

Realize Resources

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TRAINING CATALOG

All trainings can be customized to your time, content, and location needs. Contact Lynley Rappaport at lrappaport@jri.org for more information.

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BEHAVIORAL RISK ASSESSMENT AND RISK REDUCTION: CORE STANDARDS AND PRACTICE

Part of the HIV/AIDS Service Provider training series through the Massachusetts Department of Public Health Office of HIV/AIDS

Description: This two-day training module serves as the second required module of the HIV Counseling and Testing, HIV Case Management, and Field Work trainings. It is also a prerequisite for Positive Prevention. This training provides participants with information and an opportunity to enhance skills in conducting a behavioral risk assessment within a harm reduction framework. This includes the goals, process, and core components of a behavioral risk assessment; an introduction to a brief behavioral and health risk assessment tool; how to develop risk reduction plans; and a demonstration of the active referral process for HIV, STIs, hepatitis, substance abuse, and mental health.

CONDUCTING EFFECTIVE FIELD WORK: FROM ENGAGEMENT TO ACTION

Part of the HIV/AIDS Service Provider training series through the Massachusetts Department of Public Health

Description: This two-day module provides participants with strategies for developing and sustaining working relationships with members of priority populations and the communities in which field work takes place, practicing specific job-related skills such as recruiting clients for interventions, conducting risk assessments, distributing safety supplies, and making supported referrals. Participants will also explore ways in which to manage a variety of challenging situations that they may encounter while working in the field.

CULTURAL COMPETENCY

Audience: This course is for anyone serving diverse client populations.

Description: What is cultural competency, anyway? And how do I build it? Through interactive, thought-provoking experiences, this training offers you the opportunity to develop increased understanding of cultural influences, assumptions and perceptions that can affect the effective delivery of services to diverse client populations. After completing this course, you will be able to:

- Describe how cultural, personal and life/work experience influence assumptions and perceptions.
- Understand how those assumptions and perceptions affect your ability to effectively serve diverse client populations.
- Have an increased ability to more effectively serve diverse client populations.

ETHICS AND BOUNDARIES

Audience: This workshop is intended for frontline staff, supervisors, and managers.

Description: Having clear expectations for clients and providers in managing effective professional relationships is essential when working in social service organizations where client and provider roles may at times be unclear or, in some cases, interchangeable. Ethics and integrity are paramount in maintaining safe environments for clients and staff. Through small group exercises, discussions and case consultations, you will learn about and explore:

- Ethics, boundaries, and values
- Common boundary dilemmas
- Maintaining boundaries and challenges in keeping them
- Tools to handle dilemmas

FUNDAMENTALS OF HIV, STIs, AND HEPATITIS

Part of the HIV/AIDS Service Provider training series through the Massachusetts Department of Public Health

Description: This two-day training module serves as the first required module of the HIV Counseling and Testing, HIV Case Management, and Field Work trainings. It is also a prerequisite for Behavioral Risk Assessment and Positive Prevention. This training module provides participants with basic and updated information about HIV, Sexually Transmitted Infections (STI) and viral hepatitis. It includes a review of basic information about transmission and the risk factors associated with sexual and substance use behaviors. Participants are introduced to basic prevention strategies and given a framework for evaluating risk. Participants explore the relationships between HIV, hepatitis, and STIs.

GRANTWRITING 101

Audience: The course is intended for anyone who wants to understand the basics of grantwriting and improve their writing and planning skills. Previous grantwriting experience is not required.

Description: In this challenging fiscal environment, it is more important than ever to have the skills and strategies to be able to write effective and powerful grant proposals. This informative and interactive training offers an introduction to grantwriting. Through participating in this training, you will:

- Understand and gain experience writing the core sections of a grant proposal
- Be able to identify, articulate and tell the story of client and community needs
- Understand how to use data to make a compelling case for funding
- Gain strategies to overcome challenges of grantwriting
- Develop techniques for planning and packaging a grant proposal
- Understand and be able to identify the characteristics of a strong proposal

HIRING SKILLS

Audience: The course is intended for anyone who wants to improve their success rate at hiring suitable candidates from the interview process using a fair and standard process.

Description: The people you hire today have a direct impact on the effectiveness of your agency, both in the near term, and often for years to come. This is the everything-you-need-to-know-before-you-say "you're hired" seminar where you will be given numerous tools and templates to use for your hiring efforts. After attending this training, you will understand how to:

- Write a job description and posting
- Establish a recruitment plan
- Prepare for and conduct an interview process
- Evaluate and select candidates

HIV CASE MANAGEMENT: CORE STANDARDS AND PRACTICE

Part of the HIV/AIDS Service Provider training series through the Massachusetts Department of Public Health

Description: This two-day training module serves as the fourth and final required module of the HIV Case Management training. It provides participants with information regarding the Office of HIV/AIDS goals as well as expectations and requirements regarding the delivery of HIV case management services. This includes standards of practice jointly developed with the Boston Public Health Commission, case management goals, functions, tasks, communication, and referral skills.

HIV COUNSELING & TESTING: CORE STANDARDS AND PRACTICE

Part of the HIV/AIDS Service Provider training series through the Massachusetts Department of Public Health

Description: This two-day training module serves as the third required module of the HIV Counseling and Testing training. Participants offering rapid testing training will be required to attend the additional half-day Rapid Testing module. This module provides participants with information about the Office of HIV/AIDS goals as well as expectations and requirements regarding the delivery of HIV counseling and testing services. This includes informed consent, testing options, pre- and post-test protocols, data requirements (limited discussion), and core counseling skills.

HIV DISCLOSURE

Audience: This workshop is intended for case managers, social workers, supervisors, and others who work with HIV+ clients.

Description: Disclosing one's HIV status is a lifelong process for people living with HIV/AIDS, as well as a personal choice. This training can help you support clients in a way that is client-centered and effective. Through interactive exercises, small group discussions, and role plays, you will be able to:

- Describe reasons why people choose to share or not share their HIV status
- Understand the connections between stigma and disclosure
- Understand disclosure decisions in a variety of social situations, including family, romantic/sexual relationships, work and medical settings
- Explore your own personal judgments, boundary issues, and supervision needs
- Utilize tools and strategies for supporting clients around disclosure decisions, including making plans and preparing for potential consequences
- Be more confident in your ability to help clients think through the why, who, what, when, where & how of disclosure

HIV SUPERVISORY SKILLS

Part of the HIV/AIDS Service Provider training series through the Massachusetts Department of Public Health

Description: This two-day training reviews key roles and responsibilities of clinical and administrative supervisors, including recruitment, interviewing, hiring, and training and orientation. Participants learn how to conduct observations, set boundaries, manage conflict, provide constructive feedback, and support professional development of staff.

LEADERSHIP AND MANAGEMENT SKILLS

Audience: The course is intended for mid-senior level managers.

Description: Effective managers must be able to coordinate resources, skills, technology and ideas, as well as direct individuals and teams to ensure objectives are being met. This training will increase your confidence and competence in managing and supervising staff. By taking this training, you will:

- Understand the practices and qualities of effective leadership
- Understand the basic practices of leading and managing
- Have an enhanced understanding of the roles of management and supervision
- Understand and apply a management and supervisory model framework
- Practice using the management and supervisory model for assessing program and staff strengths and gaps
- Learn how to set SMART goals
- Learn effective communication skills for leaders and managers

MOTIVATIONAL INTERVIEWING

Audience: This training is appropriate for providers with a beginner to intermediate level of familiarity with Motivational Interviewing, as well as those who have had further training and would like a review.

Description: Motivational Interviewing (MI) is a proven effective approach to working with clients considering behavior change. This highly interactive and informative training offers an in-depth exploration of the principles and skills of MI and focuses on the Stages of Change model. Using role plays, small group activities, and personal experiences, you will:

- Learn the five basic principles and techniques of Motivational Interviewing
- Identify and understand the stages of change
- Learn how to create environments that support options for behavior change
- Practice new skills

POSITIVE PREVENTION IN PRACTICE

Part of the HIV/AIDS Service Provider training series through the Massachusetts Department of Public Health

Description: This one-day training module serves as the third required module of the HIV Case Management training. It is also an independent module required for all other MDPH-funded service providers. It offers participants a working understanding of a positive prevention framework including core components, interventions, and practical applications across HIV service systems. Participants learn about the impact of stigma, disclosure issues, substance use, and other co-factors that impact on risk and overall health of people living with HIV/AIDS. Participants practice including positive prevention messaging into their service delivery modalities.

PROGRAM COLLABORATION AND SERVICE INTEGRATION

Audience: This course is intended for anyone in the nonprofit sector, from executive directors to supervisors and managers to front line staff.

Description: Funders and organizations are increasingly looking to maximize resources through various efforts, including collaboration across programs and the integration of services. This workshop will help you and your organization to:

- Identify economic, health outcome, and other benefits from effective program collaboration and service integration
- Share with one another the challenges, benefits, and lessons learned from integrating programs and services
- Understand the perspectives of others who hold different positions within your organization
- Learn best practices and principles of program collaboration and service integration

RAPID HIV TESTING USING ORAQUICK OR UNIGOLD

Part of the HIV/AIDS Service Provider training series through the Massachusetts Department of Public Health

Description: Participants are divided into two groups depending on which test device is being utilized in their funded programs (OraQuick or UniGold). The first group attends a morning session while the second group attends an afternoon session. Each session provides practical instruction and practice in setting up a safe, lab-like environment for testing, running controls, implementing other quality assurance and safety measures, procuring specimens, running tests, and interpreting results.

This module requires participants to practice procuring whole blood samples from each other via a lancet finger-prick. These samples will not be used for running tests, but to practice finger sticks and specimen collection practices. However, anonymous attenuated and live HIV samples will be used for running external controls, running blinded “patient” specimens, and to practice interpreting the results. Participants will be required to comply with all safety protocols and universal precautions, including the use of gloves and goggles (provided). Protective workspace covers, sharps containers, biohazard bags, etc. will also be provided.

REPORT WRITING

Date: May 19, 2011

Audience: This course is intended for anyone in the nonprofit sector, in particular managers who are responsible for reporting to funders and front line staff who gather data from clients.

Description: This half-day workshop will teach you how to gather data and interpret bureaucratic language so that you can document good programmatic work done in the field using funder-required reporting mechanisms. By participating in this training you will learn how to:

- Improve data collection systems and tools
- Gather qualitative as well as quantitative data
- Document successes as well as progress toward achieving goals
- Report on current obstacles to success and unexpected factors impacting program implementation
- Describe unmet needs and emerging trends on the ground

RUNNING EFFECTIVE MEETINGS

Date: May 19, 2011

Audience: This half-day workshop is intended for people who run meetings.

Description: Learn skills and tools to help your organization work more effectively through facilitating excellent meetings. Maximize your time and resources to get the most out of your face to face time with staff and others. By the end of this interactive training you will understand:

- How to make your meetings more effective
- The role of a meeting facilitator
- How to create a good meeting agenda with clear goals
- Strategies to encourage people's best thinking to emerge in meetings
- How to intervene during the meeting and deal with challenging participants and behaviors

SEXUALLY TRANSMITTED INFECTIONS

Audience: This course is intended for anyone counseling or working with clients who may be at risk for sexually transmitted infections (STIs), including case managers, medical managers or peer support group leaders.

Description: Sexually transmitted infections remain a major public health challenge, with approximately 19 million new STI infections each year in the U.S., according to the Centers for Disease Control and Prevention (CDC). This training will help you understand:

- The degree of impact of various STIs
- Types and symptoms of STIs
- Testing and treatment options for various STIs
- Ways to prevent the transmission of STIs
- The connections between STIs, HIV and viral hepatitis

SUPERVISION

Audience: For new as well as more experienced supervisors.

Description: This workshop reviews key roles and responsibilities of administrative and clinical supervisors, including recruitment, interviewing, hiring, and training and orientation. By participating in this training you will learn how to:

- Conduct observations of staff
- Set boundaries
- Manage conflict
- Provide constructive feedback, and
- Support professional development of staff

TIME MANAGEMENT

Audience: This course is intended for anyone, in particular supervisors and case managers.

Description: Too much paperwork, too many tasks, too many crises, too many interruptions and too little time to get the work done. You can't really manage time or control the clock, but you can learn to manage yourself in relationship to time. In this training, we will explore time management strategies that reflect your style and circumstances to help you work smarter, not harder. After taking this training, you will have the tools to:

- Establish important and valid priorities
- Achieve better results through effective planning and clarifying objectives
- Spend more time working toward high-value goals
- Recognize and deal with time-wasters, self-distractions and interruptions
- Break indecision and procrastination habits

UNDERSTANDING THE HEALTH CARE NEEDS OF GAY, LESBIAN, BISEXUAL AND TRANSGENDER (GLBT) CLIENTS

Audience: This workshop is intended for anyone working with clients in the nonprofit sector. Regardless of whether you are new to the subject matter or have been to related trainings before, there will be something new for you to learn.

Description: While some advances have been made for gay, lesbian, bisexual, and transgender (LGBT) individuals, access to welcoming and high quality health care remains a concern for many. By participating in this interactive workshop, you will understand and explore:

- Health disparities among GLBT communities
- GLBT health issues including and beyond HIV/AIDS
- Each subpopulation and its unique character
- Diversity that exists within GLBT communities, including racial and ethnic diversity
- Local resources, current research, and model programs
- How your own agency can address challenges and ensure that all persons feel welcome

UNDERSTANDING THE HEALTH CARE NEEDS OF TRANSGENDER CLIENTS

Audience: All social services providers and others seeking a basic overview of transgender issues and concepts as well as health care needs and challenges.

Description: Providers are often well-meaning, but are unable to provide good quality care to transgender clients because of a lack of understanding, experience and/or training. This workshop will help you provide good care to transgender clients by giving you the opportunity to explore and understand:

- Health disparities among transgender communities
- Transgender- related terms and definitions
- Gender, Sexual Orientation, and Sex
- Causes for Transgenderism
- Social, psychological, mental health issues related to the transition process
- Legal issues transgender people face
- How to making offices and agencies trans-friendly
- Supporting clients with referrals
- Active welcoming

VIRAL HEPATITIS

Audience: This course is intended for anyone counseling or working with clients who may be at risk for viral hepatitis, including case managers, medical managers or peer support group leaders.

Description: The word "hepatitis" means inflammation of the liver, which is most often caused by a virus. In the U.S., the most common types are Hepatitis A, Hepatitis B, and Hepatitis C. There are approximately 180 million people worldwide with hepatitis C, including about 4 million in the U.S. An estimated 350 million people are infected globally with HBV. This training will help you understand:

- The liver
- The types and impacts of viral hepatitis
- Symptoms, disease progression and disease management of viral hepatitis
- Vaccine, testing and treatment options for various forms of viral hepatitis
- Ways to prevent the transmission of viral hepatitis
- The connections between STIs, HIV and viral hepatitis