

# CAPACITY BUILDING CALENDAR • WINTER 2015

Analyze • Evaluate  
Reflect • Learn • Practice  
Grow • Study • Network  
Practice • Grow • Build  
Network • Think

Reflect • Learn • Practice  
Develop • Grow • Investigate  
Network • Build • Test • Think  
Prepare • WondShare • Coach  
Evaluate Design • Inspiration  
Change • Analyze

Study • Pilot • Practice  
Inquire • Network • Build  
Test • Study • Listen Prepare  
Analyze • Learn • Practice  
Strategize • Share



## PROFESSIONAL DEVELOPMENT OPPORTUNITIES



Bill de Blasio  
Mayor

Department of  
Youth & Community  
Development

Bill Chong  
Commissioner

# January

Monday	Tuesday	Wednesday	Thursday	Friday
	<i>Note: In addition to the workshops below, DYCD offers a number of intensive professional and leadership development opportunities. Details can be found on page 19. All resources are <b>free to DYCD-funded programs.</b></i>			
			1	2
5	6	7	8	9
12	13	14	15	16
	<p>-Trauma-Informed Practices Series (TIPPS), (1 of 6)</p> <p>-DYCD Online 101: System Overview and Data Entry (SONYC)</p> <p>-Structuring your Program to Meet Students' Identified Needs</p> <p>-Building Supervisory Relationships</p>	<p>-DYCD Online 101: System Overview and Data Entry (Elementary School)</p> <p>-Facilitation Learning Group: A Comprehensive Look at Curriculum Design and Implementation (1 of 5)</p> <p>-Project Based Learning</p> <p>-Managing Difficult Behavior for Middle School Youth</p>	<p>-DYCD Online 201: Managing Information, Generating Reports and Interpreting Data</p>	<p>-Strategic Supervision Series (1 of 3)</p>
19	20	21	22	23
	<p>-Building Community Partnerships (1 of 2)</p> <p>-Literacy Games (K-8)</p> <p>-Impactful Leadership Workshops: The Whole Leader</p>	<p>-Building Community Partnerships (2 of 2)</p> <p>-Webinar: Overview and Updates on the Common Core and TASC</p>	<p>-Understanding Triggers: How to Respond when your Buttons are Pushed</p>	<p>-Strategic Supervision Series (2 of 3)</p>
26	27	28	29	30
	<p>-Listen, Protect, Connect (LPC): Responding to Trauma and Creating Community Resilience</p> <p>-Interactive Lesson planning</p>	<p>-Best Practices in TABE Testing</p> <p>-Job Development Boot Camp 101: Lessons from the Field</p>	<p>-Tricky Questions &amp; Teachable Moments: How to Respond to Middle School Concerns about Sexuality</p>	<p>-Strategic Supervision Series</p>

# February

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
	<p>-DYCD Online 101: System Overview and Data Entry (SONYC)</p> <p>-Engaging Traumatized Youth: The Core of What You Need to Know and Do</p> <p>-Managing Difficult Behavior for Middle School Youth</p>	<p>-DYCD Online 101: System Overview and Data Entry (Elementary School)</p>	<p>-DYCD Online 201: Managing Information, Generating Reports and Interpreting Data</p> <p>-Structuring an Engaging and Flexible SONYC Program (1 of 2)</p>	<p>-Impactful Leadership Workshops: The Networked Leader</p>
9	10	11	12	13
	<p>-“Am I Normal?”— Talking about Puberty Board Development &amp; Governance</p> <p>-High Impact: Board Development</p> <p>-Strategies for Avoiding and De-Escalating Conflict</p> <p>- Trauma-Informed Practices Series (TIPPS), (2 of 6)</p>	<p>-Facilitation Learning Group: A Comprehensive Look at Curriculum Design and Implementation (2 of 5)</p> <p>-Human Resource Boot Camp (1 of 2)</p>	<p>-Structuring an Engaging and Flexible SONYC Program (2 of 2)</p>	
16	17	18	19	20
23	24	25	26	27
		<p>-Supporting Developing Readers (K-3)</p> <p>-Leading with Confidence 101: Practical Strategies to Help Build the Skills of New and Aspiring Supervisors</p> <p>-Staying in Balance: Healthy Solutions to Managing Your Stress in the Workplace</p> <p>- When Relationships Feel Dangerous: Preventing and Addressing Dating Abuse in Teens</p>	<p>-Managing Difficult Behavior for Middle School Youth</p> <p>-When Helping Hurts: Understanding Vicarious Trauma</p>	<p>-Strategic Supervision Series (1 of 3)</p> <p>-Human Resource Boot Camp (2 of 2)</p>

## March

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
	<ul style="list-style-type: none"> <li>-Advanced Engaging Traumatized Youth: Motivating and Focusing on What's Next</li> <li>-Designing Effective Summer Camp Programs for Elementary School Age Children</li> <li>-Strategies for Avoiding and De-Escalating Conflict</li> <li>-Youth Mental Health First Aid (MHFA) – Two Day Training (1 of 2)</li> </ul>	<ul style="list-style-type: none"> <li>-Sexual Orientation &amp; Gender Identity: What Every SONYC Provider Should Know</li> <li>-DYCD Online 101: System Overview and Data Entry (SONYC)</li> </ul>	<ul style="list-style-type: none"> <li>-Understanding Triggers: How to Respond when your Buttons are Pushed</li> <li>-DYCD Online 101: System Overview and Data Entry (Elementary School)</li> </ul>	<ul style="list-style-type: none"> <li>-Strategic Supervision Series (2 of 3)</li> <li>-DYCD Online 201: Managing Information, Generating Reports and Interpreting Data</li> </ul>
9	10	11	12	13
<ul style="list-style-type: none"> <li>-Promoting Youth Participation: Best Practices for Retention of Middle School Youth (1 of 2)</li> <li>-Middle School Training Series: Tapping into the Power of Youth Voice and Choice (1 of 3)</li> </ul>	<ul style="list-style-type: none"> <li>-Middle School Training Series: Tapping into the Power of Youth Voice and Choice (2 of 3)</li> <li>-Instructional Strategies 2-Day Institute (K-8) (1 of 2)</li> <li>- Trauma-Informed Practices Series (TIPS), Workshop #3</li> <li>-Youth Mental Health First Aid (MHFA) (2 of 2)</li> </ul>	<ul style="list-style-type: none"> <li>-Facilitation Learning Group (FLG): A Comprehensive Look at Curriculum Design and Implementation (3 of 5)</li> <li>-Middle School Training Series: Tapping into the Power of Youth Voice and Choice (3 of 3)</li> <li>-Instructional Strategies 2-Day Institute (K-8) (2 of 2)</li> <li>-Dealing with Difficult Employee</li> </ul>	<ul style="list-style-type: none"> <li>-Coaching Your High Potentials (HiPo's): Building Learning Agility for Organizational Sustainability (1 of 6)</li> </ul>	<ul style="list-style-type: none"> <li>-Strategic Supervision Series (3 of 3)</li> </ul>
16	17	18	19	20
<ul style="list-style-type: none"> <li>-Designing Effective Summer Camp Programs for Middle School Age Youth</li> <li>-Promoting Youth Participation: Best Practices for Retention of Middle School Youth (2 of 2)</li> </ul>		<ul style="list-style-type: none"> <li>-Share Your Adventures: Planning and Designing Fieldtrips</li> <li>- Engaging Traumatized Youth: The Core of What You Need to Know and Do (SONYC)</li> </ul>	<ul style="list-style-type: none"> <li>-Inclusion: Targeted Planning for Individual Students</li> </ul>	
23	24	25	26	27
<ul style="list-style-type: none"> <li>-Meaningful &amp; Manageable Outcome Measurement</li> <li>-DIY Leadership Development within Your Reach</li> </ul>	<ul style="list-style-type: none"> <li>-Accountable Talk (K-8)</li> <li>-Risky Business: How to Help Youth Reduce their Risk of Unintended Pregnancy and STIs</li> </ul>	<ul style="list-style-type: none"> <li>-Facilitation Learning Group (FLG): A Comprehensive Look at Curriculum Design and Implementation (4 of 5)</li> </ul>	<ul style="list-style-type: none"> <li>-Coaching Your High Potentials (HiPo's): Building Learning Agility for Organizational Sustainability (2 of 6)</li> <li>-Game Changers for Engaging and Managing Middle Schoolers in SONYC Programs</li> <li>-Building Supervisory Relationships</li> </ul>	<ul style="list-style-type: none"> <li>-Motivational Interviewing with Youth: Asking the Right Questions to Move Middle School Students Forward</li> </ul>
30	31			
	<ul style="list-style-type: none"> <li>-Reviewing and Practicing Case Management Documentation</li> <li>-Managing Difficult Behavior</li> </ul>			

### **Accountable Talk (K-8)**

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.24 at 10am-1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16th Floor, New York, NY 10018. Please bring ID with you to enter the building
- ✿ **Target Audience:** Site Supervisors, Education Specialists, and Line Staff
- ✿ **To register:** <http://www.expandedschools.org/get-started/trainings/dycd-trainings>

Learn from the growing body of research why intentionally structured talk, otherwise known as Accountable Talk, promotes learning. Gain from observations of children and adults engaging in Accountable Talk and strengthen literacy in the classroom. **Pre-requisite:** Any 100 level workshop, except Literacy Games or Comic Book.

### **Advanced Engaging Traumatized Youth: Motivating and Focusing on What's Next**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.3 at 10:00am-1:00pm
- ✿ **Location:** MHA, 52 Broadway, 19<sup>th</sup> floor, New York, NY, 10006
- ✿ **Target Audience:** Supervisory and direct line staff
- ✿ **To register:** <http://ETY3.eventbrite.com>

Trauma often finds a way to work its way into interactions between youth and staff and can undermine relationships if not addressed. This in-depth and hands-on workshop will teach those who work with youth concepts in how trauma can impact youth and how to effectively work with their traumatized youth. To make the most of this training, participants are encouraged to bring in real-life examples of cases to use for role-play exercise. The ultimate goal is to leave participants feeling confident in doing the work of serving traumatized youth. **Pre-requisite:** Engaging Traumatized Youth: The Core of What You Need to Know and Do.

### **“Am I Normal?”—Talking about Puberty**

- ✿ **Provider:** Planned Parenthood of NYC
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 2.10 at 10:00am-1:00pm
- ✿ **Location:** Planned Parenthood of New York City, 26 Bleecker Street, 5<sup>th</sup> Floor, New York, NY 10012
- ✿ **Target Audience:** SONYC providers (maximum 25 per trainings)
- ✿ **To register:** Please send your name, organization, title, and email address to: [elizabeth.clarey@ppnyc.org](mailto:elizabeth.clarey@ppnyc.org)

As trusted adults in the lives of middle school youth, after school providers are inevitably faced with young people's questions about their changing bodies. This training will help you learn basic information on the stages of puberty, so you are better able to share healthy and accurate messages when the topic arises. At the end of this training, participants will be able to support young people through the process of puberty in the context of their after school program, and identify communication techniques for speaking with youth about the physical, emotional, and social changes associated with puberty.

### **Best Practices in TABE Testing**

- ✿ **Provider:** Literacy Assistance Center (LAC)
- ✿ **Time Commitment:** Full day workshop
- ✿ **Date:** 1.28 at 9:30am–4:30pm

- ✿ **Location:** 39 Broadway, Suite 1250, New York, New York 10006
- ✿ **Target Audience:** Program managers and test administrators
- ✿ **To register:** <https://www.eventbrite.com/e/dycd-osy-best-practices-in-tabe-testing-tickets-13080727809>

Increase rigor when administering the Test of Adult Basic Education (TABE). Become familiar with TABE, Forms 9 and 10, as an assessment tool for placing students, monitoring student progress, planning instruction, and improving your program.

### **Building Community Partnerships**

- ✿ **Provider:** Development Without Limits (DWL)
- ✿ **Time commitment:** Two half-day workshops
- ✿ **Date:** 1.20 & 1.21 at 10:00am-1:00pm
- ✿ **Location:** Global Kids: 137 East 25<sup>th</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10010
- ✿ **Target Audience:** Beacon, Cornerstone, and NDA Program Directors (max 30 ppl)
- ✿ **To register:** <https://www.eventbrite.com/e/building-community-partnerships-tickets-14816938863>

Learn effective marketing and communication. Engage new community and school partners, and secure funding and other resources. Learn and practice strategies including “asset mapping” to help identify community resources and partners, tips on communicating effectively with current and potential partners, and ways of empowering youth participants to actively participate in building community. You will have the opportunity to discuss partnership challenges and brainstorm solutions, and leave with tools you can use to reach out to a variety of stakeholders, and strategies for preparing staff and youth to serve as advocates for the program. You must attend both days of the training. Fulfills SACC requirements 1 & 3.

### **Building Supervisory Relationships**

- ✿ **Provider:** Support Center for Nonprofit Management
- ✿ **Time Commitment:** Full Day Workshop
- ✿ **Date:** 1.13 or 3.26 from 9:30am-4:00pm –
- ✿ **Location:** Support Center – 42 Broadway, 20th Fl. New York, NY 10004
- ✿ **Target Audience:** Anyone in a supervisory position at their organization. Introductory workshop (max 30).
- ✿ **To register:**  
[http://supportcenteronline.force.com/apex/EventDetailPage?event=XJEODJrSs6WplCiuYMLJlg\\_3D\\_3D](http://supportcenteronline.force.com/apex/EventDetailPage?event=XJEODJrSs6WplCiuYMLJlg_3D_3D)  
 Please use the code DYCD when registering.

Most people are promoted to supervisory positions because they have technical expertise. Then they manage staff based on what they did or did not like in their own supervision. This workshop takes the ambiguity out of being a supervisor and identifies the importance of building a partnership between supervisor and employee in order to create an environment of trust, responsibility, and personal accountability. Learn how to define, communicate, and elicit performance expectations and working agreements. Practice the art of constructive feedback to assist staff in reaching their full potential and to make the most of opportunities for learning.

### **Coaching Your High Potentials (HiPo’s): Building Learning Agility for Organizational Sustainability**

- ✿ **Provider:** NonProfit HelpDesk (NPHD)
- ✿ **Time Commitment:** Full day workshops- six part series
- ✿ **Date:** 3.12 & 3.26 at 9:30am-5:30pm
- ✿ **Location:** Brooklyn College Graduate Center for Worker Education, 25 Broadway, New York, NY, 10004
- ✿ **Target Audience:** Executive Directors, Development Directors, COO’s and CFO’s (limited to 12 executives)
- ✿ **To register:** <http://nphd.org/education/the-coaching-mindset/>

Lead your nonprofit into the future by coaching your top talent. You will gain expertise using the coaching mindset to build internal capacity. Experience a shift in the way you lead, manage and navigate your nonprofit organization. Use the Hogan Leadership self-assessment to chart your strengths, values and what can derail you. Coach high-potentials and ‘mind-map’ with executive colleagues.

### **Dealing with the Difficult Employee: Turnaround or Termination**

- ✿ **Provider:** Support Center for Nonprofit Management
- ✿ **Time Commitment:** Full Day Workshop
- ✿ **Date:** 3.11 from 9:30am-4:00pm
- ✿ **Location:** Support Center, 42 Broadway, 20th Fl. New York, NY 10004
- ✿ **Target Audience:** Anyone with supervisory responsibilities at their organization. Introductory workshop (max 30).
- ✿ **To register:**  
[http://supportcenteronline.force.com/apex/EventDetailPage?event=4C8mlurOzIsp1pb9bZa4XQ\\_3D\\_3D](http://supportcenteronline.force.com/apex/EventDetailPage?event=4C8mlurOzIsp1pb9bZa4XQ_3D_3D)  
Please use the code DYCD when registering.

Few supervisory tasks are as challenging and frustrating as dealing with performance problems. Whether you’re dealing with an employee who doesn’t have the right skills or one whose attitude and behavior doesn’t meet your expectations, your job is to provide the supervision, coaching and management to turn the situation around—or take the necessary steps to dismiss the employee.

This workshop will prepare participants to:

- Provide coaching and constructive feedback for a variety of performance and behavioral issues.
- Develop a performance improvement plan with specific expectations and standards.
- Maintain appropriate documentation to inform the employee of issues and protect the organization.
- Determine when and how to initiate and conduct a termination

### **Designing Effective Summer Camp Programs For Elementary School Age Children**

- ✿ **Provider:** Development Without Limits (DWL)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.3 at 10:00am-1:00pm;
- ✿ **Location:** Global Kids: 137 East 25<sup>th</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10010
- ✿ **Target Audience:** Compass program directors and educational specialists (max 30 ppl)
- ✿ **To register:** <https://www.eventbrite.com/e/designing-effective-summer-camp-programs-for-elementary-school-age-children-tickets-14784026421>

Learn to design a summer program that engages elementary school-age children in a rich, hands-on, and age-appropriate learning environment. Explore a thematic approach to program planning and utilizing a project-based learning model that cultivates curiosity, inquiry, and exploration as well as explore strategies for how to maximize community resources that make summer learning fun. Fulfills SACC requirements 1 & 3.

### **Designing Effective Summer Camp Programs for Middle School Age Youth**

- ✿ **Provider:** Development Without Limits (DWL)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.16 at 10:00 am -1:00 pm;
- ✿ **Location:** Global Kids: 137 East 25<sup>th</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10010
- ✿ **Target Audience:** Compass program directors and educational specialists (max 30 ppl)
- ✿ **To register:** <https://www.eventbrite.com/e/designing-effective-summer-camp-programs-for-middle-school-age-youth-tickets-14784584089>

Learn to design a summer program that engages middle school-age youth in a rich, hands-on, and age-appropriate learning environment. Participants will explore a thematic approach to program planning and utilizing a project-based model that cultivates curiosity, inquiry, exploration, and develops youth leaders. In addition, participants will discuss strategies for how to maximize community resources that make summer learning fun. Fulfills SACC requirements 1 & 3.

### **DIY Leadership Development Within Your Reach**

- ✿ **Provider:** Support Center for Nonprofit Management
- ✿ **Time Commitment:** ¾ day workshop
- ✿ **Date:** 3.23 from 9:30am-2:30pm
- ✿ **Location:** Support Center, 42 Broadway, 20th Fl. New York, NY 10004
- ✿ **Target Audience:** Executive Directors, Senior Leaders, HR managers and those responsible for professional development opportunities at their organization. Intermediate workshop (max 30).
- ✿ **To register:**  
[http://supportcenteronline.force.com/apex/EventDetailPage?event=IuY\\_2FpzoqfXKZXxm0OoZL7Q\\_3D\\_3D](http://supportcenteronline.force.com/apex/EventDetailPage?event=IuY_2FpzoqfXKZXxm0OoZL7Q_3D_3D) Please use the code DYCD when registering.

Smaller not-for-profit organizations convince themselves that a formal leadership development program is beyond their reach. Not so. The intentional cultivation of leadership capabilities among staff at all levels is an achievable, affordable and scalable undertaking. It does require commitment and vision. It does not require expensive consultants and elaborate programming. This workshop guides senior managers through the process of identifying opportunities to make developing leadership skills an integral characteristic of how the organization does its daily work.

Participants will:

- Understand the essential concepts of leadership development programming.
- Identify mindsets and practices prevalent in their organization that serve to limit leadership development opportunities.
- Create the initial outlines of a leadership development program tailored to meet the needs of their own organization.

### **DYCD Online 101: System Overview and Data Entry (Elementary School)**

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half day workshops
- ✿ **Date:** 1.14, 2.4 & 3.5 at 10:00am-12:30pm
- ✿ **Location 1.14:** DYCD, 161 William Street, 7th Floor, New York, NY, 10038
- ✿ **Location 2.4 & 3.5:** DYCD, 2 Lafayette Street, 20th Floor, Computer Training Room, New York, NY, 10004
- ✿ **Target Audience:** Elementary school site staff members who are new to DYCD Online and are responsible for entering and maintaining program data.
- ✿ **To register:** <http://expandedschools.org/get-started/trainings/dycd-trainings#sthash.4Wn55APO.dpbs>

Learn the necessary steps needed to navigate efficiently throughout the DYCD Online database system. Educate yourself with the rationale for and contents of the Workscope. Train yourself to enter participant enrollment, activities/groups and attendance data. Gain knowledge on how to demonstrate how the Workscope and current school year program schedule are intertwined. Learn to understand the policy and program changes for the new COMPASS program.

### **DYCD Online 101: System Overview and Data Entry (Middle School SONYC programs)**

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half day workshops
- ✿ **Date:** 1.13, 2.3 & 3.4 at 10:00am-12:30pm
- ✿ **Location 1.13:** DYCD, 161 William Street, 7th Floor, New York, NY, 10038
- ✿ **Location 2.3 & 3.4:** DYCD, 2 Lafayette Street, 20th Floor, Computer Training Room, New York, NY, 10004
- ✿ **Target Audience:** COMPASS middle school site staff members who are new to DYCD Online and are responsible for entering and maintaining program data.
- ✿ **To register:** <http://expandedschools.org/get-started/trainings/dycd-trainings#sthash.4Wn55APO.dpbs>

Learn the necessary steps needed to navigate efficiently throughout the DYCD Online database system. Educate yourself with the rationale for and contents of the Workscope. Train yourself to enter participant enrollment, activities/groups and attendance data. Gain knowledge on how to demonstrate how the Workscope and current school year program schedule are intertwined. Learn to understand the policy and program changes for the new SONYC program.

### **DYCD Online 201: Managing Information, Generating Reports and Interpreting Data**

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half day workshops
- ✿ **Date:** 1.15, 2.5 & 3.6 at 10:00am-12:30pm
- ✿ **Location 1.15:** DYCD, 161 William Street, 7th Floor, New York, NY, 10038
- ✿ **Location 2.5 & 3.6:** DYCD, 2 Lafayette Street, 20th Floor, Computer Training Room, New York, NY, 10004
- ✿ **Target Audience:** This training is designed for those with extensive experience with DYCD Online and for management level staff members.
- ✿ **To register:** <http://expandedschools.org/get-started/trainings/dycd-trainings#sthash.4Wn55APO.dpbs>

Gain the necessary tools on how to generate and read reports. Learn how to select appropriate reports to answer specific needs. Furthermore, gain knowledge on how to use data to make informed decisions on program management and quality.

### **Engaging Traumatized Youth: The Core of What You Need to Know and Do**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 2.3 at 10:00am-1:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** Supervisory and direct line
- ✿ **To register:** <http://ETY2.eventbrite.com/>

Understand how trauma impacts the youth, and how to work with traumatized youth. Understand how behavioral issues and life circumstances may be the result of ongoing, complex traumatic events that include poverty or violence in the community, domestic violence, or child abuse/neglect, among other sources. Learn simple practice lessons that can have a significant impact on their quality of work and personal satisfaction in doing the work of serving traumatized youth. Understand the source of behavior provides helpers with a greater sense of empathy and compassion, and allows them to consider new tools and strategies to help youth cope and thrive. We will work to ingrain this knowledge into practice through role play of interactions based on youth from programs.

### **Engaging Traumatized Youth: The Core of What You Need to Know and Do (SONYC)**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.18 at 10:00am-1:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** Supervisory and direct line staff
- ✿ **To register:** <http://ETYMS.eventbrite.com/>

Understand how trauma impacts the youth, and how to work with traumatized youth. Understand how behavioral issues and life circumstances may be the result of ongoing, complex traumatic events that include poverty or violence in the community, domestic violence, or child abuse/neglect, among other sources. Learn simple practice lessons that can have a significant impact on their quality of work and personal satisfaction in doing the work of serving traumatized youth. Understand the source of behavior provides helpers with a greater sense of empathy and compassion, and allows them to consider new tools and strategies to help youth cope and thrive. We will work to ingrain this knowledge into practice through role play of interactions based on youth from programs.

### **Facilitation Learning Group (FLG): A Comprehensive Look at Curriculum Design and Implementation**

- ✿ **Provider:** Workforce Professionals Training Institute (WPTI)
- ✿ **Time Commitment:** Multiple full-day sessions
- ✿ **Date:** 1.14, 2.11, 3.11 & 3.25 at 9:00am-5:00 pm
- ✿ **Location:** WPTI, 11 Park Place, Suite 701, New York, NY 10007
- ✿ **Target Audience:** Retention specialists, job developers, program managers, facilitators, career coaches (max 36 ppl)
- ✿ **For information or to register:**  
[https://workforceprofessionals.org/training/single\\_courseDetails.php?section\\_id=391](https://workforceprofessionals.org/training/single_courseDetails.php?section_id=391) or  
 email: [smori@workforceprofessionals.org](mailto:smori@workforceprofessionals.org)

Brainstorm, exchange ideas, share best practices, network and learn new strategies and techniques to improve your lesson plans and workshop delivery skills. We invite at least two staff members from each DYCD contracted program to participate in the FLG. **Note:** Participating individuals must commit to completing a five-step process over a period of five months.

### **Game Changers for Engaging and Managing Middle Schoolers in SONYC Programs**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.26 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** SONYC Program Staff (max 25 ppl)
- ✿ **For information or to register:** <https://adobeformscentral.com/?f=kHbcPGCZc5WOpB8sf3eV6g> or email:  
[workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Increase the capability to effectively meet the needs of middle school aged youth in afterschool settings. You will gain understanding of the developmental tasks, challenges, and opportunities of early adolescence. We will explore assumptions, expectations, and triggers of both youth and staff, and practice tools for responding effectively to difficult behaviors. You will walk away with tools to structure a program that meets youth needs and teaches social skills in order to maximize youth engagement. Fulfills SACC requirements 1 & 3.

### **High Impact Board Development**

- ✿ **Provider:** NonProfit HelpDesk (NPHD)

- ✿ **Time Commitment:** Half day workshop
- ✿ **Date:** 2.10 at 9:30am-1:30pm
- ✿ **Location:** Brooklyn College Graduate Center for Worker Education, 25 Broadway, New York, NY, 10004
- ✿ **Target Audience:** Development directors, executive directors (max 20 people)
- ✿ **To register:** <http://nphd.org/education/current-course-offerings/board-development/>

Join speaker Matthew R. Hillery from NonProfit HelpDesk as we focus on the board and board development as a strategic tool, and upcoming changes required for NY nonprofits.

### **Human Resource Boot Camp: From Hiring to Firing**

- ✿ **Provider:** NonProfit HelpDesk (NPHD)
- ✿ **Time Commitment:** Two Full Day Workshop
- ✿ **Date:** 2.11 & 2.27 from 9:30am-4:00pm
- ✿ **Location:** Support Center, 42 Broadway, 20th Fl. New York, NY 10004
- ✿ **Target Audience:** Anyone responsible for human resource functions at their organization, particularly in small organizations without a formal HR structure. Introductory workshop (max 30).
- ✿ **To register:**  
[http://supportcenteronline.force.com/apex/EventDetailPage?event=2QVUxWHtsWvepKnB9c0WFw\\_3D\\_3D](http://supportcenteronline.force.com/apex/EventDetailPage?event=2QVUxWHtsWvepKnB9c0WFw_3D_3D)  
 Please use the code DYCD when registering.

Do we have to keep resumes of candidates we don't hire, and if so, for how long? Should we have an employee handbook? What's the difference between exempt and nonexempt employees? Do we need a paper trail to fire someone? If you've ever asked yourself any of the above questions or wondered how your nonprofit is supposed to compete with the human resource systems of IBM, you'll want to attend this workshop. It will introduce you to a range of human resource issues—and help you figure out how to tailor these to your organization and its culture. By the end of the boot camp, you will know:

- What basic human resource files and records every organization must maintain.
- How to develop a recruitment process that leads to increased retention.
- How to document personnel actions to get your message across and protect your organization.
- What next steps you want to take to build your human resource practices.

Participants will receive a certificate of completion at the end of this bootcamp.

### **Impactful Leadership Workshops: The Networked Leader**

- ✿ **Provider:** Community Resource Exchange (CRE)
- ✿ **Time Commitment:** Half day workshop
- ✿ **Date:** 2.6 at 10:00am-1:30pm
- ✿ **Location:** 42 Broadway, 20th Fl., New York, NY 10004
- ✿ **Target Audience:** DYCD funded SONYC providers
- ✿ **To register:**  
<https://www.surveymonkey.com/r/?sm=R3BNYArH3o9CvebVohKYsv0snTUh2VPPR%2bEuZQOj7Ww%3d>

Learn to build relationships that add value to your organization and enhance your personal leadership brand.

### **Impactful Leadership Workshops: The Whole Leader**

- ✿ **Provider:** Community Resource Exchange (CRE)
- ✿ **Time Commitment:** Half day workshop

- ✿ **Date:** 1.20 at 10:00am-1:30pm
- ✿ **Location:** 42 Broadway, 20th Fl., New York, NY 10004
- ✿ **Target Audience:** DYCD funded SONYC providers.
- ✿ **To register:**  
<https://www.surveymonkey.com/r/?sm=sZG5kWWY0e%2fBcbDXAK3qY4hECp3ulnB%2bGnp7TXHvAKs%3d>

Explore your most salient social identities and their influence on your leadership

### **Inclusion: Targeted Planning for Individual Students**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.19 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** SONYC Program Staff (max 25 ppl)
- ✿ **For information or to register:** <https://adobeformscentral.com/?f=P4x36kDdstLoEtRXmCvMmA> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Gain practical techniques for supporting inclusion by therapeutically managing children’s disruptive behaviors. This workshop will cover tools for successfully structuring programs which acknowledge special interests, establish routines, reinforce self-control, and address sensory sensitivity in order ensure that children with disabilities can be included successfully. You will 1) leave with a critical set of skills that are the prerequisites for engaging children with special needs in learning, particularly those students who are at the margins of the school community; 2) learn strategies for successfully including a wider range of children in program; and 3) gain skills for managing behavior to support social and emotional learning. Fulfills SACC requirements 1 & 3.

### **Instructional Strategies 2-Day Institute (K-8)**

- ✿ **Provider:** The After School Corporation
- ✿ **Time Commitment:** Two-day workshop
- ✿ **Date:** 3.10 & 3.11 at 10:00am-1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16th Floor, New York, NY 10018. Please bring ID with you to enter the building.
- ✿ **Target Audience:** Supervisors, Education Specialists & Line Staff.
- ✿ **To register:** <http://www.expandedschools.org/get-started/trainings/dycd-trainings>

Engage in several instructional techniques to develop students’ reading, writing, active listening and presentation skills. Learn interactive techniques to help you foster a supportive, communicative, inquiry-based and structured learning environment. Integrate literacy across the content areas with hands-on/open ended activities. You will work in collaborative learning groups and have an immediate take-away to implement at your program. The facilitator guides you through lesson planning, step by step. Teams must attend **BOTH** days of training. **Note about Materials:** Please select an age appropriate picture book or non-fiction or fiction newspaper or magazine article to bring to the first day of training. Familiarize yourself with the text. **Cancellation Notice:** If you are unable to attend the training and are sending an appropriate staff member as a replacement OR if you are cancelling your registration, please notify Carrie Brown within 72 hours (or 3 business days) of the scheduled training. If the individual responsible for the original registration fails to notify TASC of the cancellation, TASC reserves the right to invoice the CBO for the per-person training cost.

### **Interactive Lesson Planning**

- ✿ **Provider:** Development Without Limits (DWL)

- ✿ **Time Commitment:** half-day workshop
- ✿ **Date:** 1.27 at 10:00am - 1:00 pm
- ✿ **Location:** Global Kids: 137 East 25<sup>th</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10010
- ✿ **Target Audience:** Line staff or Program Coordinators, Middle School (max 25 pp.)
- ✿ **To register:** <https://www.eventbrite.com/e/interactive-lesson-planning-tickets-14779687443>

Learn to develop lesson plans that have clear learning goals and that place young people at the center of their learning. Learn strategies to help incorporate hands-on and experiential learning activities as well as be inclusive of staff's and young people's backgrounds, strengths, and interests. SACC Training Requirements Satisfied: 1) Principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline; and 3) Child day care program development. Participants will be able to: Design developmentally appropriate and engaging lesson plans; Develop clear learning goals; Identify strategies to incorporate hands-on learning, experiential learning, and young people's strengths and interests in their lesson plans.

### **Job Development Boot Camp 101: Lessons from the Field**

- ✿ **Provider:** Workforce Professionals Training Institute (WPTI)
- ✿ **Time Commitment:** Full-day workshop
- ✿ **Date:** 1.28 at 9:00am-5:00 pm
- ✿ **Location:** WPTI: 11 Park Place, Suite 701, New York, NY 10007
- ✿ **Target Audience:** Retention specialists, job developers, program managers, facilitators, career coaches (max 36 ppl)
- ✿ **For information or to register:**  
[https://workforceprofessionals.org/training/single\\_courseDetails.php?section\\_id=385](https://workforceprofessionals.org/training/single_courseDetails.php?section_id=385) or  
 email: [smori@workforceprofessionals.org](mailto:smori@workforceprofessionals.org)

During this course you will learn proven strategies for breaking down resistance and quickly engaging employers with purposeful and persuasive sales techniques. You will gain tools to effectively prepare your job seekers, correctly match job seekers to employers, and integrate labor market information into your job development toolkit. Topics that will be discussed include: identifying and pitching the value of the services you offer; Distinguishing between services and organizational missions; Prospecting techniques to help you identify leads, network, and target the right industries; and overcoming employer resistance to hiring applicants with limited experience and significant barriers to employment.

### **Leading with Confidence 101: Practical Strategies to Help Build the Skills of New and Aspiring Supervisors**

- ✿ **Provider:** Workforce Professionals Training Institute (WPTI)
- ✿ **Time Commitment:** Full day workshop
- ✿ **Date:** 2.25 at 9:00am-5:00 pm
- ✿ **Location:** WPTI: 11 Park Place, Suite 701, New York, NY 10007
- ✿ **Target Audience:** Retention specialists, job developers, case managers, career coaches (max 36 ppl)
- ✿ **To Register:** [https://workforceprofessionals.org/training/single\\_courseDetails.php?section\\_id=392](https://workforceprofessionals.org/training/single_courseDetails.php?section_id=392) or  
 email: [smori@workforceprofessionals.org](mailto:smori@workforceprofessionals.org)

Grow your management skills fast and get on the fast track to achieving leadership success. This training will cover proven management techniques and practical strategies you need to become a stronger, more confident leader. Topics that will be discussed include: Leadership fundamentals and issues all new supervisors/managers face; Overcoming the initial fears and anxieties of supervising others; Developing your personal leadership strengths; Communication techniques that earn the trust and respect of team members, peers, and managers;

Fostering a culture of cooperation and collaboration among employees and peers; Managing your time, priorities and projects to increase productivity; Building and motivating your team; and developing an action plan for your first 90-120 days.

### **Listen, Protect, Connect (LPC): Responding to Trauma and Creating Community Resilience**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Half day workshop
- ✿ **Date:** 1.27 at 10:00-1:00pm
- ✿ **Location:** 61 Broadway, Room I, New York, New York 10006-2701
- ✿ **Target Audience:** Supervisors and direct line staff.
- ✿ **To Register:** <http://www.eventbrite.com/e/listen-protect-and-connect-responding-to-trauma-and-creating-community-resilience-tickets-14897211962>

In this training, participants will receive training on the Listen, Protect, and Connect PFA model. By the end of this session, participants will be able to apply and use this model in their daily lives and in emergency response with clients, family members and other community members. LPC is a psychological first aid (PFA) model that was developed specifically for use by community members to enhance resilience. LPC helps to ensure that non-mental health responders have the skills and confidence to intervene with families, children, individuals and communities in the aftermath of traumatic events, including both catastrophic events as well as more local traumas such as community violence. This model, when used by responders, can build community resiliency for community disaster victims and responder to responder peer support.

### **Literacy Games (K-8)**

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 1.20 at 9:45am–1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16th Floor, New York, NY 10018. Please bring ID with you to enter the building.
- ✿ **Target Audience:** Supervisors, Education Specialists and Line staff, max. participants 30 (3 per site).
- ✿ **To register:** <http://www.expandedschools.org/get-started/trainings/dycd-trainings>

You will be lead through the process of developing literacy activities that support student development in reading, writing, listening and speaking through games and performance. You will investigate creative ways to infuse games into literacy instruction and performance methods (i.e. storytelling) that seek to give voice to students. Walk away with concrete literacy games and performance activities that can be modified and implemented with students K-8. **Cancellation Notice:** If you are unable to attend the training and are sending an appropriate staff member as a replacement OR if you are cancelling your registration, please notify Carrie Brown within 72 hours (or 3 business days) of the scheduled training. If the individual responsible for the original registration fails to notify TASC of the cancellation, TASC reserves the right to invoice the CBO for the per-person training cost.

### **Managing Difficult Behavior**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** ½ day workshop
- ✿ **Date:** 3.31 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children: 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target audience:** Program Staff (max 25 ppl)
- ✿ **To register:** <https://adobeformscentral.com/?f=OY4ZrCQEc08ONyAbDDYJTQ> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Ramapo's core introductory workshop teaches youth workers practical techniques for therapeutically managing disruptive behaviors. This workshop teaches participants to change behavior by leading positively, building relationships, teaching strategically, structuring situations, and intervening actively when required. Fulfills SACC requirements 1 & 3.

### **Managing Difficult Behavior of Elementary-Aged Youth**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Time and Location:** 2.3 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** COMPASS Program Staff (max 25 ppl)
- ✿ **For information or to register:** <https://adobeformscentral.com/?f=6pbBwJ90JL5vvsZXbion0A> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Ramapo's core introductory workshop teaches youth workers practical techniques for therapeutically managing disruptive behaviors. This workshop teaches participants to change behavior by leading positively, building relationships, teaching strategically, structuring situations, and intervening actively when required. Fulfills SACC requirements 1 & 3.

### **Managing Difficult Behavior for Middle School Youth**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 1.14 & 2.26 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** COMPASS MIDDLE SCHOOL Program Staff (max 25 ppl)
- ✿ **For information or to register:** <https://adobeformscentral.com/?f=b4qvk4zdXo76PErFjEw%2Aiw> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Learn practical techniques for therapeutically managing disruptive behaviors in SONYC afterschool programs. Learn to change behavior by leading positively, building relationships, teaching strategically, structuring situations, and intervening actively when required. Fulfills SACC requirements 1 & 3.

### **Meaningful & Manageable Outcome Measurement**

- ✿ **Provider:** Support Center for Nonprofit Management
- ✿ **Time Commitment:** Full Day Workshop
- ✿ **Date:** 3.23 from 9:30am-2:30pm -
- ✿ **Location:** Support Center, 42 Broadway, 20th Fl. New York, NY 10004
- ✿ **Target Audience:** Executive Directors, Program Managers, and Fundraising professionals. Introductory workshop (30 max).
- ✿ **To register:**  
[http://supportcenteronline.force.com/apex/EventDetailPage?event=gax9FXmecAv0yaF\\_2Boh5ffg\\_3D\\_3D](http://supportcenteronline.force.com/apex/EventDetailPage?event=gax9FXmecAv0yaF_2Boh5ffg_3D_3D)  
Please use the code DYCD when registering.

Foundations and corporations are more likely to invest in agencies that have a proven success record. Outcome measurement is a valuable tool to demonstrate how your organization has contributed to discernible changes for your clients. This workshop describes what outcome measurement is and what it is not, as well as providing an overview of its benefits.

In this workshop, participants will:

- Learn how to use a structured logic model as a framework for identifying and measuring the outcomes of your programs and services.
- Learn how to differentiate and see the relationship between outcomes and activities.
- Learn how to develop meaningful and appropriate measures for your outcomes.

### **Middle School Training Series: Tapping Into the Power of Youth Voice and Choice**

- ✿ **Provider:** Development Without Limits (DWL)
- ✿ **Time Commitment:** Three half-day workshops
- ✿ **Date:** 3.9, 3.10 & 3.11 at 10:00am -1:00pm
- ✿ **Location:** Global Kids, 137 East 25<sup>th</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10010
- ✿ **Target Audience:** Beacon, Cornerstone, and NDA Program Directors (max 30 ppl)
- ✿ For information or to register: <https://www.eventbrite.com/e/middle-school-training-series-tapping-into-the-power-of-youth-voice-and-choice-tickets-14811450447>

This **three-day** intensive series will challenge you to delve into their current program model to identify what works, what could be strengthened and how young people can play a significant role. Integrating youth voice into program design is crucial, but can be challenging for many. This series will incorporate media, case studies, model leadership programs, guest speakers from the field and reflective activities to demonstrate the power of youth/adult partnerships and youth exercising their voice and choice for both personal and communal transformation. You will be asked to complete an action plan after every session that will incorporate meaningful “assignments” in between sessions to help them connect theoretical principles to their daily practice. **Note:** Participants **MUST** attend all three days of training. Fulfills SACC requirements 1 & 3.

### **Motivational Interviewing with Youth: Asking the Right Questions to Move Middle School Students Forward**

- ✿ **Provider:** MHA-NYC
- ✿ **Time Commitment:** Full day workshop
- ✿ **Date:** 3.27 at 10:00am–4:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** Supervisory and direct line staff
- ✿ **To register:** <http://MotivationalInterviewingMS.eventbrite.com>

You will learn how to plan interventions that meet the youth where s/he is and help them move forward in their life. You will build skills to facilitate conversations with young people that decrease their ambivalence and build motivation for positive change. You will learn to listen for and elicit a young person’s internal reasons for making changes in their lives. You will be able to identify the guiding principles of motivational interviewing, explore the stages of behavioral change, build skills for decreasing ambivalence, develop conversational tools for increasing internal motivation

### **Project-Based Learning**

- ✿ **Provider:** Development Without Limits (DWL)
- ✿ **Time Commitment:** Half-day ½ day workshop
- ✿ **Date:** 1.14 at 10:00am-1:00pm
- ✿ **Location:** Global Kids, 137 E 25<sup>th</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10010
- ✿ **Target audience:** Beacon, Cornerstone, and NDA program coordinators, line staff, activity specialists.
- ✿ **To register:** <https://www.eventbrite.com/e/project-based-learning-tickets-14816146493>

Youth development research has shown that project-based learning fosters critical thinking, positive attitudes

toward school, and increased civic engagement. This workshop will present tools and strategies to help programs develop youth-led project-based learning initiatives that will help youth acquire important academic and life skills. Participants will leave with concrete strategies for planning and carrying out youth-led projects, including techniques for ongoing reflection and project assessment. SACC Training Requirements Satisfied: 1) principles of childhood development and 3) child day care program development

### **Promoting Youth Participation: Best Practices for Retention of Middle School Youth**

- ✿ **Provider:** Youth Development Institute (YDI)
- ✿ **Time Commitment:** Two-full day workshops
- ✿ **Date:** 3.9 & 3.16 at 9:30am-2:00pm
- ✿ **Location:** YDI, 121 Avenue of the Americas, 6<sup>th</sup> Floor, New York, NY 10013
- ✿ **Target Audience:** line staff or program coordinators that work with youth and are interested in introductory level content to help build youth development features into their work (max 25 ppl)
- ✿ **To register:** Please e-mail [events@ydinstitute.org](mailto:events@ydinstitute.org) with “MS Youth Leadership” in the subject line

If you work with middle school aged youth and wish to gain tools for cultivating youth engagement in their programs, this program is for you. You will gain familiarity with the youth development approach to working with young people, with a focus on target practices that lead to meaningful participation and retention of middle school youth. SACC Training Requirements Satisfied: 1) principles of childhood development and 3) child day care program development. **Note:** Participants MUST attend both days of training.

### **Reviewing and Practicing Case Management Documentation**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Full-day workshop
- ✿ **Date:** 3.31 at 9:30am-4:30pm
- ✿ **Location:** 52 Broadway, 19<sup>th</sup> floor, New York, New York 10006
- ✿ **Target Audience:** Caseworkers and staff
- ✿ **To register:** <http://www.eventbrite.com/e/reviewing-and-practicing-case-management-documentation-tickets-14897867924>

Do you want to learn more effective strategies to help individuals and families set and meet their goals? Could your case notes use some organization and quality improvement? Beginning with a foundation in strength-based assessment, this day will be highly interactive and will use exercises, role plays, videos and other practice tools so that you walk away with new or enhanced skills with which to document your work. Strength-based assessment provides a method for documenting a person’s strengths and competencies and offers a way for establishing positive expectations and a foundation upon which an Individualized Service Plan can be built. Using the SMARTS goal setting framework, we will practice the effective goal setting that sets the stage for critical and ongoing progress note documentation. Using a SOAP-D framework, along with other strategies, we spend significant time practicing improved documentation of progress notes.

### **Risky Business: How to Help Youth Reduce their Risk of Unintended Pregnancy and STIs**

- ✿ **Provider:** Planned Parenthood
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.24 at 10:00am-1:00pm
- ✿ **Location:** Planned Parenthood of New York City, 26 Bleecker Street, 5<sup>th</sup> Floor, New York, NY 10012
- ✿ **Target Audience:** COMPASS middle school providers (maximum 25 per trainings)
- ✿ **To register:** Please send your name, organization, title, and email address to [elizabeth.clarey@ppnyc.org](mailto:elizabeth.clarey@ppnyc.org)

At the end of this training, you will be able to share developmentally appropriate key risk reduction messages, correct common misinformation about risks involved in sexual activity, and connect youth to reliable health care providers when needed. Unintended pregnancy and sexually transmitted infection can be major impediments to successfully reaching academic and extracurricular goals. Therefore, it is critical that after school providers be prepared to share age-appropriate risk reduction messages about birth control and STI prevention when appropriate. When youth learn about risk reduction, they are more likely to delay sexual activity and more likely to use protection when they do become sexually active. This training will review basic information about birth control methods and STI prevention.

### **Sexual Orientation & Gender Identity: What Every SONYC Provider Should Know**

- ✿ **Provider:** Planned Parenthood
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.4 at 10:00am-1:00pm
- ✿ **Location:** Planned Parenthood of New York City, 26 Bleecker Street, 5<sup>th</sup> Floor, New York, NY 10012
- ✿ **Target Audience:** SONYC providers (maximum 25 per trainings)
- ✿ **To register:** Please send your name, organization, title, and email address to: [elizabeth.clarey@ppnyc.org](mailto:elizabeth.clarey@ppnyc.org)

Whether leading basketball, cooking, or tutoring, after school providers are likely to encounter questions and comments from youth about sexual orientation and gender. This training will cover the basics of gender identity and expression and sexual orientation and offer participants concrete tools for effectively communicating positive and inclusive messages about these topics. At the end of this training, participants will be able to: articulate important fundamentals of gender and sexual orientation and identify ways to create and maintain safe spaces for all genders and sexual orientations within their program.

### **Share Your Adventures: Planning And Designing Fieldtrips**

- ✿ **Provider:** Development Without Limits (DWL)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.18 at 10:00am-1:00pm;
- ✿ **Location:** Global Kids, 137 East 25<sup>th</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10010
- ✿ **Target Audience:** Compass Program Directors and Educational Specialists (max 30 ppl)
- ✿ **To register:** <https://www.eventbrite.com/e/share-your-adventures-planning-and-designing-fieldtrips-tickets-14806232841>

Fieldtrips provide afterschool professionals with a unique opportunity to get young people thinking, learning, exploring and creating — all while having fun. This workshop will explore strategies for how to engage young people in hands-on learning that help them pursue their interests, broaden their learning and expand their social skills well beyond the confines of their communities and program spaces. Participants will explore strategies and resources to design virtual field trips as well as, concrete ideas for fun indoor and outdoor activities that promote intentional learning opportunities. Fulfills SACC requirements 1 & 3

### **Staying in Balance: Healthy Solutions to Managing Your Stress in the Workplace**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 2.25 at 10:00am-1:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** This workshop is intended for program directors, managers, and seasoned staff who work with high-need populations.

- ✿ **To register:** <http://www.eventbrite.com/e/staying-in-balance-healthy-solutions-to-managing-stress-in-the-workplace-tickets-14897739540>

Do you sometimes find yourself overwhelmed by the demands of your job and the complexity of the issues faced by the people you serve? Participants will be provided with tools to respond in healthy ways to the different levels of emotional distress that arise from the course of their day-to-day interactions. This is an opportunity for staff members of all levels to identify and discuss sources of stress in their workplace and learn healthy ways to cope with that stress.

### **Strategies for Avoiding and De-Escalating Conflict**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 2.10, 3.3 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** Program Staff (max 25 ppl)
- ✿ **To register:** <https://adobeformscentral.com/?f=tQfpmbDzAoFKpy7mD7-vPQ> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

You will learn to recognize triggers in young people and strategies for preventing power struggles that cause a situation to escalate. The conflict cycle will be analyzed and strategies discussed for intervening and proactively approaching situations to keep conflict situations from getting out of control. Techniques and skills for setting limits and using consequences as a learning experience are discussed and individual behavior management planning is addressed. Fulfills SACC requirements 1 & 3.

### **Structuring your Program to Meet Students' Identified Needs**

- ✿ **TA Provider:** Ramapo for Children
- ✿ **Format:** Half-day workshop
- ✿ **Date:** 1.13 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** COMPASS Program Staff (max 25 ppl)
- ✿ **For information or to register:** <https://adobeformscentral.com/?f=lfigLHnV9t1w3rjAkkWAGA> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

We will explore ways to efficiently and effectively manipulate space, time, people, and materials in order to organize the surroundings so that disruptive behaviors are less apt to happen. Participants will learn to anticipate problems, recognize student triggers, and write individual behavior management plans to meet the needs of young people in their programs. Fulfills SACC requirements 1 & 3.

### **Strategic Supervision Series**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Multiple half-day workshops
- ✿ **Date:** 1.16, 1.23 & 1.30 or 2.27, 3.6 & 3.13 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children: 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** Program Supervisors (max 25 ppl)
- ✿ **To register for January:** <https://adobeformscentral.com/?f=w9g7qzcEL2ZKzdR0sVJqOg>
- ✿ **To register for February/March:** <https://adobeformscentral.com/?f=VnLaHFfa4DxLYzp3vNhLZ4Q> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

You will share best practices, reflect on supervisory challenges, and problem-solve “here and now” issues. Through a three-part training series, participants will learn to: Lead with purpose and enthusiasm, promote

teamwork and foster collaboration, create a culture of feedback and reflection, organize routines and systems that clarify priorities, build capacity to instruct, persuade, collaborate, and delegate through strategic supervision, deliver clear messages that impact staff behavior, develop staff by helping them learn and grow specific skills. **Note:** This is a three part series and participants must attend all three dates. Fulfills SACC requirements 1 & 3.

### **Structuring an Engaging and Flexible SONYC Program (two part series)**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 2.5 & 2.12 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** Supervisors of COMPASS Programs (max 25 ppl)
- ✿ **To register:** <https://adobeformscentral.com/?f=R%2AN28ywOX4sXI0XN1-Gg5Q> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Gain tools to structure an engaging and flexible program that meets middle schooler's needs and teaches skills. Learn supervisory skills to give effective feedback, model for staff, and lead a program that keeps middle schoolers engaged. Look at their program's core values and examine how those values are communicated through program structure, "big no" behaviors and community norms. We will explore the developmental tasks and basic needs of middle school youth and brainstorm ways of meeting those needs in programs, while also teaching the necessary skills. **Note:** This is a two-part series and all participants must attend both parts. Fulfills SACC requirements 1 & 3.

### **Supporting Developing Readers (K-3)**

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 2.25 at 10:00am-1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16th Floor, New York, NY 10018.
- ✿ **Target Audience:** Supervisors, Education Specialists and Line staff.
- ✿ **For information or to register:** <http://www.expandedschools.org/get-started/trainings/dycd-trainings>

Please bring ID with you to enter the building. **Pre-requisite:** Any 100 Level Literacy Workshop, except Literacy Games or Comic Book. This half day workshop will focus on learning and practicing effective methods of reading instruction. **Cancellation Notice:** If you are unable to attend the training and are sending an appropriate staff member as a replacement OR if you are cancelling your registration, please notify Carrie Brown within 72 hours (or 3 business days) of the scheduled training. If the individual responsible for the original registration fails to notify TASC of the cancellation, TASC reserves the right to invoice the CBO for the per-person training cost.

### **Trauma-Informed Practices Series (TIPPS), Workshop #1 of 6: Essential Trauma Considerations for Youth Development Programs**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 1.13 at 10:00am-1:00pm
- ✿ **Location:** 61 Broadway, Room I, New York, New York 10006-2701
- ✿ **Target Audience:** Program directors, managers, and seasoned staff
- ✿ **To register:** CLOSED

Look into the lives of many inner-city youth and you'll often discover a history of trauma. This is a *hands-on skills training* that offers a fresh look at the importance of identifying, uncovering, and understanding the buried impact of those traumas. This research-supported training will look at trauma and its impact on a youth's life; physically, emotionally, mentally and socially. The experiential training program involves lecture, demonstration, in-class practice, and (hopefully) on-the-job practice with youth and covers youth trauma theory, impact of trauma, how to implement a healing relationship, the importance of self-care for helpers, helping youth manage their behaviors/symptoms. The facilitators will model use of the techniques and tools so that participants can 'experience' the power and impact of each method presented.

### **Trauma-Informed Practices Series (TIPPS), Workshop #2 of 6: What Does a Trauma-Informed Program Look Like?**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 2.10 at 10:00am-1:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** Program directors, managers, and seasoned staff
- ✿ **To register:** CLOSED

Childhood traumatic experiences often impact a young person's sense of safety and belonging within a program community. Developing program structures, policies, and systems that support young people who may have experienced trauma is crucial to increasing program safety, decreasing challenging behavior triggered by re-traumatization, and creating an environment that facilitates engagement and growth for youth. We will look at the intake and assessment process, policies and procedures, structures of the program environment, interpersonal relationships between youth and staff, and other factors within the program. Participants will complete a self-assessment in order to determine concrete steps to take toward creating more trauma-informed programs.

### **Trauma-Informed Practices Series (TIPPS), Workshop #3 of 6: Developing a Change Plan: Implementation of Trauma-Informed Practices**

- ✿ **Provider:** Mental Health Association (MHA-NYC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.10 at 10:00am-1:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** Program directors, managers, and seasoned staff
- ✿ **To register:** CLOSED

Childhood traumatic experiences often impact a young person's sense of safety and belonging within a program community. By looking at the intake and assessment process, policies and procedures, structures of the program environment, interpersonal relationships between youth and staff, and other factors within the program, participants will learn to develop program structures, policies, and systems that support young people who may have experienced trauma is crucial to increasing program safety, creating an environment that facilitates engagement and growth for youth. Participants will complete a self-assessment in order to determine concrete steps to take toward creating more trauma-informed programs.

### **Tricky Questions & Teachable Moments: How to Respond to Middle School Concerns about Sexuality**

- ✿ **Provider:** Planned Parenthood
- ✿ **Time Commitment:** 1 half-day workshop
- ✿ **Date:** 1.29 at 10:00am-1:00pm

- ✿ **Location:** Planned Parenthood of New York City, 26 Bleecker Street, 5<sup>th</sup> Floor, New York, NY 10012
- ✿ **Target Audience:** Trainings are open to all COMPASS middle school providers (maximum 25 per trainings).
- ✿ **To register:** Please send your name, organization, title, and email address to [elizabeth.clarey@ppnyc.org](mailto:elizabeth.clarey@ppnyc.org)

Do your palms get sweaty when the youth in your after school program start talking about sexuality topics? This training will present professional techniques to help you respond more effectively and confidently when young people ask questions about sexuality. At the end of this training, participants will be able to: better distinguish their personal values from their professional role and demonstrate communication techniques to use in conversations about sexuality.

### **Understanding Triggers: How to Respond when your Buttons are Pushed**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time commitment:** Half-day workshop
- ✿ **Date:** 1.22 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children: 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** SONYC Program Staff (max 25 ppl)
- ✿ **For information or to register:** <https://adobeformscentral.com/?f=IQdRvFVN2h6H8%2AcbOK6gXw> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

This workshop will explore the causes, behaviors, and ways of de-escalating conflict in the workplace. Participants will have opportunities to identify triggers - their own, their co-workers, and their participants. Strategies that can prevent triggers will be presented. Participants will learn a framework for cycles of conflict, practical de-stressors, and collaborative methods to move through conflict into restitution. Fulfills SACC requirements 1 & 3.

### **Understanding Triggers: How to Respond when your Buttons are Pushed**

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 3.5 at 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** COMPASS Program Staff (max 25 ppl)
- ✿ **For information or to register:** <https://adobeformscentral.com/?f=YIukeVtu5-GmoUL3br4mpg> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

This workshop will explore the causes, behaviors, and ways of de-escalating conflict in the workplace. Participants will have opportunities to identify triggers - their own, their co-workers, and their participants. Strategies that can prevent triggers will be presented. Participants will learn a framework for cycles of conflict, practical de-stressors, and collaborative methods to move through conflict into restitution. Fulfills SACC requirements 1 & 3.

### **When Helping Hurts: Understanding Vicarious Trauma**

- ✿ **Provider:** MHA-NYC
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 2.26 at 10:00am-1:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** Supervisory and direct line staff
- ✿ **To register:** <http://vicarioustraumams.eventbrite.com>

Increase awareness of vicarious trauma and its signs and symptoms, introduce shared language on the impact of trauma, provide opportunity to connect with peers, and offer a framework for developing self-care and support plans to manage vicarious trauma. You will learn to describe vicarious trauma, who it can impact, and what it looks like, use shared language to discuss trauma and vicarious trauma, identify skills and tips to help manage vicarious trauma.

### **When Relationships Feel Dangerous: Preventing and Addressing Dating Abuse in Teens**

- ✿ **Provider:** MHA-NYC
- ✿ **Time Commitment:** Full day workshop
- ✿ **Date:** 2.25 at 10:00am–1:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** Program directors, managers, and seasoned staff
- ✿ **To register:** <http://teendatingms.eventbrite.com>

Increase your awareness of Intimate Partner Violence (IPV) in teen relationships by helping youth development professionals spot warning signs, understand different types of abuse, and assist youth in overcoming obstacles to getting help. You will discuss their concerns and community resources will be shared. You will be able to identify indicators or warning signs of Intimate Partner Violence in teen relationships, apply skills and tips for communicating with youth about healthy dating, support youth in accessing community resources related to dating abuse, understand laws related to domestic violence and legal options available to youth.

### **Webinar: Overview and Updates on the Common Core and TASC**

- ✿ **Provider:** Literacy Assistance Center (LAC)
- ✿ **Time Commitment:** Half day workshop
- ✿ **Date:** 1.21 at 10:00am-11:30am
- ✿ **Location:** Online
- ✿ **Target Audience:** All
- ✿ **To register:** <https://www.eventbrite.com/e/dyccd-osy-webinar-overview-and-updates-on-the-common-core-and-tasc-tickets-13080503137>

Find out what TASC's second stage of development means for you and your program during this overview of the TASC with policy updates and question and answer session.

### **Youth Mental Health First Aid (MHFA) – Two Day Training**

- ✿ **Provider:** MHA-NYC
- ✿ **Time Commitment:** Full day workshop
- ✿ **Date:** 3.3 & 3.10 at 10:00am–4:00pm
- ✿ **Location:** TBD
- ✿ **Target Audience:** Supervisory and direct line staff
- ✿ **To register:** <http://YMHFAms.eventbrite.com>

This highly interactive 8-hour program is taught over two days. You will be able to learn risk factors and warning signs of mental illness and how to assist someone that is in crisis until appropriate help is obtained, have a better understanding of the impact mental illnesses have on a person, their family and communities.

## Intensive Professional and Leadership Development Initiatives

### ✓ **Core Competencies for Supervisors of Youth Workers**

DYCD has developed and tested the eight core competencies for supervisors of youth services professionals. CRE and TASC conduct a five-part training series that provides participants with a firm grounding in the core competencies that include creating inclusive, welcoming program environments, building and sustain collaborative relationships, embracing positive child and youth development practices and leading and managing change. Supervisors will be exposed to the best practices of management through learning labs and encouraged to practice them and connect them to their own programs through action labs. Participants can expect to take away a useful toolbox for managing youth programs, an appreciation for the core competencies and an increased self-awareness about their management practices. The 2015 Core Competencies series will run from January through May. This series is **CLOSED**.

### ✓ **DYCD Scholars**

I am pleased to share with you the following professional development support for staff of DYCD youth funded programs who are currently enrolled in the City University of New York (CUNY). The DYCD Scholars program supports the academic and career advancement of the City's youth work professionals. The program fosters a community of practice by bringing together a cohort of leaders in the youth field and supports their timely graduation from CUNY. This investment aims to keep committed, well-trained staff in the field and encourage their occupational commitment. DYCD Scholars may receive between \$500.00 and \$1,000.00 for up to two semesters (spring 2015 and fall 2015) for tuition, books transportation, fees, childcare and other expenses associated with their higher education. The attached application for specific program information and eligibility criteria. For additional information please contact Carrie [Shockley@mail.cuny.edu](mailto:Shockley@mail.cuny.edu)/646-664-8233. For additional program information please visit <http://www.cuny.edu/about/administration/offices/hhs/ysc.html>. The deadline for applications is **Friday, January 9, 2015**.

### ✓ **Observing and Coaching for Quality Institute**

Program quality and youth outcomes can be greatly improved by managing what happens in the classroom. TASC will work with teams of multi-site supervisors and site directors to equip them with tools and strategies for observing and assessing the quality of after-school activities. Participating teams will practice using the tools while observing both videotaped, live and their own after-school staff. Agency management and participants will receive group and individual guidance on how to integrate the observation/feedback process into their existing supervisory and professional development systems. TA/training modalities will include two central workshops, one on observing and the other on coaching, two on-site coaching sessions and a year-end agency consultation. The design of the Institute is to inspire program quality and encourage institutional change. Selection for this Institute is through an application and is competitive. The 2015 Observing and Coaching for Quality Institute workshop sessions will be held on January 13 and January 29 (Observing) and March 12 and March 18 (Coaching) at TASC. On-site coaching starts in April. This Institute is **CLOSED**.