

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: _____

Supervisor's Name: _____

Supervisor's Phone: _____

Supervisor's e-mail: _____

Please subscribe me to the free electronic RSA Region V listserv.

Check here if you require special assistance to fully participate.

Describe your needs. _____

March 27-28, 2006 - \$99.00 per participant

May 22-23, 2006 - \$99.00 per participant

\$85.00 per session/per participant for two or more participants
from each agency

Seating is limited - register early!

Submit your registration via mail, fax, or online 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

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Transition Research Institute
117 Children's Research Center
51 Gerty Drive
Champaign, IL 61820

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RSA Region V CRP-RCEP

University of Illinois
at Urbana-Champaign

Certificate Series

Competency-based Training for Community Employment Service Professionals

Session I - March 27-28, 2006

Session II - May 22-23, 2006

East Lansing, MI

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 a.) to provide effective and efficient community employment services and b.) to utilize program evaluation for program improvement.

The ***Certificate Series*** is divided into two, two-day sessions, March 27-28, 2006, and May 22-23, 2006. Each session uses a variety of training modes including:

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

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

Session II, Supporting People on the Job and Marketing Your Services - The second session 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, segmenting, 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.

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. Participants will learn to:

- Apply person-centered planning techniques
- Facilitate meaningful choices for all customers
- Pro-actively solve problems
- 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 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

PRESENTERS: *Tom Sechrist*
Sue Ann Morrow

An experienced training team, Tom Sechrist and Sue Ann Morrow bring a balance to training community employment providers. With a background in business, management and work measurement, Sechrist provides the business side of 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 and skills regarding sound business practices
- Information and skills for quality instructional interactions and interventions for community employment

DATES: *Session I*

March 27, 2006 - 8:30 a.m. - 4:30 p.m.
March 28, 2006 - 8:30 a.m. - 4:30 p.m.

Session II

May 22, 2006 - 8:30 a.m. - 4:30 p.m.
May 23, 2006 - 8:30 a.m. - 4:30 p.m.

LOCATION: Kellogg Hotel and Conference Center
Michigan State University
55 South Harrison Road
East Lansing, MI 48824-1022
800-875-5090

COST: \$99.00 per session/per participant or \$85.00 per session/per participant for two or more participants from each agency. Continental breakfast provided.

LODGING: A limited number of rooms has been blocked at the Kellogg Hotel and Conference Center at the reduced rate of \$88.00 single or double occupancy. Please contact the hotel directly to secure your room for these two training sessions. Ask for the University of Illinois Region V CRP-RCEP block. The deadline for room reservations at the reduced rate is February 24, 2006, for Session I and April 21, 2006, for Session II. Parking is provided for overnight guests.