supervision Skills – *Thomas Dolan, Grad. Cert., CAC-AD, Adjunct Professor: Chemical Dependency Curriculum, Community Colleges of Baltimore County, Baltimore, MD – 21 Hours*

This experiential course is designed to help the clinical supervisor develop skills in three areas; self-assessment of clinical and supervisory skills, assessing counselor clinical skills and developing professional growth plans, and teaching clinical skills to counselors. Topics include: characteristics of effective supervisors, self-assessment tools and techniques, ethical issues in supervision, accessing current research, counselor assessment tools and techniques, professional growth plans, adult learning theory, and clinical supervision vs. counseling.

This course applies toward the specialized training requirement for the State of Maryland's position classification of Alcohol and Drug Abuse Counselor, Supervisor.

CERTIFICATES/CEUs:

The Office of Workforce Development and Training is approved to grant continuing education units (CEU) by the following organizations. The Maryland Board of Professional Counselors and Therapists has approved all courses and seminars for Category A CEU. The Maryland Board of Social Work Examiners has approved all courses for Category 1 CEU. The State Board of Examiners of Psychologists and the Maryland Addiction and Behavioral-health Professionals Certification Board have approved all courses and seminars for CEU. **Participants must attend all hours of the training to receive a certificate.** The Office of Workforce Development and Training maintains responsibility for this program.

GENERAL INFORMATION and FEES:

Courses and workshops are scheduled from 8:30 AM – 4:30 PM. The Voc Rehab building where the training is located does not open until 8:00 AM. Please do not plan to arrive prior to that time. The training room is located on the ground floor of the Office of Workforce Development & Training, Behavioral Health Administration, Voc Rehab Building (formerly the ADAA Building), 55 Wade Avenue, Catonsville, MD 21228. Directions will be e-mailed with your confirmation.

Seven hour workshop:	8:30 AM to 4:30 PM	\$ 70.00 (1 Day Workshop)	7 CEU
Fourteen hour course:	8:30 AM to 4:30 PM	\$120.00 (2 Day Course)	14 CEU
Twenty-one hour course:	8:30 AM to 4:30 PM	\$160.00 (3 Day Course)	21 CEU

ABOUT THE OFFICE OF WORKFORCE DEVELOPMENT & TRAINING:

The Office of Workforce Development & Training, formerly the Office of Education and Training for Addiction Services (OETAS), is located within the Population-Based Health Division of the Behavioral Health Administration. Our mission is to design and deliver training and education to meet the varied needs of substance use and mental health professionals across Maryland, responding to the needs of beginning and experienced behavioral health practitioners by providing high quality continuing education.

REFUND/CREDIT POLICY:

A refund or credit will be granted when a Course Refund/Credit Request Form is received at the Office of Workforce Development & Training **no later than five working days prior to the first class session**. Please allow 6-8 weeks for refunds to arrive in the mail. The Social Security Number of the student(s) requesting a refund must be included on the Course Refund/Credit Request Form in order for a refund to be processed. This form can be found at the end of this catalog or downloaded from www.bha/dhmf.maryland.gov.

INCLEMENT WEATHER POLICY:

If, as of 7:00 AM, on the morning of a scheduled Office of Workforce Development & Training class, Baltimore County Public Schools are **closed**, then the Office of Workforce Development & Training class will be rescheduled. If Baltimore County Public Schools are delayed 1 or 2 hours, then the class will begin at 10:30 AM. We will notify you regarding the rescheduling of the session via e-mail and/or phone call. If you have any questions, please call our main number, 410-402-8575.

PREREQUISITES:

Prerequisites are identified for many of the courses and workshops we offer. They may be viewed as a guide to the participant regarding knowledge or skills needed in order to participate fully and benefit from the course or workshop. Prior to registering for a course or workshop, participants should evaluate whether they possess the knowledge or skills needed to understand the content and participate fully. Participants should not expect the instructor to alter the course material or presentation to accommodate the participants' knowledge or skill gaps.

NON-SMOKING CAMPUS:

We are located on a Non-Smoking campus. There are NO approved smoking areas on/or within the Spring Grove Hospital campus. Additionally, you are not permitted to smoke in your car while it is parked or in motion on any part of the Spring Grove Hospital campus.

Send to **ATTN: FISCAL**
c/o Office of Workforce Development & Training
Behavioral Health Administration, Voc Rehab Building
55 Wade Avenue, Catonsville, MD 21228
Office: [410-402-8575](tel:410-402-8575)

FOR OWDT USE ONLY

SPRING 2015 COMMUTER APPLICATION

Name: _____ Social Security #: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Home Phone: _____ E-mail: _____

Employer: _____ County: _____

Employer Phone: _____ Fax: _____

COURSE SELECTION: *Please check box(s) of all courses for which you are submitting payment.*

<div>1 Day Course (\$70)</div> <div><input type="checkbox"/></div> <div>The Basics of DSM-5</div> <div>October 16</div>	<div>3 Day Course (\$160)</div> <div><input type="checkbox"/></div> <div>Building Effective Teams</div> <div>September 22, 23, & 24</div>	<div>3 Day Course (\$160)</div> <div><input type="checkbox"/></div> <div>Introduction to Addictions</div> <div>October 6, 7, & 8</div>	<div>3 Day Course (\$160)</div> <div><input type="checkbox"/></div> <div>Treatment Planning</div> <div>November 18, 19, & 20</div>
		<div><input type="checkbox"/></div> <div>Issues & Ethics for the Helping Professional</div> <div>December 9, 10, & 11</div>	<div><input type="checkbox"/></div> <div>Developing Clinical Supervision Skills</div> <div>January 20, 21, & 22</div>

Total Amount Enclosed: \$ _____

ONLY CHECK, MONEY ORDER, AND R*STARS TRANSFER ACCEPTED
*This application **will not** be accepted without payment. Make checks and money orders payable to **BEHAVIORAL HEALTH ADMINISTRATION. DO NOT SEND CASH.***
Purchase orders are accepted from federal agencies only.

Agency: **MOO**
PCA: **M160S**
Revenue Object: **6657**
R*STARS Transaction Code: **410**
Index Code: **10900**

When processing the R*STARS transaction, indicate the student's name and course name in the description field.
Important: Show payment by supplying the transaction Cur Doc Number below, and fax to the Fiscal Department in order to complete the registration.

R*STARS Transfer for Maryland State Agency Use Only: CUR DOC #_____

FISCAL OFFICER _____ **PHONE** _____

FAX R*STARS TRANSACTIONS TO: FISCAL 410-402-8604