

Registration Form

- To check availability of each session, please call Betty Taylor at 217-333-2325.
- Please send a separate registration form for each training participant.
- Make checks/POs payable to the University of Illinois.
- CRCs and CEUs available.

Please type or print clearly.

(You will receive confirmation upon receipt of your registration.)

Name/Title: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

E-Mail: _____

Web site: _____

- Please subscribe me to the free electronic RSA Region V listserv.
- Check here if you require special assistance to fully participate. Describe your needs below. _____
- November 16-17, 2004 - \$135.00
- January 5-6, 2005 - \$135.00
- Early Bird Rate for both sessions by October 22, 2004 - \$250.00
- Lodging: Smoking _____ Non-smoking _____
- Share room with: _____

Seating is limited - Register Early!

Send or fax your registration to:

RSA Region V CRP-RCEP
Transition Research Institute
ATTN: Betty Taylor
117 Children's Research Center
51 Gerty Drive
Champaign, IL 61820
phone 217-333-2325
TTY 217-244-7132 • fax 217-244-0851
www.ed.uiuc.edu/illinoisrcep

RSA Region V CRP-RCEP
Transition Research Institute
117 Children's Research Center
51 Gerty Drive
Champaign, IL 61820



RSA Region V CRP-RCEP

University of Illinois
at Urbana-Champaign

Certificate Series

Competency-based Training for Community Employment Service Professionals

Training Sessions!

Session I - November 16-17, 2004

Session II - January 5-6, 2005

Dayton, OH

Provided by

RSA Region V CRP-RCEP

Rehabilitation Services Administration Region V

Community Rehabilitation Providers -
Rehabilitation Continuing Education Program

A competency-based training program
provided by Region V CRP-RCEP for direct
service community employment personnel.



A competency-based training program provided by RSA Region V CRP-RCEP for direct service community employment personnel and managers.....

This competency-based training program is designed to provide direct service personnel and managers with the information and skills necessary to provide effective and efficient community employment services. Managers will also benefit from this session's utility for program evaluation.

The ***Certificate Series*** is divided into two, two-day sessions, November 16-17, 2004, and January 5-6, 2005. Each session uses a variety of training modes including:

- Small group discussions and activities
- Large group discussions and activities
- Lecture
- Video presentations
- Role-playing
- On-site simulations
- Field-based applications

Session I, Understanding the Person and the Job - The first session focuses on the necessary skills for getting to know the person, thus facilitating a good job match. Other topics include the values driving employment services today, a business approach to person-centered employment services, and understanding the multiple levels of customers.

Session II, Supporting People on the Job and Marketing Your Services - The second module focuses on job supports and marketing. Topics include facilitating existing supports, ergonomics, instructional supports, and positive behavioral supports. Customer-driven marketing topics will include targeting, segmentation, branding, and positioning.

Participants who successfully meet the training requirements by attending both training sessions in their entirety, completing and submitting narratives from the field-based application activity and from a site visit to another employment agency, will receive a **Certificate in Community Employment Services** from the RSA Region V CRP-RCEP, University of Illinois. CRCs and CEUs are also available.

PRESENTERS: *Tom Sechrist*
Sue Ann Morrow

An experienced training team, Sechrist and Morrow bring a balance to training community employment providers. With a background in business, management and work measurement, Sechrist provides the business side to the training. Dr. Morrow, a former special education teacher and community employment services provider, brings the instructional side to the presentations. Together, the multi-faceted nature of successful community employment services are presented and participants gain:

- Information regarding sound business practices, and
- Quality instructional interactions and interventions for community employment

DATES:

Session I: Understanding the Person and the Job

November 16, 2004 - 8:30 a.m. - 4:30 p.m.

November 17, 2004 - 8:30 a.m. - 4:30 p.m.

Session II: Supporting People on the Job and Marketing Your Services

January 5, 2005 - 8:30 a.m. - 4:30 p.m.

January 6, 2005 - 8:30 a.m. - 4:30 p.m.

LOCATION:

Holiday Inn Dayton Mall
31 Prestige Plaza Dr.
Miamisburg, OH 43542

COST:

Each session is \$135.00. Early bird rate for both sessions by October 22, 2004 is \$250.00. Hotel accommodations are provided by RSA Region V CRP-RCEP and will be billed to the University of Illinois at Urbana-Champaign. Rates are based on double occupancy. An additional charge of \$19.00 per night for individual rooms will be added to each participant's registration fee.

The following competencies are covered in the training and have been developed over the years from a variety of resources and professionals in the field. The RSA Region V CRP-RCEP staff continue to refine and update them to reflect best practice in providing community employment. Participants will learn to:-

- Apply person-centered planning techniques.
- Facilitate meaningful choices for all customers.
- Solve problems pro-actively.
- Utilize the supported employee's natural network for employment.
- Use respectful and "people first" language in all phases of support.
- Analyze and develop appropriate workplace accommodations.
- Deliver quality employment services according to best business practices.
- Assist employees in accessing additional available resources.
- Display appropriate public relationships and marketing skills.
- Make successful job matches.
- Articulate the values of services for people with disabilities.
- Communicate with various customers regarding their needs and expectations.
- Train and facilitate the training of the employee.
- Develop and apply positive behavior supports.
- Facilitate/develop work environments where people can interact and build relationships.
- Identify and facilitate the use of supports occurring naturally in the workplace.
- Create and maintain a positive rapport with all customers.