

# CAPACITY BUILDING CALENDAR • FALL 2014

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

# 2014 FALL CALENDAR

## October

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 free to DYCD-funded programs.</i>			
		1	2	3
		-Write that Perfect Resume, Ace that Interview 🗣️ <b>EPS</b>		-Strategic Supervision Series 🌱🌱🌱 <b>LOD</b>
6	7	8	9	10
-English Second Language Institute 🗣️ <b>PD</b> -Managing Difficult Behavior for Middle School Youth 🗣️ <b>BCC</b>	-Instructional Strategies 🗣️ <b>PD</b>	-Instructional Strategies 🗣️ <b>PD</b> -Managing Difficult Behavior for Elementary-Aged Youth 🗣️ <b>BCC</b>	-Managing Difficult Behavior for Elementary-Aged Youth 🗣️ <b>BCC</b>	-Strategic Supervision Series 🌱🌱🌱 <b>LOD</b> -DYCD Online 101 🗣️ <b>PD</b>
13	14	15	16	17
	-Inclusion: Targeted Planning for Individual Students 🗣️ <b>BCC</b> -DYCD Online 101 🗣️ <b>PD</b>	-Child and Youth Development: Understanding the Ages and Stages 🗣️ <b>PD</b> -Job Development Boot Camp 101: Lessons from the Field 🗣️ <b>EPS</b> -Structuring and Engaging and Flexible SONYC Program 🗣️ <b>PD</b>	-Engaging and Retaining Middle School Youth 🗣️ <b>BCC</b> -Engaging and Retaining Older Youth 🗣️ <b>BCC</b> -Success in the Workplace 🌱🌱🌱 <b>LOD</b> -Engineering Adventures 🗣️ <b>PD</b> -DYCD Online 101 🗣️ <b>PD</b>	-Strategic Supervision Series 🌱🌱🌱 <b>LOD</b>
20	21	22	23	24
-Curriculum Training: LitClub 🗣️ <b>PD</b> -Effective Group Facilitation– Working with Middle School Aged Youth 🗣️ <b>PD</b>	-Parenting Tweens to Teens Training of Trainers (TOT) 🗣️ <b>PD</b>	-Effective Group Facilitation– Working with Middle School Aged Youth 🗣️ <b>PD</b> -Structuring and Engaging and Flexible SONYC Program 🗣️ <b>PD</b>	-Essential Trauma Considerations for Youth Development Programs 🗣️ <b>SBP</b> -Parenting Tweens to Teens Training of Trainers (TOT) 🗣️ <b>PD</b> -Strategies for Avoiding and De-Escalating Conflict 🌱🌱🌱 <b>BCC</b> -DYCD Online 101 🗣️ <b>PD</b>	-Maximizing School/CBO Partnership Agreements 🌱🌱🌱 <b>LOD</b> -Introduction to STEM 🌱🌱 <b>PD</b>
27	28	29	30	31
	-Understanding Triggers: How to Respond when your Buttons are Pushed -What's With the Attitude? How to Successfully Deal With "Difficult" People 🗣️ <b>EPS</b>	-Junk-Drawer Robotics 🗣️ <b>PD</b>	-Scaling Up For Middle School Programs 🗣️ <b>LOD</b> -Strategies for Avoiding and De-Escalating Conflict 🌱🌱🌱 <b>BCC</b> -Youth Mental Health First Aid (YMHFA) 🗣️ <b>SBP</b>	

<p><b>KEY</b></p> <p><u>Program Focus:</u></p> <p>🌱🌱🌱 All Populations</p> <p>🗣️ Elementary &amp; Middle School</p> <p>🗣️ Older Youth and/or Adults</p>	<p><u>Topics:</u></p> <p><b>PD</b> Program Development</p> <p><b>BCC</b> Behavior, Classroom Mgmt, Conflict</p> <p><b>SBP</b> Strength-Based Programs</p> <p><b>LOD</b> Leadership &amp; Org Development</p> <p><b>EPS</b> Employment &amp; Postsecondary Success</p>
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# 2014 FALL CALENDAR

## November

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
-Curriculum Training: The Comic Book Project <b>PD</b>	-Creating Positive Change: Motivational Interviewing with Youth <b>SBP</b>	-Facilitation Finesse: Perfecting Your Presentation Skills to Empower an Audience <b>EPS</b> -Maximizing School/CBO Partnership Agreements <b>LOD</b> -Youth Mental Health First Aid (YMHFA) <b>SBP</b>	-Literacy and Connecting the Common Core <b>PD</b> -Structuring your Program to Meet Students' Identified Needs <b>PD</b>	-Game Changers for Engaging and Managing Middle Schoolers <b>PD</b> -STEM is for Everyone! How to Include Kids with Disabilities in Your STEM Activities <b>PD</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
-Engaging and Retaining Older Youth <b>BCC</b> -Scaling Up For Middle School Programs <b>LOD</b>		-Literacy Certificate Session 1: Designing a Literacy Rich Program <b>PD</b>		-Curriculum Training: The Comic Book Project <b>PD</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
-English Second Language Institute <b>PD</b>	-Best Practices in Literacy <b>PD</b>	-Best Practices in Literacy <b>PD</b>	-What Does a Trauma-Informed Program Look Like? <b>SBP</b>	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

<p><b>KEY</b></p> <p><u>Program Focus:</u></p> <p> All Populations</p> <p> Elementary &amp; Middle School</p> <p> Older Youth and/or Adults</p>	<p><u>Topics:</u></p> <p><b>PD</b> Program Development</p> <p><b>BCC</b> Behavior, Classroom Mgmt, Conflict</p> <p><b>SBP</b> Strength-Based Programs</p> <p><b>LOD</b> Leadership &amp; Org Development</p> <p><b>EPS</b> Employment &amp; Postsecondary Success</p>
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# 2014 FALL CALENDAR

## December

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
-Scaling Up For Middle School Programs 🗣️ <b>LOD</b>		-Free and Low Cost Literacy Resources 🌱 <b>PD</b> -Retention Strategies that Get Results 🗣️ <b>EPS</b>	-Curriculum Training: The Comic Book Project 🗣️ <b>PD</b>	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	-Adolescent Literacy 🗣️ <b>PD</b> -Creating a Culture of Post-Secondary Success 🗣️ <b>EPS</b>		-Creating a Culture of Post-Secondary Success 🗣️ <b>EPS</b> -Introduction to Click2Science 🌱 <b>PD</b>	
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
		-Literacy Certificate Session 2: Using Data to Drive Student Achievement 🗣️ <b>PD</b>		
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>

<p><b>KEY</b></p> <p><u>Program Focus:</u></p> <p>🌱 All Populations</p> <p>🗣️ Elementary &amp; Middle School</p> <p>🗣️ Older Youth and/or Adults</p>	<p><u>Topics:</u></p> <p><b>PD</b> Program Development</p> <p><b>BCC</b> Behavior, Classroom Mgmt, Conflict</p> <p><b>SBP</b> Strength-Based Programs</p> <p><b>LOD</b> Leadership &amp; Org Development</p> <p><b>EPS</b> Employment &amp; Postsecondary Success</p>
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# Workshop Descriptions

<p><b>KEY</b></p> <p><u>Program Focus:</u></p> <p> All Populations</p> <p> Elementary &amp; Middle School</p> <p> Older Youth and/or Adults</p>	<p><u>Topics:</u></p> <p><b>PD</b> Program Development</p> <p><b>BCC</b> Behavior, Classroom Mgmt, Conflict</p> <p><b>SBP</b> Strength-Based Programs</p> <p><b>LOD</b> Leadership &amp; Org Development</p> <p><b>EPS</b> Employment &amp; Postsecondary Success</p>
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## Adolescent Literacy PD

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 12.9 @ 10:00am-1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✿ **Target Audience:** Directors, Education Specialists, and Line staff
- ✿ **To Register:** <http://www.expandedschools.org/get-started/trainings>

This workshop will help site staff support the development of high quality programs that serve to engage adolescents and boost their literacy. There will be an emphasis on stimulating interdisciplinary, performance based learning that fosters college readiness. Supervisors will be shown specific ways to assess their staff's progress.

## Best Practices in Literacy PD

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Two-day workshop
- ✿ **Date:** 11.18 and 11.19 @ 10:00am-1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✿ **Target Audience:** Directors, Education Specialists, and line staff
- ✿ **To Register:** <http://www.expandedschools.org/get-started/trainings>

The two half-day sessions will focus on current research and best practices to provide an enhanced familiarity around what it means to teach reading and literacy effectively. This workshop will train administrators and educational specialists in assessing quality literacy instruction in their programs using specific literacy strategies. Site supervisors will receive concrete examples, resources and rubrics to support literacy instruction in their program.

## Child and Youth Development: Understanding the Ages and Stages PD

- ✿ **Provider:** Development Without Limits (DWL)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 10.15 @ 10:00am-1:00pm
- ✿ **Location:** Global Kids, 137 East 25th Street, 2nd Floor, New York, NY 10010
- ✿ **Target Audience:** Line staff or Program Coordinators (max 25 pp.)
- ✿ **To Register:** <http://childandyouthdevelopment.eventbrite.com>

Participants will be able to:

- Develop an understanding of the cultural concept of childhood in the US
- Identify the various ages and stages of child and youth development
- Design developmentally appropriate activities and learning environments

In order to work effectively with youth, we need a basic understanding of how they develop, their needs, and their assets. This workshop summarizes key research on child and youth development with a focus on how to create programs that are developmentally appropriate and support the healthy development of young people. Fulfills SACC requirements 1 and 3.

### Creating Positive Change: Motivational Interviewing with Youth 🗣️ SBP

- ✳️ **Provider:** Mental Health Association (MHA)
- ✳️ **Time Commitment:** Full day workshop
- ✳️ **Date:** 11.04 @ 9:30am–4:30pm
- ✳️ **Location:** 52 Broadway, 19th Floor, New York, NY 10004
- ✳️ **Target Audience:** Supervisory and direct line staff.
- ✳️ **To Register:** <http://MHAmotivationalinterviewing.eventbrite.com>

Do you sometimes struggle to motivate youth? Using video, role play, and youth scenarios, this workshop will examine the guiding principles of an approach called Motivational Interviewing. Through exploring the stages of change, 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.

### Creating a Culture of Post-Secondary Success 🗣️ EPS

- ✳️ **Provider:** Youth Development Institute (YDI)
- ✳️ **Time Commitment:** Two full day workshops
- ✳️ **Date:** 12.9 and 12.11 @ 9:30am
- ✳️ **Location:** YDI, 121 Avenue of the Americas, 6<sup>th</sup> Floor, NY 10013
- ✳️ **Target Audience:** Program Coordinators, Education Specialists and Directors interested in content to help build post-secondary planning features into their work (max 25 pp.)
- ✳️ **To Register:** [events@ydinstitute.org](mailto:events@ydinstitute.org) with "SONYC PSS" in the subject line

This training is designed to increase participants' knowledge of the skills and pathways associated with post-secondary success in order to improve postsecondary readiness outcomes in SONYC programs. Participants will identify opportunities for creating a culture of PSS and explore ways in which to bolster youth access to PSS preparation. Fulfills SACC requirements 1 & 3.

Participants will be introduced to the most promising research, including:

- The key skills and knowledge young people need to be college ready and poised for career success
- Best practices in postsecondary programming for middle youth.
- Options for model building

### Curriculum Training: LitClub 📖 PD

- ✳️ **Provider:** The After School Corporation (TASC)
- ✳️ **Time Commitment:** Half-day workshop
- ✳️ **Date:** 10.20 @ 10:00am-4:30pm
- ✳️ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✳️ **Target Audience:** Accepted sites only; 2 line staff and one education specialist or site director.
- ✳️ **To Register:** <http://www.expandedschools.org/get-started/trainings>

The LitClub program is a unique literacy intervention model designed by LitWorld in order to build self-confidence, promote leadership and strengthen children and their communities. LitClubs aim to close the achievement gap by innovatively implementing gender separate Boys Clubs and Girls Clubs for high risk, high potential students in the 5<sup>th</sup> – 7<sup>th</sup> grade age range. LitClubs build on a unique definition of literacy by focusing on students' reading, writing, speaking and listening skills. Unlike literacy programs that lock students in front of chalk boards memorizing vocabulary, the LitClub program builds on a confidence-building, friendship-focused model of learning and combines the best of what kids love about learning, into a high-quality literacy experience.

### Curriculum Training: The Comic Book Project 📖 PD

- ✳️ **Provider:** The After School Corporation (TASC)
- ✳️ **Time Commitment:** Three-day workshop
- ✳️ **Date:** 11.03, 11.14, and 12.04 @ 10:00am-1:00pm
- ✳️ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✳️ **Target Audience:** Line staff (max 35 ppl)
- ✳️ **For more information:** <http://comicbookproject.org/>

- ✿ **To Register:** <http://www.expandschools.org/get-started/trainings>

The Comic Book Project engages children in a creative process leading to literacy reinforcement, social awareness, and character development, then publishes and distributes their work for other children in the community to use as learning and motivational tools. Participants will be trained in implementing all facets of this program.

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

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half day workshops
- ✿ **Date:** 10.16 and 10.23 @ 10:00am-12:30pm
- ✿ **Location:** DYCD Headquarters, 161 William Street, 7th Floor, New York, NY, 10038
- ✿ **Target Audience:** This training is designed for elementary school site staff members who are new to DYCD Online and are responsible for entering and maintaining program data. Individuals must know how to use a computer to attend this training
- ✿ **To Register:**  
10.16: <http://www.expandschools.org/events/dydc-online-101-system-overview-data-entry-elementary-school-22>  
10.23: <http://www.expandschools.org/events/dydc-online-101-system-overview-data-entry-elementary-school-23>

These trainings are intended for after-school program staff members—from front line workers to supervisors of multiple COMPASS programs—who use the DYCD Online database system. We also provide technical, day-to-day support through our Help Desk for all DYCD COMPASS programs. All trainings take place at DYCD Headquarters, 161 William Street, 7th Floor, New York, NY, 10038 or 156 William Street 3rd Floor, New York, NY, 10038. Please look carefully at your registration for the correct address.

### DYCD Online 101: System Overview and Data Entry (Middle School SONYC Programs) ✍️ PD

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half day workshops
- ✿ **Date:** 10.10 and 10.14 @ 10:00am-12:30pm
- ✿ **Location:** DYCD Headquarters, 161 William Street, 7th Floor, New York, NY, 10038
- ✿ **Target Audience:** This training is designed for secondary school site staff members—those with Middle School and High School contracts—who are new to DYCD Online and are responsible for entering and maintaining program data.
- ✿ **To Register:**  
10.10: <http://www.expandschools.org/events/dydc-online-101-system-overview-data-entry-sonyc-middle-school-programs-10>  
10.14: <http://www.expandschools.org/events/dydc-online-101-system-overview-data-entry-sonyc-middle-school-programs-8>

These trainings are intended for after-school program staff members—from front line workers to supervisors of multiple COMPASS programs—who use the DYCD Online database system. We also provide technical, day-to-day support through our Help Desk for all DYCD COMPASS programs. All trainings take place at DYCD Headquarters, 161 William Street, 7th Floor, New York, NY, 10038 or 156 William Street 3rd Floor, New York, NY, 10038. Please look carefully at your registration for the correct address.

### Engaging and Retaining Middle School Youth ✍️ BCC

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 10.16 @ 9:45am-1:00pm
- ✿ **Location:** Ramapo for Children: 49 West 38th St, 5th Floor, New York, NY 10018
- ✿ **Target Audience:** Program Staff working with Middle School (max 25 ppl)
- ✿ **To Register:** <https://adobeformscentral.com/?f=gl07VjU78-Co%2AFruF%2AgOKA> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Learn core strategies for creating an engaging environment based on the unique needs and perspectives of middle school youth. Learn practical strategies for meeting the developmental and social needs of young adolescents: encouraging youth voice, providing authentic choices, clarifying goals together, and active reflection. Fulfills SACC requirements 1 & 3.

### Engaging and Retaining Older Youth ✍️ BCC

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Two half-day workshops
- ✿ **Date:** 10.16 and 11.10 @ 9:45am-1:00pm

- ☀ **Location:** Ramapo for Children: 49 West 38th St, 5th Floor, New York, NY 10018
- ☀ **Target Audience:** Program Staff working with Adolescents 16+ (max 25 ppl)
- ☀ **To Register:** <https://adobeformscentral.com/?f=JQvb6GYIgw4IG4JT-gonQ> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

The workshop is designed to increase the capability of program staff to effectively meet the needs of older youth. Participants will gain understanding of the developmental tasks, challenges, and opportunities of adolescence. We will explore assumptions, expectations, and triggers of both youth and staff, and practice tools for responding effectively to difficult behaviors. Participants will walk away with tools to structure a program that meets needs and teaches social skills in order to maximize engagement. Fulfills SACC requirements 1 & 3.

### English Second Language Institute 🗣️ PD

- ☀ **Provider:** The After School Corporation (TASC)
- ☀ **Time Commitment:** Two-day workshop
- ☀ **Date:** 10.06 and 11.17 @ 10:00am-1:00pm
- ☀ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ☀ **Target Audience:** English Language Learners
- ☀ **To Register:** <http://www.expandedschools.org/get-started/trainings>

Who is considered an English Language Learner in New York City? What challenges do they face in the classroom? How can after school instructors meet their needs, while simultaneously engaging all students? In this two-part workshop series, instructors will have ELL classifications and requirements demystified, and learn ESL best practices from Quality Teaching of English Learners (QTEL), the Sheltered Instruction Observation Protocol (SIOP) and the arts, and leave with ready-made activities, lessons, and games to use in their programs.

### Engineering Adventures 🛠️ PD

- ☀ **Provider:** The After School Provider (TASC)
- ☀ **Time commitment:** Half day workshop
- ☀ **Date:** 10.16 @ 9:30am-1:00pm
- ☀ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ☀ **Target audience:** Line Staff
- ☀ **To Register:** <https://www.surveymonkey.com/s/LLXPDDQD> . If you encounter technical issues with the online registration please contact Lisa Mielke at [lmielke@expandedschools.org](mailto:lmielke@expandedschools.org).

Produced by the Museum of Science in Boston, training for this curriculum, designed for children in after-school settings from grades 3-5, will enable line staff and activity specialists to engage children in solving problems through the engineering design process. Three units will be explored over three sessions. Programs attending session one will be given the first opportunity to attend session two, but *if they fail to register within a week the training will be open to others*. Programs will receive curriculum and supplies for each unit in which they participate. The first unit, *Hop to It*, challenges kids to find a safe way to remove an invasive toad species from New Zealand. Through a story involving a pair of enterprising youth, India and Jacob, children learn how invasive species can damage the environment and use mechanical engineering principles to create a solution to the problem. The six 45-minute lessons allow youth to collaborate, design, test, redesign, and build their belief in their own abilities to solve problems through engineering.

### Essential Trauma Considerations for Youth Development Programs 🗣️ SBP

- ☀ **Provider:** Mental Health Association
- ☀ **Time Commitment:** Half-day workshop
- ☀ **Date:** 10.23 @10:00 am – 1:00 pm
- ☀ **Location:** 52 Broadway, 19<sup>th</sup> floor, Room A, New York, NY 10004
- ☀ **Target Audience:** Program directors, managers, and seasoned staff who work with adolescents and young adults.
- ☀ **To Register:** <http://traumaconsiderations.eventbrite.com>

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 workshop will look at trauma and its impact on a youth's life; physically, emotionally, mentally and socially.

This research-supported training will cover:

- 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

### **Effective Group Facilitation– Working with Middle School Aged Youth** ✍️ PD

- ✳️ **Provider:** Youth Development Institute (YDI)
- ✳️ **Time Commitment:** Two full day workshops
- ✳️ **Date:** 10.20 and 10.22 @ 9:00am-2:00pm
- ✳️ **Location:** 121 Avenue of the Americas, 6<sup>th</sup> Floor, NY 10013
- ✳️ **Target Audience:** Line staff or Program Coordinators (max 25 ppl)
- ✳️ **To Register:** [email\\_events@ydinstitute.org](mailto:email_events@ydinstitute.org) with “SONYC Group Facilitation” in the subject line

This training is designed to provide specific guidelines to help practitioners meet the opportunities and challenges of working with middle school youth. Through an interactive process, participants will examine their roles as both facilitators and instructors. The series will explore aspects of group facilitation, including learning about the phases of group development and the pre-planning work that sets facilitators and their groups up for success. Participants will learn strategies that support the work that needs to be done during the beginning, middle and end stages of group development. Fulfills SACC requirements 1 and 3.

### **Facilitation Finesse: Perfecting Your Presentation Skills to Empower an Audience** 🗣️ EPS

- ✳️ **Provider:** Workforce Professionals Training Institute (WPTI)
- ✳️ **Time Commitment:** Full day workshop
- ✳️ **Date:** 11.05 @ 9:00am-5:00pm
- ✳️ **Location:** WPTI, 11 Park Place, Suite 701, New York, NY 10007
- ✳️ **Target Audience:** Facilitators, Career Coaches, Job Developers, Program Managers, Retention Specialists, Case Managers (max 36 ppl)
- ✳️ **To Register:** [https://workforceprofessionals.org/training/single\\_courseDetails.php?section\\_id=387](https://workforceprofessionals.org/training/single_courseDetails.php?section_id=387) or email: [smori@workforceprofessionals.org](mailto:smori@workforceprofessionals.org)

Build essential knowledge, attitudes, skills, and capacity to facilitate effective workshops with young adults.

Topics Include:

- Identify the essential traits of an effective facilitator
- Employ a variety of training methods that involve all participants
- Learn how to create a classroom environment that is comfortable, fun-filled, and conducive to learning

Upon completion of the Facilitation Finesse training, WPTI will offer participants a three-hour consultation session. During this session, a WPTI consultant will meet with you at your office and provide concrete tools, strategies, and customized support to help you address your individual facilitation challenges and find solutions that can immediately enhance your workshops.

### **Free and Low Cost Literacy Resources** 🌱 PD

- ✳️ **Provider:** The After School Corporation (TASC)
- ✳️ **Time Commitment:** Half-day workshop
- ✳️ **Date:** 12.3 @ 10:00am-1:00pm
- ✳️ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✳️ **Target Audience:** Directors, Education Specialists, and Line staff
- ✳️ **To Register:** <http://www.expandedschools.org/get-started/trainings>

In this session, participants will be introduced to the wide variety of free or low cost resources available in New York City. Administrators will learn how to find and secure these resources as well as determine which are needed in their programs.

**\*NOTE: This training is the pre-requisite for all 200-level workshops offered in the spring. You are encouraged to sign up for this training if you are interested in participating in the 200-level spring workshops.**

## Game Changers for Engaging and Managing Middle Schoolers 🍷 PD

- 🌟 **Provider:** Ramapo for Children
- 🌟 **Time Commitment:** Half-day workshop
- 🌟 **Date:** 11.7 @ 9:45am-1:00pm
- 🌟 **Location:** Ramapo for Children: 49 West 38th St, 5th Floor, New York, NY 10018
- 🌟 **Target Audience:** Supervisors, area specialists, and group leaders (max 25 ppl)
- 🌟 **To Register:** <https://adobeformscentral.com/?f=sQx4CBL5R76adtq3abezhA> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Learn to effectively meet the needs of middle school aged youth in afterschool settings. Gain an understanding of the developmental tasks, challenges, and opportunities of early adolescence. Explore assumptions, expectations, and triggers of both youth and staff, and practice tools for responding effectively to difficult behaviors. Participants 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.

## Inclusion: Targeted Planning for Individual Students 🍷 BCC

- 🌟 **Provider:** Ramapo for Children
- 🌟 **Time Commitment:** Half-day workshop
- 🌟 **Date:** 10.14 @ 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=-QzcrR%2A-2IBOVXCj1YTsuQ> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

In this session, 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.

Participants 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.

## Introduction to STEM 🍷 PD

- 🌟 **Provider:** The After School Corporation (TASC)
- 🌟 **Time Commitment:** Half-day workshop
- 🌟 **Date:** 10.24 @ 10:00am-12:30pm
- 🌟 **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- 🌟 **Target Audience:** *Only* for management personnel. A similar, but distinct session will be offered for line staff
- 🌟 **To Register:** <http://expandedschools.org/events/stem-strategy-training-introduction-stem-dycd#overlay-context=user>

This workshop is intended for group leaders, counselors, and activity specialists who want to learn about STEM (science, technology, engineering or math) and how to facilitate it into an after-school program. Participants will engage in activities and discussion that will: (1) help them understand the STEM practices, such as observation, questioning, and testing that can be fruitfully encouraged in after-school settings, (2) let them experience and get more comfortable with the kinds of hands-on activities that after-school staff can successfully facilitate using co-inquiry, and (3) encourage them to let go of their fears about facilitating STEM.

## Introduction to Click2Science 🍷 PD

- 🌟 **Provider:** The After School Corporation (TASC)
- 🌟 **Time Commitment:** Half-day workshop
- 🌟 **Date:** 12.11 @ 10:00am-12:30pm
- 🌟 **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- 🌟 **Target Audience:** Management personnel
- 🌟 **To Register:** <http://expandedschools.org/events/workshop-managers-introduction-click2science-pd-dycd>

In this workshop, participants will learn to will use a new tool, Click2SciencePD, developed by the University of Nebraska to help site leaders and supervisors train and coach their staff in essential skills for facilitating STEM. The session will include a review of the site

and the skills presented and an exploration of one skill: *Selecting STEM Activities*. You are encouraged to bring a mobile device so you can explore the site on your own during the session.

### Instructional Strategies 🗣️ PD

- 🌟 **Provider:** The After School Corporation (TASC)
- 🌟 **Time Commitment:** Two-day workshop
- 🌟 **Date:** 10.7 and 10.8 @ 9:30am-1pm
- 🌟 **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- 🌟 **Target Audience:** English Language Learners
- 🌟 **To Register:** <http://www.expandedschools.org/get-started/trainings>

What makes top teachers effective? Specific, observable, teachable techniques that support student achievement. This two day training is centered around the idea that naming, practicing, and observing instructional techniques in action can further our understanding of effective teaching. Teams must attend BOTH days of training. Supervisors, Instructional Coordinators, teachers and group leaders will engage in several techniques described in Doug Lemov's Teach Like a Champion. Techniques will focus on: increasing student's cognitive work, student centered discussion techniques, and creating a strong classroom culture. Lemov's collection of instructional techniques gleaned from years of observations of outstanding teachers in some of the highest-performing urban classrooms in the country. These sessions will provide administrators and staff with actionable tools they can use to improve student outcomes and develop coherence across the school day.

### Junk-Drawer Robotics 🖋️ PD

- 🌟 **Provider:** The After School Corporation (TASC)
- 🌟 **Time Commitment:** Two half-day workshops
- 🌟 **Date:** 10.29 @ 9:30am-1pm and 12.12 @ 10:00am-12:00pm
- 🌟 **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- 🌟 **Target audience:** Line Staff
- 🌟 **To Register:** <http://www.4-h.org/resource-library/curriculum/4-h-robotics/junk-drawer-robotics/>

Developed by 4H and facilitated by staff from the Cornell Cooperative Extensive, this two session training is for **group leaders** and **activity specialists** working with youth **grades 6-8**. Participants explore the design and function of robotic arms, hands, and grippers and build a working robotic arm. The curriculum introduces youth to the principles of robotics in a non-threatening, inexpensive way, and the activities are appealing to both genders. Registered sites will receive the curriculum and key supplies. In order to be considered for the training, **programs must commit to sending two participants to BOTH trainings who will arrive on time and stay for the entirety.**

### Job Development Boot Camp 101: Lessons from the Field 🗣️ EPS

- 🌟 **Provider:** Workforce Professionals Training Institute (WPTI)
- 🌟 **Time Commitment:** Full day workshop
- 🌟 **Date:** 10.15 @ 9:00am-5:00 pm
- 🌟 **Location:** WPTI, 11 Park Place, Suite 701, New York, NY 10007
- 🌟 **Target Audience:** Job Developers, Program Managers, Career Coaches, Facilitators, Retention Specialists (max 36 ppl)
- 🌟 **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)

Whether it's your first day on the job or you simply want to hone your abilities, this course will cover the basic strategies that every job developer must know. 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 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
- Overcoming employer resistance to hiring applicants with limited experience and significant barriers to employment

### Literacy and Connecting the Common Core 🌱 PD

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 11.06 @ 10:00am-1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✿ **Target Audience:** Directors, Education Specialists, and Line staff
- ✿ **To Register:** <http://www.expandedschools.org/get-started/trainings>

What is the Common Core? This session goes over the basics of the Common Core State Standards, why they came in to existence and what they ask of teachers and students. **\*NOTE: This training is the pre-requisite for all 200-level workshops offered in the spring. You are encouraged to sign up for this training if you are interested in participating in the 200-level spring workshops.**

### Literacy Certificate Session 1: Designing a Literacy Rich Program ✍️ PD

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 11.12 @ 10:00am-1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✿ **Target Audience:** Accepted participants only
- ✿ **To Register:** <http://www.expandedschools.org/get-started/trainings>

Participants will investigate the elements of a successful literacy program and assess their own programs to determine next steps.

### Literacy Certificate Session 2: Using Data to Drive Student Achievement ✍️ PD

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Multi-day workshop
- ✿ **Date:** 12.17 @ 10:00am-1:00pm
- ✿ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✿ **Target Audience:** Accepted participants only
- ✿ **To Register:** <http://www.expandedschools.org/get-started/trainings>

Attendees will use data from their own program to assess student strengths and weaknesses. They will also learn how to look at data from several lenses to best support their literacy providers.

**\*NOTE: All participants must apply and commit to attending to all sessions in order to be a part of the program\***

### Managing Difficult Behavior for Middle School Youth ✍️ BCC

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 10.6 @ 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=IFiGARUaomnxltwIIYv80g> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Ramapo's core introductory workshop teaches youth workers practical techniques for therapeutically managing disruptive behaviors in SONYC afterschool programs. 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 Elementary-Aged Youth ✍️ BCC

- ✿ **Provider:** Ramapo for Children
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 10.9 @ 9:45 a.m. – 1:00 p.m.
- ✿ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✿ **Target Audience:** Program Staff, Max 25 participants
- ✿ **To Register:** <https://adobeformscentral.com/?f=u3lpmxlyPuKjfr2TagsjKw>

Ramapo's core introductory workshop teaches youth workers practical techniques for therapeutically managing disruptive behaviors in afterschool programs. 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.

### Maximizing School/CBO Partnership Agreements 🌱 LOD

- 🌱 **Provider:** The After-School Corporation (TASC)
- 🌱 **Time Commitment:** Two half-day workshops
- 🌱 **Date:** 10.24 and 11.5 @ 9:30am
- 🌱 **Location:** 10.24- CRE, 42 Broadway 20<sup>th</sup> floor, NY 10004.  
11.05- TASC, 1440 Broadway 16<sup>th</sup> floor, NY 10018
- 🌱 **Target Audience:** COMPASS site directors and multi-site supervisors
- 🌱 **To Register:** <http://www.tascorp.org/get-started/trainings/dycd-trainings>

School Partnership Agreements are meant to be a tool for communicating and aligning with your host school. Good Partnership Agreements, when faithfully implemented, make after-school programs stronger and benefit the entire school community. But Partnership Agreements are not all created equal, and they are living documents, in need of regular attention. At this three-hour workshop participants will be encouraged to revisit their Agreements with an eye toward maximizing their potential. They will learn data-sharing, communication, and planning strategies to help strengthen their school partnerships and to create a common vision with school leaders.

### Parenting Tweens to Teens Training of Trainers (TOT) 🗣️ PD

- 🌱 **Provider:** Development Without Limits (DWL)
- 🌱 **Time Commitment:** Two full day workshops
- 🌱 **Date:** 10.21 and 10.23, @ 10:00am-2:00pm
- 🌱 **Location:** Global Kids, 137 East 25th Street, 2nd Floor, New York, NY 10010
- 🌱 **Target Audience:** Program Directors, Parent Coordinators, PTA Presidents and other adults responsible for designing and delivering parent workshops (max 25 pp.)
- 🌱 **To Register:** <http://parentingtweenstot.eventbrite.com>

The Training of Trainers (TOT) will equip program staff with the strategies and tools to engage adult learners in an interactive workshop around the topic Parenting Tweens to Teens. The Parenting Tweens to Teens Workshop is designed to help parents gain a better understanding of the developmental stages of “tweens” and teens, learn effective communication strategies for addressing difficult conversations and situations with their adolescent child and explore promising parenting practices to support the healthy development of their adolescent child. Fulfills SACC requirements 1 & 3.

Participants will be able to:

- Learn effective facilitation strategies to engage adult participants in a training session.
- Learn effective communication strategies to enter, engage and expand rich discussions.
- Learn effective strategies for balancing theoretical principles and practical application in a workshop setting.
- Gain greater confidence in facilitating the Parenting Tweens to Teens workshops for parents/caregivers.

### Retention Strategies that Get Results 🗣️ EPS

- 🌱 **Provider:** Workforce Professionals Training Institute (WPTI)
- 🌱 **Time Commitment:** Full day workshop
- 🌱 **Date:** 12.3 @ 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, Facilitators (max 36 ppl)
- 🌱 **To Register:** [https://workforceprofessionals.org/training/single\\_courseDetails.php?section\\_id=386](https://workforceprofessionals.org/training/single_courseDetails.php?section_id=386) or email: [smori@workforceprofessionals.org](mailto:smori@workforceprofessionals.org)

Retention is central to the mission of workforce development, and is a strategy that goes beyond collecting paystubs and distributing MetroCards. A successful retention strategy requires a comprehensive approach that effectively empowers young job seekers to

manage their job search, take charge of their career advancement, and obtain economic stability.

**Topics include:**

- Strengthening connections between practitioners and job seekers;
- Offering services that keep job seekers engaged;
- Creating a high-performance environment that promotes and supports long-term self-sufficiency;
- Implementing retention rewards and incentives that work (low-cost or free); and
- Communicating effectively with social media to retain participants after graduation and job placement.

**Scaling Up For Middle School Programs** 🗣️ **LOD**

- ✿ **Provider:** Community resource exchange (CRE)
- ✿ **Time Commitment:** Three half-day workshops
- ✿ **Date:** 10.30 @ 2:00pm-5:00pm, 11.10 @ 9:30am-1:30pm, 12.1 @ 2pm-5pm
- ✿ **Location:** CRE, 42 Broadway, 20th Floor, NY 10004.
- ✿ **Target audience:** Executive Directors, Deputy Directors or Program Managers who run organizations with budgets of up to \$5 million. Open to all.
- ✿ **To Register:** Contact Yassi Tamdji at Community Resource Exchange [ytamdji@crenyc.org](mailto:ytamdji@crenyc.org) or call (212) 894-3397.

The three sessions will include two workshops that will focus on the human resource, administrative systems, and quality assurance challenges of bringing programs to scale. These sessions will be informed by the results of the survey <https://www.surveymonkey.com/s/DYCDScalingUp2014> so please do help guide this effort with your input. CRE also will facilitate small groups in an Action Learning format that structure peer learning on change initiatives developed by participants. The series is designed to allow senior managers to work through real-time challenges of program expansion.

**Success in the Workplace** 🌱 **LOD**

- ✿ **Provider:** Development Without Limits (DWL)
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 10.16 @ 10:00am-1:00pm;
- ✿ **Location:** Global Kids, 137 East 25th Street, 2nd Floor, New York, NY 10010
- ✿ **Target Audience:** Line staff (max 25 pp.)
- ✿ **To Register:** <http://successintheworkplace.eventbrite.com>

This workshop will explore strategies for how staff can optimize their efficiency and effectiveness as a member of their team. Participants will learn how to master business etiquette and build positive rapport with their peers in order to feel at ease in different workplace situations. Through role-plays and small group exercises, staff will learn how to communicate the image of a confident, competent professional headed for success! Fulfills SACC requirements 3.

Participants will be able to:

- Learn about workplace ethics and its effect on teamwork and productivity.
- Explore and practice effective communication strategies.
- Learn strategies for effectively addressing workplace conflicts.

**STEM is for Everyone! How to Include Kids with Disabilities in Your STEM Activities** 🖋️ **PD**

- ✿ **Provider:** The After School Corporation (TASC)
- ✿ **Time Commitment:** Two half-day workshops
- ✿ **Date:** 11.7 and 1.16 @ 9am-1pm
- ✿ **Location:** TASC, 1440 Broadway, 16<sup>th</sup> Floor, New York, NY 10018
- ✿ **Target Audience:** Line Staff
- ✿ **To Register:** <https://www.surveymonkey.com/s/8ZZRTF8>

Engaging kids with disabilities in STEM is fun and rewarding once you think creatively and question your assumptions about what anyone can or cannot do. Children with physical, sensory, emotional, or learning disabilities often have ideas and unique solutions

that showcase their abilities, perspective, and talents. STEM activities, which encourage thinking out of the box, are ideal for building confidence and helping the rest of the class realize that having a disability does not mean having no ability. These two sessions will help you create inclusive STEM sessions that will benefit everyone in your group. Hold the date: *Part 2 will be held on January 16th.*

### Strategic Supervision Series 🌿 LOD

- 🌿 **Provider:** Ramapo for Children
- 🌿 **Time Commitment:** Three day workshop
- 🌿 **Date:** 10.3, 10.10 and 10.17 @ 9:45am-1:00pm
- 🌿 **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- 🌿 **Target Audience:** Supervisors of COMPASS/SONYC Programs (max 25 ppl)
- 🌿 **To Register:** <https://adobeformscentral.com/?f=6IS0S2khRlu3GnqnBVHLhA> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Attend a comprehensive professional development program for youth service directors that focuses on teaching critical supervisory skills to managers in COMPASS & SONYC programs. Participants will share best practices, reflect on supervisory challenges, and problem-solve “here and now” issues. Fulfills SACC requirements 1 & 3.

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

### Structuring and Engaging and Flexible SONYC Program 🖋️ PD

- 🌿 **Provider:** Ramapo for Children
- 🌿 **Time Commitment:** Two half-day workshops
- 🌿 **Date:** 10.15 and 10.22 @ 9:45am-1:00pm
- 🌿 **Location:** Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018
- 🌿 **Target Audience:** Supervisors of SONYC Programs (max 25 ppl)
- 🌿 **To Register:** <https://adobeformscentral.com/?f=X9LtrXvJ6Rtidpb6fMqiiw> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

Through two workshops, SONYC Supervisors will gain tools to structure an engaging and flexible program that meets middle schooler’s needs and teaches skills. Participants will learn supervisory skills to give effective feedback, model for staff, and lead a program that keeps middle schoolers engaged. Participants will 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. This is a two-part series and all participants must attend both parts. Fulfills SACC requirements 1 & 3.

### Strategies for Avoiding and De-Escalating Conflict 🌿 BCC

- 🌿 **Provider:** Ramapo for Children
- 🌿 **Time Commitment:** Two half-day workshop
- 🌿 **Date:** 10.23 and 10.30 @ 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)
- 🌿 **To Register:** <https://adobeformscentral.com/?f=0mWvrpDjiMoWxc60oHhTmw> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

This workshop is designed for staff already trained in basic behavior management skills. Participants 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 🌱 PD

- 🌱 **Provider:** Ramapo for Children
- 🌱 **Time Commitment:** Half-day workshop
- 🌱 **Date:** 11.6 @ 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)
- 🌱 **To Register:** <https://adobeformscentral.com/?f=6I3NGmA%2AkRAE3tUgr3PuBA> or email: [workshopregistration@ramapoforchildren.org](mailto:workshopregistration@ramapoforchildren.org)

This workshop is designed for staff that require focused problem solving around specific behavior management issues. 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.

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

- 🌱 **Provider:** Ramapo for Children
- 🌱 **Time Commitment:** Half-day workshop
- 🌱 **Date:** 10.28 @ 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=ICEHtFcZLUqTnlaCOLkvrq> 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.

### What Does a Trauma-Informed Program Look Like? 🧠 SBP

- 🌱 **Provider:** Mental Health Association
- 🌱 **Time Commitment:** Half-day workshop
- 🌱 **Date:** 11.20 @ 10:00am-1:00pm
- 🌱 **Location:** 52 Broadway, 19th floor, New York, NY 10004 (Tentatively)
- 🌱 **Target Audience:** program directors, managers, and seasoned staff who work with adolescents and young adults.
- 🌱 **To Register:** <http://TIprogram.eventbrite.com>

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.

Based on the National Child Traumatic Stress Network (NCTSN), "A trauma-informed program is one in which all staff and adults involved recognize and respond to the impact of traumatic stress in ways that support and increase youth's sense of safety. Programs and agencies within such a system infuse and sustain trauma awareness, knowledge, and skills into their organizational cultures, practices, and policies. They act in collaboration with all those who are involved with the child, using the best available science, to facilitate and support the recovery and resiliency of the child and family."

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 complete a self-assessment in order to determine concrete steps to take toward creating more trauma-informed programs.

Participants will be able to:

- Recognize and respond to the impact of trauma within the program environment
- Assess programs for indicators of trauma-informed practices
- Identify concrete steps that organizations can take if they are interested in becoming trauma-informed.

## Write that Perfect Resume, Ace that Interview 🗣️ EPS

- ✿ **Provider:** Workforce Professionals Training Institute (WPTI)
- ✿ **Time Commitment:** Full day workshop
- ✿ **Date:** 10.1 @ 9:00 am – 5:00 pm
- ✿ **Location:** WPTI, 11 Park Place, Suite 701, New York, NY 10007
- ✿ **Target Audience:** Job developers, Case Managers, Career Coaches, Facilitators (max 36 ppl)
- ✿ **To Register:** [https://workforceprofessionals.org/training/single\\_courseDetails.php?section\\_id=384](https://workforceprofessionals.org/training/single_courseDetails.php?section_id=384) or email: [smori@workforceprofessionals.org](mailto:smori@workforceprofessionals.org)

With so many qualified candidates competing for open positions, how do you prepare your young job seekers to stand strongly above the crowd and increase their chances of getting hired? Begin by mastering the secrets of resume writing and interviewing. Now more than ever, job seekers look to practitioners to help them land a job. With innovations such as social networking sites and job search engines, writing a resume requires a calculated approach, and learning the essential skills for creating a strong image during interviews will help your participants secure the right job.

### Topics include:

- Creating a professional image for job seekers with limited experience and significant barriers to employment
- Writing resumes and cover letters using 21st century methods;
- Newer resume writing and job search tools that capture employer attention;
- Identifying key interview techniques to use when coaching job seekers; and
- How to best use job descriptions to anticipate interview questions.

## What's With the Attitude? How to Successfully Deal With "Difficult" People 🗣️ EPS

- ✿ **Provider:** Development Without Limits
- ✿ **Time Commitment:** Half-day workshop
- ✿ **Date:** 10.28 @ 10:00am-1:00pm
- ✿ **Location:** Global Kids, 137 East 25th Street, 2nd Floor, New York, NY 10010
- ✿ **Target Audience:** Line staff or Program Coordinators (max 25 pp.)
- ✿ **To Register:** <http://wwta.eventbrite.com>

One of the key skills for an educator or program director is building positive relationships. However, sometimes people don't want to play nice. In this workshop, we will explore strategies for dealing with the occasionally challenging behavior of colleagues, parents, and other key afterschool stakeholders. Fulfills SACC 4 and 3.

- Participants will be able to:
- Develop a personal approach to dealing with the difficult behavior (of other adults).
- Assess their own ability to effectively respond to challenging interactions.
- Respond to challenging situations in a more constructive, compassionate way.

## Youth Mental Health First Aid (YMHFA) 🗣️ SBP

- ✿ **Provider:** Mental Health Association
- ✿ **Time Commitment:** Two full day workshops
- ✿ **Date:** 10.30 and 11.5 @ 9:00am-5:00pm
- ✿ **Location:** 52 Broadway, 19<sup>th</sup> floor, New York, NY 10004 (Tentatively)
- ✿ **Target Audience:** Supervisory and direct line staff working with DYCD-funded youth programs.
- ✿ **To Register:** <http://MHAYmhfa.eventbrite.com>

In response to growing concerns about the need for mental health services for the individuals and families, the Mental Health Association of NYC is once again pleased to offer this nationally recognized education program to DYCD providers. **Youth Mental Health First Aid** is intended to teach providers and community members how to respond more effectively to youth who experience a mental health challenge. It is a highly interactive 8-hour program taught over two days and is designed for participants from all levels of the organization. Anyone in a program who has direct contact with the individuals and families served can benefit. This may include supervisors, case managers, evening/night staff in residential settings, security personnel, peer advocates, consumers and

family members, etc.

Participants 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. Upon completion, participants will have a better understanding of the impact mental illnesses have on a person, their family and communities.
- Learn a 5-step action tool to: (1) Assess a situation, (2) Select and implement appropriate interventions, (3) Encourage appropriate care for an individual experiencing a mental health challenge as well as to connect them to professional care, (4) Understand the resources available to help someone with a mental health challenge.

## Intensive Professional and Leadership Development Initiatives

### ✓ **DYCD Scholars**

The 2014 program provides a stipend, counseling, networking opportunities and more to youth work professionals who meet the following criteria: (A) Are currently enrolled at CUNY and employed by a DYCD- funded organization that provides youth services; (B) Take at least 3 credits at a CUNY campus; and (C) Are within 30 credits of graduation. This opportunity is limited to staff at DYCD-funded agencies who meet the criteria outlined in the application. Please note: There are a limited number of slots available and the application/selection process is competitive.

### ✓ **Family Development Training and Credential Program**

The Family Development Training and Credentialing Program (FDC) is a major New York State initiative that provides frontline workers with the skills and competencies they need to empower families. FDC-trained workers help families capitalize on their strengths and set attainable goals. The FDC curriculum, developed by Cornell University, consists of approximately 90 hours of intensive, interactive classroom study. There is also an additional 10 hours of small group instruction in portfolio development. Each student develops a portfolio that applies FDC concepts to their everyday work experience. With regular attendance, a satisfactory portfolio, and a passing grade on the New York State credential exam, workers can earn a New York State Family Development Credential and college credits.

### ✓ **High Performing Managers Initiative**

CRE has found the most effective leaders and managers are self-aware, self-reflective and engaged in their own self-development. To help develop management skills, CRE created the High Performing Managers Initiative (HPMI) which consists of a series of highly interactive 'issue-days' in which participants explore several relevant management topics; and small group peer exchange groups in alternate months that deepen learning and provide support to 'change initiatives' named by participants. Additionally, it offers the opportunity for input about management practice via a certified 360° feedback instrument and follow-up coaching.

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

What happens in the classroom is crucial to program quality and youth outcomes. TASC will introduce after-school site directors and supervisors to tools and strategies for observing and assessing the quality of after-school activities, and giving concrete feedback to the front line staff running the activities. Participants will practice using the tools while observing both videotaped and live after-school activities. TASC will work with participants and agency management to determine how best to integrate the observation/feedback process into their existing supervisory and professional development systems. It is anticipated that at least one multi-site supervisor and 4-5 site directors from each of ten agencies (at least 50 directors/supervisors altogether) will be trained. TA/training modalities will include: 1) central workshops at which participants will become familiar with the observation/feedback instruments, and strategies and practice using the observation tool while watching videos of after-school activities; 2) on-site coaching sessions (two per agency) at which participants will use the observation tool to assess actual activities; and 3) a year end consultation (one per agency) at which training participants will share experiences using the tool and giving feedback and, together with agency management, determine how best to incorporate the observation and feedback process into agency supervisory practices going forward.

### ✓ **Graduate Youth Studies Certificate**

Through a special funding opportunity from the Office of the University Dean for Health and Human Services, CUNY's School of Professional Studies is offering a full tuition and fees scholarship to eligible youth work professionals in New York City who are accepted to take 6 credits of Graduate Coursework in Youth Studies. This opportunity is open to eligible applicants who meet the criteria outlined in the application. Please note: There are a limited number of scholarships available and the application/selection process is competitive. Applicants must have a bachelor's degree from an accredited undergraduate institution.

## Additional Resources

Other resources available for DYCD-funded agencies include the following websites, tools, or guides:

- Afterschool Pathfinder, [www.afterschoolpathfinder.org](http://www.afterschoolpathfinder.org)
- Case Management Toolkit
- Pathways to Success: Where Will Your Summer Take You? (summer youth employment)
- Step Up: Career Planning Guide for Young Adults (middle through high school)
- Strong Directors, Skilled Staff: Guide to Using the Core Competencies for Youth Work Professionals and Their Supervisors
- Teen Action Service Learning Curriculum (middle school)
- The New York City Guide to Summer Fun (published by DYCD annually)
- Youth Employment Curriculum and Toolkit (older and disconnected youth)

For more information, please call (212) 341-9566, send an email to [capacitybuilding@dycd.nyc.gov](mailto:capacitybuilding@dycd.nyc.gov) or visit [www.nyc.gov/html/dycd](http://www.nyc.gov/html/dycd)