

# **CcTC Training Center**

## **Winter / Spring 2010 Training Schedule**

**417 North 8<sup>th</sup> Street, Suite 402  
Philadelphia PA 19123**

# CcTC Training Center

## Frequently Asked Questions

### **Is there parking available?**

Parking is **not** permitted on the premises. Please review brochure for additional details.

### **Will meals be provided?**

Breakfast and Lunch are your own however; beverages and light snacks will be available in the morning. There are a few places in the area where you will be able to buy meals. Most only take cash, so please be prepared. Unfortunately, there is very limited access to a microwave or refrigerator.

### **What is the Dress Code?**

Your attire should be business casual. **No Jeans or Sneakers.**

You may also want to dress in layers. The room temperature is difficult to manage and can vary greatly.

### **\*For Safety Techniques Only:**

Please come prepared for a physically active training day by dressing appropriately. Appropriate dress includes sneakers and comfortable slacks and shirts. Clothes that are too long, too short, too loose or too tight may interfere with your ability to practice and/or demonstrate the skills that will be taught to you.

### **How do I register?**

To Register online please go to [www.cctckids.org](http://www.cctckids.org), go to the Resources & Training Center page, then go to the Staff Development link and click on Registration Form. Fill out the form for **each** course you wish to attend and submit. You can also print out the form and fax it to 215-627-9042. Please provide a valid email address to receive confirmation within 3-5 business days after receipt of registration. Forms will also be available with your supervisor. **Phone registrations will not** be accepted. So Register Early! Classes fill up fast!!

### **What if I have to cancel my registration?**

Please call the Staff Development Manager at 215-496-0707 ext. 1443 at least three (3) business days before the training to **cancel** your registration. This will allow the available spot to be given to staff that are on the waiting list.

### **When is the Registration Deadline?**

Registration deadlines are **one week** before actual training date.

## Location of The CcTC's Training Center

Children's Crisis Treatment Center (CcTC)  
417 North 8<sup>th</sup> Street  
Suite 402  
Philadelphia PA 19123

The building is located between Spring Garden Street and Callowhill Street on 8th Street. It is a white building with a blue trim with the "Philly.com" water tower on the roof. The building number is not visible from the street but further into the parking lot.

Parking is **not** permitted on the premises. There are two parking lots located near the building. One is located on the East side of 8<sup>th</sup> Street near "Ideal Co." and Traffic Court. Cost is \$5 per day.

Another is located on West side of 7<sup>th</sup> Street near the "Electric Factory". The cost is usually between \$5 and \$8 per day

There is also metered parking.

In the event of inclement weather conditions,  
please call 215-496-0707 after 7:00 a.m.  
on the morning of the event. Please stay on the line.  
A recorded message will follow the greeting.

## What is the Core Curriculum?

The purpose of the Core Curriculum is to establish core competencies for each position at CcTC. It is also a system designed to provide opportunities for professional growth for CcTC staff in order to meet the challenges of change within our field of practice.

## Learning Tracks

The Learning Tracks were established to provide a path for staff to accomplish learning goals instituted by CcTC's Core Curriculum. Each CcTC staff member will be placed in one or two of these Learning Tracks according to their position. Should you need more information regarding which Learning Track you are assigned to, please review the CcTC Training Center Policy and Procedure Manual or speak to your immediate supervisor.

## Fees

There are no course fees for CcTC staff or CcTC contractors.

**There is a \$15 per course hour fee for NON-CcTC staff. (ex. 2-hour = \$30)**

**\*\*Special Rate for the 12-Hour Cultural Competence Course = \$100.00 for the entire course\*\***

Please Make Checks Payable to:  
Children's Crisis Treatment Center.

Payment may be submitted to the Staff Development Manager on day of training.

## Core Curriculum Courses

Core #101: "Normal Childhood Development: Birth to Age 11"

Overview of major developmental milestones from birth through age 11. Covering speech, language, emotional, social, cognitive, and motor development.

**Dates Offered**: January 19<sup>th</sup>, March 23<sup>rd</sup>, April 16<sup>th</sup>

**Time**: 9:30am – 11:30am

Core #102: "Adolescent to Young Adult Development Age 12+

This course will provide an overview of the key developmental issues of adolescence and the major transitions from adolescence into young adulthood. The course will also focus on the complex issues facing those who become parents during adolescence and young adulthood.

**Dates Offered**: January 26<sup>th</sup>, February 10<sup>th</sup>, April 23<sup>rd</sup>

**Time**: 9:30am to 11:30am

Core #103: "Navigating through the System, Legal and Ethical

Issues"

The focus of this course is on understanding the flow of communication and interaction of services and supports throughout the community. The participants will review the various processes consumers follow to enter services at CcTC, including the referral process and authorization process. How CcTC as an agency works as a unit to coordinate efforts among departments will be discussed. Legal and ethical issues that are primary concerns in working with the families and schools/community agencies will be highlighted, including but not limited to mandated reporting, boundaries, ethical behavior, and conflict of interest situations.

**Dates Offered**: January 27<sup>th</sup>, February 16<sup>th</sup>, March 30<sup>th</sup>

**Time**: 9:00am to 12:00pm

Core #104: "Understanding the Effects of Traumatic Events on Children"

This course will address the complex issues regarding children's exposure to traumatic events. The workshop will discuss the ways in which traumatic events differ from other childhood experiences, types of traumatic events that can occur during childhood, such as physical or sexual abuse of the child, exposure to family violence, and exposure to community violence, and losses through accidents, fires, homicide, and suicide.

The workshop will also address the common myths about childhood trauma, describe the various types of emotional reactions children have to trauma, common symptoms/problems in children exposed to traumatic events, and the purpose and goals of trauma-focused therapy with children and their families.

**Dates Offered:** January 21<sup>st</sup>, February 11<sup>th</sup>, April 15<sup>th</sup>

**Time:** 9:00am to 12:00pm

**CEUs:** 3.0 CEUs are pending\*

Core #105: "CcTCology"

"A Look at CcTC, its Customers and Ourselves". Participants will recognize that how we treat and respond to each other as "customers" affects our clients, our families, and the agency's "bottom line".

**Dates Offered:** February 19<sup>th</sup>, March 10<sup>th</sup>, April 21<sup>st</sup>, May 26<sup>th</sup>

**Time:** 9:30am to 12:00pm

Core #204: "Time Management"

Participants will be introduced to methods to help increase their personal organization, efficiency and creativity.

**Dates Offered:** February 12<sup>th</sup>, March 3<sup>rd</sup>, April 2<sup>nd</sup>, May 12<sup>th</sup>

**Time:** 9:30am to 12:00pm

Core #205: "Foundations in Cultural Competence"

Participants will analyze the importance of cultural competence in practice; to examine the potential risk factors resulting from culturally inappropriate assessment and intervention; to develop cross-cultural communication skills; and to assess the relationship between personal development and cultural competence in the workplace.

**This is a 12-hour course presented in four 3-hour sessions. Participants must attend all 4 sessions to receive a certificate of completion.**

**Date:** Fridays: March 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>. **and** 26<sup>th</sup>

**Time:** 9:00am to 12:00pm

**CEUs** 12.0 CEUs are available\*

Introduction to the Sanctuary Model (CcTC Staff and Contractors only)

Participants will understand the origins & history of the Sanctuary Model; what it means to be trauma-informed and how this model fits CcTC and be prepared to use the Sanctuary Model tools to support CcTC's trauma-informed culture.

**Dates Offered:** January 15<sup>th</sup>, February 5<sup>th</sup>, February 26<sup>th</sup>  
March 19<sup>th</sup>, April 9<sup>th</sup>, April 30<sup>th</sup>, May 21<sup>st</sup>

**Time:** 9:00am to 12:00pm

# Annual Mandatory Training

(CcTC Staff and Contractors only)

## Safety Techniques Refresher Course

**Dates Offered:** January 14<sup>th</sup>, February 4<sup>th</sup>, February 25<sup>th</sup>  
March 18<sup>th</sup>, April 8<sup>th</sup>, April 29<sup>th</sup>, May 20<sup>th</sup>

**Time:** 9:00am to 4:30pm

## CPR / First Aid

**Dates Offered:** January 15<sup>th</sup>, February 5<sup>th</sup>, February 26<sup>th</sup>  
March 19<sup>th</sup>, April 9<sup>th</sup>, April 30<sup>th</sup>, May 21<sup>st</sup>

**Time:** 1:00pm – 5:00pm

## *Video Annuals* (\**Fire Safety, Infection Control etc...*\*)

Videos will be available for viewing after each morning training on days where an afternoon training does not follow.