

The Justice Institute of British Columbia

Extension Programs Schedule

January–April, 1990

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For more information about any of these programs
and to enquire about registration, contact:

Justice Institute of B.C.
4180 West 4th Avenue, Vancouver, B.C. V6R 4J5
Telephone: 228-9771 Local 311

Accident Investigation



The Pacific Traffic Education Centre (PTEC) is a joint venture of the Justice Institute of B.C. and the Insurance Corporation of B.C. Launched in 1988, PTEC has been established to reduce the number and severity of traffic accidents in B.C. by offering advanced driver training and traffic accident investigation courses, conducting traffic research and participating in other forms of traffic safety training. Fee-for-service courses are co-sponsored with Extension Programs.

HAZARD OCCURRENCE/ACCIDENT INVESTIGATION (#MGMT222)

Resource People: Len Bosch, independent insurance adjuster with a background in investigative work with private industry and the R.C.M.P.; Al Lund, Program Director, Pacific Traffic Education Centre, Justice Institute; Warne Lynd, Accident Analyst, Police Academy, Justice Institute.

This course has been designed for supervisors/safety coordinators who investigate industrial or motor vehicle incidents on behalf of their organization and is available to organizations on a contract basis. Content for the course includes on-site investigations (identification, collection and preservation of evidence; note taking techniques; interviewing and obtaining statements from witnesses) and preparation of an investigator's report including cause analysis and recommendations. Participants will demonstrate, through use of simulations, proper skills and techniques related to on-site investigations. For more information about a contract for your organization, contact Al Lund, 228-9771, local 339.

TRAFFIC ACCIDENT INVESTIGATION: Level One (#PTEC100)

Dates: **January 23–25** at the Justice Institute
Fee: \$395
Time: 8:30 am–4:30 pm

Resource Person: Don Le Comte is an Accident Reconstruction Specialist and Director of the Pacific Institute of Traffic Safety Inc. He is a retired member of the R.M.C.P. with expertise in Forensic Accident Analysis who has given expert testimony in Saskatchewan, Alberta and British Columbia. He is a graduate of Northwestern University's Traffic Institute and the University of North Florida's Institute of Police Technology and Management.

This course has been designed for fleet safety supervisors, peace officers, safety administrators, insurance adjusters and others with an interest in or responsibility for investigating motor vehicle accidents. The three day course will include an introduction to damage evaluation and crash dynamics, interpretation of accident scene evidence, accident photography, measures and field sketches and interviewing drivers/witnesses. Candidates who successfully complete projects and a final exam will be qualified to take a Level Two course dealing with on-scene accident investigation.

Children & Youth



NEW CERTIFICATE PROGRAM WORKING WITH TROUBLED AND TROUBLING ADOLESCENTS:

A Certificate Program for Practitioners (#CY135)

Dates: **January 19–20, February 2–3 and 16–17, March 2–3, 16–17 and 30–31, 1990** at the Justice Institute of B.C.

Fee: \$600 for 12 sessions

Resource Person: Penny Parry, Ph.d. Dr. Parry has worked in the child and youth care field for over 15 years in both clinical and academic settings, was the former Director of the School of Child and Youth Care at the University of Victoria, and is currently a consultant in the areas of staff training and direct care.

This certificate program has been designed for practitioners working with adolescents in either community or residential settings to improve their knowledge base and skill level in assessment and intervention. The assessment/intervention framework presented in the program draws on three theoretical perspectives: 1) normative development; 2) psycho-educational model of re-education of troubled youth; and 3) a stress-coping model of developmental outcome.

A certificate of achievement will be issued to participants who successfully complete the program and the required four elective workshops. For further information on program structure, content and eligibility, contact Registration Office at 228-9771, local 311 for a program brochure.

ANGER MANAGEMENT WITH YOUTH (#CY720)

Dates: **February 6–7, April 17–18**
Fee: \$150

Resource Person: Paula Temrick

Adult-youth conflict situations often involve dealing with some level of anger. These angry, upset feelings may take the form of resistance, withdrawal or acting out behaviour. To resolve conflicts with youth, angry feelings need to be acknowledged before rational problem solving can begin. This skill building workshop directed toward youth and child care workers and other professionals working with young people will examine stages of adolescent development within the context of conflict situations. Anger management skills will assist staff and clients to move through anger to problem identification. Problem solving strategies will demonstrate how to resolve conflicts and achieve the best outcome for both. Participants will develop necessary skills to help empower youth and assist them to develop independent behaviors and cooperative adult and peer relationships.

This workshop is an elective in both the Conflict Resolution Certificate Program and the Working with Troubled and Troubling Adolescents Certificate Program.

In consideration of the environment, Extension Programs will no longer use styrofoam cups. Please bring your own mug or treat yourself to a new JI mug for approximately \$3.50.

A SYSTEMIC APPROACH TO WORK WITH "ACTING OUT" CHILDREN (#CY137)

Dates: **February 16 and Saturday, February 17**

Fee: \$115

Resource Person: Arden Henley M.A., manager of children's residential services at Peace Arch Community Services and family therapist to clients of the Peace Arch Children's Treatment Centre.

This workshop is directed toward practitioners developing and implementing treatment programs for "acting out" children between the ages of 6-12 years. Content will include the social and emotional needs of children, specific rapport building and behaviour management skills using a systemic approach, methods for enhancing the child's connection to the family and the community and specific approaches for working with children in group settings.

CRISIS INTERVENTION WITH CHILDREN AND YOUTH (#CY128)

Dates: **March 16 and Saturday, March 17**
in Prince George

Fee: \$135

Resource Person: Arden Henley M.A., manager of children's residential services at Peace Arch Community Services and family therapist to clients of the Peace Arch Children's Treatment Centre.

This workshop is directed toward staff working in residential and community settings or foster parents working with challenging youth. Content will cover critical signs and symptoms of dysfunctional behaviour in children and youth, responding to potentially violent situations, introducing and implementing a crisis intervention model and developing preventive approaches to further crises. Co-sponsored with Prince George Mental Health Centre.

WORKING WITH PRE-DELINQUENT AND DELINQUENT YOUTH II (#CY124A)

Dates: **March 23**

Fee: \$75

Resource Person: Larry Green M.A., counsellor in private practice.

This skill building workshop will focus on identifying and utilizing the adolescent's transference issues to achieve behavioral change. Through role play and case presentation, content will cover shifting from "intentions" to "outcomes;" utilizing ongoing behaviors to deepen rapport and facilitate suggestion; identifying and eliciting the implicit "I" statements behind the passive aggressive adolescent's defiant, accusatory statements; facilitating stages in the therapeutic process and responding with appropriate techniques. Registration priority will be given to participants who have taken previous "working with pre-delinquent and delinquent youth" workshops.

GROUP SKILLS WITH ADOLESCENTS (#CY129)

Dates: **April 2-3**

Fee: \$135

Resource Person: Allan A. Cohen, counsellor and group leader in private practice with 12 years' experience working in residential treatment programs.

This workshop is directed toward professionals who are, or are considering, working with adolescents in group settings. Content will focus on the process of leading groups rather than specific therapeutic issues that participants bring to the

group. Theories of group work combined with experiential exercises demonstrating group leadership, group structure and dynamics will be utilized throughout the workshop. Participants will take part in the group process as part of the training approach.

This workshop is an elective in the new Working with Troubled and Troublesome Adolescents Certificate Program.

ART AND PLAY THERAPY: Treatment Approaches for Children who have Suffered a Loss (#CY 104)

Dates: **April 27-28**

Fee: \$125

Resource Person: Marie Jose Dhaese M.Ed. Ms. Dhaese is a certified and registered art and expressive therapist specializing in play therapy.

This workshop is directed toward therapists, social workers, child care workers and mental health professionals currently working with children (3-12 years) who have suffered a loss through death or divorce. Content will cover the function of art and play therapy through the developmental stages, stages of grief and coping mechanisms and practical concerns related to the use of art and play therapy.

Conflict Resolution



The Justice Institute, through its Centre for Conflict Resolution Training, is committed to the development and delivery of extensive training in conflict resolution. Most courses are limited to 20 participants. Individualized learning is facilitated by trained skills coaches including video feedback.

The Centre offers a Conflict Resolution Certificate Program, the only one of its kind in Canada, consisting of 210 hours of classroom training and two skill assessments. Students interested in pursuing the Certificate Program are encouraged to begin their studies with course #CR100. Those who have had no previous training in this field would also likely benefit from taking course #CR735 as an entry course. For further details, contact 228-9771, local 224.

TRAINING STAFF

Most courses in the centre are delivered by:

Randy Boychuck, M.A., PhD. (candidate), counsellor and trainer in private practice;

Michael Fogel, LL.B., J.D., M.Ed.(Counselling), mediator and counsellor in private practice; Director of Mediation Services with B.C. International Commercial Arbitration Centre;

Mario Govorchin, trainer, consultant and adolescent psychiatric worker;

Karen Haddigan, mediator in private practice, Project Coordinator, Inner City Housing;

Stacey Holloway, consultant and counsellor in private practice specializing in youth and education;

Marg Huber, trainer and mediator in private practice, Chairperson, Westcoast Mediation Services;

Arthur Ridgeway, PhD., registered psychologist, consultant and trainer in private practice;

Paula Temrick, mediator and counsellor in private practice; education consultant; Vice-Chairperson, Westcoast Mediation Services.

Other instructors with complementary expertise and specializations are also involved.

COURSE TIMES AND LOCATIONS

Unless otherwise indicated under individual course listings, all courses will be held at the Justice Institute of B.C., at 4180 West 4th Ave., Vancouver, B.C. Classes will be in session from 9am until 5pm. Parking is free.

COFFEE AND JUICE

Coffee and juice will be provided daily at each workshop at 8:30am and at the morning and afternoon breaks. Please **bring your own cup/mug**. Styrofoam coffee cups will not be provided. For those who have not brought their own cups, a Justice Institute mug can be purchased for approximately \$3.50. Lunch is available on the campus.

CONFLICT RESOLUTION I: Dealing with Interpersonal Conflict (#CR100)

Dates: **January 17–19**, Randy Boychuck;
January 22–24, Karen Haddigan;
February 19–21, Stacey Holloway;
February 28–March 2 in Victoria, location TBA, Arthur Ridgeway;
March 14–16, Marg Huber;
March 19–21, Karen Haddigan;
April 23–25, Randy Boychuck.

Fee: \$200 (\$240 in Victoria)

This course explores the sources and implications of interpersonal conflict within various contexts. Participants will have an opportunity to assess their current approaches to resolving conflicts and to broaden their range of options. An examination of power, expectations, anger and problem solving will include specific concepts, skills and techniques useful in the resolution of interpersonal conflicts. Emphasis will be on skill development through structured practice and roleplay simulations. *Recommended as a prerequisite for CONFLICT RESOLUTION II: Dealing with Anger (#CR200).* (A Certificate Program core course)

CONFLICT RESOLUTION II: Dealing with Anger (#CR200)

Dates: **February 5–7**, Karen Haddigan;
February 7–9, Stacey Holloway;
February 20, 22, 27 & Mar 1 (7–10pm) and Sat., March 3 (9am–5pm) in White Rock, location TBA; Mario Govorchin. (For registration/information please call South Surrey/White Rock Continuing Education at 531-1515.)
March 5–7, Randy Boychuck
April 18–20, Arthur Ridgeway

Fee: \$200

Angry, hostile or resistant feelings and behaviours are commonly generated in conflict situations. Efforts at resolving the conflict may be ineffective if these feelings are ignored or denied. This course presents theory, techniques and approaches for effectively managing angry feelings and behaviour including confronting, defusing and disengaging in angry conflict situations and moving through anger to constructive problem solving. Emphasis will be on skill development through small group and individual exercises. *"Conflict Resolution I: Dealing with Interpersonal Conflict (#CR100) is recommended as a prerequisite for this course.* (A Certificate Program core course)

MEDIATION SKILLS I (#CR300)

Dates: **January 29–31**, Michael Fogel
February 17, 24 & March 3 (3 consecutive Saturdays), Paula Temrick
February 26–28, Marg Huber
March 20, 22, 27, 29 (7–10pm) & Sat 31 (9–5pm) in White Rock (location TBA), Stacey Holloway (for registration/information please call South Surrey/White Rock Continuing Education at 531-1515)
April 9–11, Michael Fogel

Fee: \$200

Mediation is a practical method for assisting other people in resolving their conflicts and attaining mutual outcomes. The process is useful in a wide variety of settings, including organizations, neighborhoods, committees, schools and families. This course introduces the concepts, skills and techniques needed to mediate disputes encountered on a day-to-day basis. Emphasis will be on skill development through simulated mediations. (A Certificate Program core course)

MEDIATION SKILLS II (#CR400)

Dates: **March 19–23**, Michael Fogel
April 30–May 4, Karen Haddigan

Fee: \$300

This course prepares the mediator to deal with complex and emotionally charged conflicts. Skills, techniques and theory include power balancing, dealing with resistance and dysfunctional behaviour, mediator interventions and styles. Legal and ethical issues are also addressed. Skill practice sessions are facilitated by trained coaches. Prerequisite: At least four other courses in the Certificate Program, including Mediation Skills, Level I or by permission of the Coordinator. (A Certificate Program core course)

NEGOTIATION SKILLS I (#CR500)

Dates: **Jan 23, 25, 30 & February 1 (7–10pm) & Sat 3 (9am–5pm) in White Rock** (location TBA); Stacey Holloway (for registration/information please call South Surrey/White Rock Continuing Education at 531-1515)
February 12–14, Paula Temrick
March 14–16, Karen Haddigan
April 4–6 in Victoria (location TBA), Arthur Ridgeway
April 23–25, Gordon Sloan, LL.B., lawyer and mediator in private practice

Fee: \$200 (\$240 in Victoria)

Negotiation skills are essential in your daily interactions with others to assist you in getting what you need and want. Principled negotiation results in an agreement that responds to the interests of both parties involved. This course introduces the skills, theory and techniques for applying principled negotiation in a variety of work and day-to-day situations. Participants will learn to build a collaborative climate and use the skills and concepts of principled negotiation. Required reading: *Getting To Yes* by Roger Fisher and William Ury, Penguin Books, 1981. (A Certificate Program core course)

NEGOTIATION SKILLS II (#CR600)

Dates: **February 27-March 2**, Paula Temrick
April 3-6, Paula Temrick
April 30-May 3, Michael Fogel
Fee: \$250

This course applies the negotiation process and techniques from the Level I course to more complex situations. Content will include negotiator assertiveness and style, factors which escalate or de-escalate competitiveness and resolving impasses or resistance. Emphasis will be on skill development through simulated negotiations facilitated by trained coaches. Required reading: *Getting to Yes* by Roger Fisher and William Ury, Penguin Books, 1981. Prerequisite: at least four other courses in the Certificate Program including Negotiation Skills, Level I, or by permission of the Coordinator. (A Certificate Program core course)

CONFLICT RESOLUTION SKILLS ASSESSMENTS

Open only to those students enrolled in the Conflict Resolution Certificate Program, candidates are required to demonstrate a satisfactory level of proficiency in the areas of Mediation and Negotiation prior to being granted the Conflict Resolution Program Certificate.

MEDIATION SKILLS ASSESSMENT (#CR499) NEGOTIATION SKILLS ASSESSMENT (#CR699)

Dates: T. B. A.
Fee: \$90 per assessment

Resource Persons: Marje Burdine, Coordinator, Centre for Conflict Resolution Training, Justice Institute of B.C. and the Centre's Training Staff

ASSERTION SKILLS IN CONFLICT SITUATIONS (#CR702)

Dates: **March 12-13**, Paula Temrick
March 22-23 in Victoria (location TBA)
Arthur Ridgeway
March 29-30, Stacey Holloway
Fee: \$150 (\$190 in Victoria)

This is a course for people who are usually assertive but who either over-react or sell themselves out in difficult conflict encounters such as when dealing with powerful, aggressive individuals, or in high-risk, high-stake situations. The result is often a diminished relationship or unmet goals. Assertively expressing your needs, thoughts, feelings and beliefs is essential to improving self-esteem and enhancing relationships. It is also a key element in ensuring mutual understanding and respect, even though strong feelings are involved. (A Certificate Program elective course)

ANGER MANAGEMENT WITH YOUTH (#CR720)

Dates: **February 6-7**, Paula Temrick
April 17-18, Paula Temrick
Fee: \$150

Adult-youth conflict situations often involve dealing with some level of anger. These angry feelings may take the form of resistance, withdrawal, or acting-out behaviours. To resolve conflict with youth, angry feelings need to be acknowledged before rational problem solving can occur. This skill-building workshop will examine the developmental issues of adolescents in the context of conflict situations. Anger management skills will assist the adult and youth to move through anger into an identification of the problem. Problem solving strategies will show how to resolve conflicts with youth and achieve the best outcome for both parties.

The goal is to help adults empower youth with the problem-solving skills necessary to develop independent behaviours and cooperative adult and peer relationships. (This workshop is an elective in both the Conflict Resolution Certificate Program and the Working with Troubled and Troubling Adolescents Certificate Program.)

CROSS-CULTURAL CONFLICT RESOLUTION (#CR723)

Dates: **March 1-2**, Suzu Speier, M.A., Consultant, Ryane Consulting, Inc., social worker, trainer with specialization in cross cultural issues; and Sandra Berman, Consultant and Trainer, Circa Enterprises.
Fee: \$150

Non-European immigrants and visible minorities now represent the fastest growing segment of our Canadian population. Increasingly, professionals are finding themselves dealing with cross-cultural conflict situations which can lead to misunderstandings, confusion and anxiety if one isn't prepared for dealing with cultural differences. This workshop will increase awareness and understanding necessary for handling cross-cultural conflicts including values, attitudes, and communication styles related to conflict in other cultures. There will be opportunities to practice and to receive feedback using a conflict resolution model in cross-cultural contexts. Members of our multi-ethnic community will participate as resource persons and actors in small group roleplay simulations. (A Certificate Program elective course)

GROUP CONFLICT RESOLUTION (#CR736)

Dates: **March 22-23**, Paula Temrick
Fee: \$150

Group conflict stems from a variety of sources including: role or task confusion, value differences, conflicting needs or styles, personality differences and hidden agendas. This course is designed to assist group members or external facilitators to identify the cause of the conflict, determine an appropriate intervention, and assist the group to move from conflict to problem solving. Content will include theory and concepts essential to understanding group process and group facilitation. (A Certificate Program elective course; prerequisite is a previous course in the program or by permission of the Coordinator.)

CRITICAL SKILLS FOR COMMUNICATING IN CONFLICT SITUATIONS (#CR735)

Dates: **January 25-26**, Mario Govorchin
March 12-13, Stacey Holloway
April 26-27, Marg Huber
Fee: \$150

This course is intended for those who have had little or no previous training in conflict resolution skills. It will focus intensively on the micro-skills essential to effective mediating, negotiating or resolving of interpersonal conflict. It is recommended for anyone entering the Certificate Program but would be helpful as an isolated learning experience. The individual skills will be demonstrated and then practiced in the context of a conflict situation. Specific skills will include non-judgemental listening, probing and clarifying, reframing, refocusing and assertive, non-defensive communication. (A Certificate Program elective course)

CONFLICT IN ORGANIZATIONS—SYMPTOMS, ORIGINS AND STRATEGIES (#CR704)

Dates: **March 26–27**, Mike Talbot; M.A., M.Tech., organization consultant in private practice with a particular interest in organizational evolution.

Fee: \$150

Conflict and dissatisfaction in organizations take many different forms. This course focuses on difficulties that arise because of differences between the needs of the individual and the organization. What blocks an organization from working well for its people? What is the impact of management style and organizational culture? What are our deep-rooted assumptions about the nature of our organizations and our work? From these general questions, the focus of the course will shift to strategies to reduce specific areas of conflict and to the creation of sustained organizational change. Time will also be devoted to reviewing participants' specific situations. (A Certificate Program elective course)

RESOLVING INNER CONFLICT (#CR744)

Dates: **February 15–16**, Randy Boychuck

Fee: \$150

Many of us work with clients who feel stuck when faced with a major decision or who repeatedly make decisions which do not seem to work out well for them. They may be confused by the message they are receiving from the head versus the heart, or may feel overwhelmed by the multitude and complexity of the influencing factors. As a result, they postpone decision-making beyond the optimal time, or plunge ahead and risk making a poor decision for themselves. This course will present a set of skills and processes to facilitate personal decision making when values or needs are in conflict. Participants will assess their own styles of decision making and will focus on one of their own inner conflicts in order to learn an innovative and systematic approach to personal decision making. (A Certificate Program elective course)

EFFECTIVE CRITICISM: SKILLS AND TECHNIQUES (#CR715)

Dates: **February 22–23**, Sandra Berman, Consultant and Trainer, Circa Enterprises

Fee: \$150

Ineffective criticism can result in misunderstood messages, tension and inefficiency. Giving criticism is both stressful and difficult for most people. Rather than criticize, we tend to be silent, sarcastic or hurtful. Receiving criticism is often experienced as a threat to self-esteem and self-confidence. In this workshop participants will learn to give and receive criticism directly, openly and honestly in order to improve communication, achieve the desired result and reduce conflict in personal and business situations. Participants will use video feedback and will be supported by skilled coaches during roleplay simulations. (A Certificate Program elective course)

CREATING A CLIMATE FOR RESOLUTION (#CR757)

Dates: **February 1–2**, Arthur Ridgeway

Fee: \$150

When working with clients in mediation or negotiation, it is important to be able to quickly and effectively establish a rapport and communicate in a way which puts the client at ease. This course will present three methods for communicating with clients including the use of metaphors, anal-

ogies and anecdotes; neurolinguistic communication skills and the Ericksonian methods of utilization techniques and indirect communication. The use of these skills will assist the participant in establishing rapport, gathering information, and enabling the client to consider a wider range of choices. (A Certificate Program elective course)

DEALING WITH HOSTILE CLIENTS (#CR753)

Dates: **March 22–23**, Mario Govorchin

Fee: \$150

Whether you work in a government office, health care setting, bank, front office reception, or consumer complaints department, you likely encounter your share of frustrated, angry, aggressive and even hostile clients. Even though you are not responsible for their problems, they behave as if you were. This course will assist you to: 1) de-escalate the build-up of emotions; 2) assess the risk factor and act accordingly; and 3) move from aggression to constructive action. This course will be most useful to persons who have had little or no previous anger-management training and is considered an entry level elective course in the Certificate Program.

INTRODUCTION TO FAMILY MEDIATION: A THREE WORKSHOP SERIES

These three workshops are intended for persons who wish to specialize in the area of family mediation, including counsellors, lawyers, accountants, adult educators, and others with experience working with families. Prerequisites include previous courses in mediation and conflict resolution at the Justice Institute or with permission of the Program Coordinator.

FAMILY MEDIATION WORKSHOP #1: Family Dynamics and the Impact of Divorce (#CR754)

Dates: **February 8–9**, Marje Burdine, Coordinator, Centre for Conflict Resolution Training, mediator in private practice; Mike Altshuler, LLB, MS, mediation service provider, family mediator and counsellor in private practice; Michael Fogel, LLB, JD, M.Ed, family mediator and counsellor in private practice, Director of Mediation Services with B.C. International Commercial Arbitration Centre.

Fee: \$150

The family mediator requires specialized knowledge of family dynamics and the impact of divorce on the family life cycle in order to facilitate family restructuring. This course will provide an overview of the divorce process, the impact of divorce on the family, considerations for family restructuring, the role of the mediator, and the distinction between mediation, the adversarial system and the therapeutic process. Consideration will be given to the involvement of lawyers, therapists and other professionals in the divorce mediation process. Case examples will be used to illustrate the mediation process. (A Certificate Program elective course)

FAMILY MEDIATION WORKSHOP #2: In the Interests of the Children (#CR755)

Dates: **March 8–9**, Peggy English, M.Ed., family counsellor and mediator in private practice and Ellen Shapiro, family counsellor with specialization in child development.

Fee: \$150

During the divorce process, children are inevitably affected by the emotional turmoil of their parents, as well as by deci-

sions which must be made to restructure the family. To fully consider the needs of children, the mediator must have an understanding of the impact of divorce on children, including the stages of child development, variations in parenting plans to accommodate individual children's needs, ways to minimize the trauma for the children and when and how to involve them in the mediation process. (A Certificate Program elective course)

FAMILY MEDIATION WORKSHOP #3: Support, Maintenance and the Legal System (#CR756)

Dates: **April 26–27**, Peggy Waterton, consultant in family finance and investments; Donna Brown, Staff Development Officer, Corrections Academy, Justice Institute of B.C.

Fee: \$150

The primary focus of this course will be on mediating family finance issues; budgets, maintenance and support. In addition, discussion will include interfacing with the legal system; legal and ethical considerations for mediators, interacting with lawyers and the courts and considerations for the memorandum of agreement. Participants will have an opportunity for practical application through case study and mediation roleplay simulations. (A Certificate Program elective course)

BRING YOUR OWN MUG OR BUY ONE OF OURS

Please remember to bring your own coffee mug or be prepared to purchase one from the Justice Institute for approximately \$3.50 Both coffee and juice will be served three times per day but styrofoam cups will no longer be available.

Family Assault & Sexual Violence



CHILD SEXUAL ABUSE INTERVENTION PROGRAM:

A Training Program for Practitioners (#CSA105)

Dates: **Every second Friday and Saturday beginning January 19, 1990 until May 26, 1990**

Fee: \$700 for full program, \$550 for Children and Youth option, \$450 for Adult Survivor option.

Contact the registration office for a brochure listing the complete program, dates and resource people.

This program is designed for practitioners currently working with child or adult sexual abuse victims and will examine theoretical issues, demonstrate intervention skills, present treatment approaches and develop interdisciplinary networking. A certificate of achievement will be available upon successful completion of the program.

CHILD SEXUAL ABUSE: ISSUES FOR THE FRONT LINE RESPONDER (#CSA132)

Date: **February 9**

Fee: \$40

Resource Person: Nancy Fredricks, Ministry of Social Services and Housing.

This workshop is directed toward professionals involved in responding to initial disclosures or conducting the initial investigation. Content will focus on the investigative process with particular emphasis on interviewing techniques, working with other professionals in the investigation and the impact of Bill C15.

WORKING WITH MALE SURVIVORS (#CSA131)

Dates: **February 23 and Saturday, February 24**

Fee: \$125 for both days

Resource Person: Earl Goldstein MSW, clinical social worker in private practice.

Until very recently sexual abuse of male children was virtually unrecognized. Yet research has shown that about two thirds of male victims are abused by someone within the family and are more likely to be victimized by an individual who also abused other children. Clinicians are just beginning to understand the special characteristics of sexual abuse of males. This workshop will explore the psychological and behavioral dimensions of male victimization and the presenting symptoms of men seeking therapy. Content will include the description and demonstration of methods and approaches for working with male clients. Participants will have an opportunity to bring case examples to the workshops.

NATIVE WOMEN, COUNSELLING AND HEALING

Dates: **March 9 (evening) and Saturday, March 10**

Fee: \$60 for members of the Feminist Counselling Association and \$70 for non-members

Resource People: see conference brochure available from the Registration Office.

This conference is directed toward professionals and peer counsellors working with native women on issues related to family violence, substance abuse, racism and sexism. Resource people will examine socioeconomic issues that affect native women using personal growth and inner healing models based on traditional native values and spiritual wisdom. Co-sponsored with the Western Canadian Feminist Counselling Association and the Professional Native Women's Association.

THE DOUBLE BATTLE: Treating the Substance Abusing and Sexually Abused Client (#CSA124)

Dates: **March 15–16**

Fee: \$135

Resource People: Myrna Driol, M.A. and Trisha Hiland, M.A., registered psychologists with extensive experience working in alcohol and drug services.

This workshop is directed toward counsellors and group leaders interested in integrative treatment approaches when working with clients who are fighting the double battle of substance abuse and sexual abuse. Content on Day One will cover assessment issues and history taking, determining treatment approaches, responding to substance abuse relapses in therapy and handling other issues such as eating disorders, compulsive thefts or lying. Day Two will focus specifically on leading groups for this client group and examining issues such as establishing group rules, stages of the group process, critical incidents in the group and voluntary or necessary termination of a client from the group.

WIFE ASSAULT: EDUCATION IN THE WORKPLACE (#EP152)

Date: **T.B.A.**

Fee: \$10

Resource People: Karen Larcombe, counsellor with Battered Women's Support Services, and Jim Browning Ph.D., clinical psychologist and co-leader of the Assaultive Husbands Program.

This workshop is directed toward employee assistance counsellors interested in obtaining basic information on the impact in the workplace of wife battering and reviewing education programs developed by the Ottawa-Carlton Municipality Employee Assistance Program. Content will examine the problem of wife assault for both the victim and perpetrator and will highlight strategies that can be undertaken to assist individuals affected and introduce education programs in the workplace. Co-sponsored with the B.C. Ministry of Solicitor General Crime Prevention Program, Victim Assistance Program and the Solicitor General Canada.

"LET'S TALK ABOUT TOUCHING:" Training for Early Childhood Educators (#CSA110)

Dates: **March 9 and Saturday March 10**
at the Justice Institute (*CSA110LM)
March 9 and Saturday March 10
in Victoria (*CSA110V)
March 30 and Saturday March 31
in Prince Rupert (*CSA110PR)
April 6 and Saturday April 7
in Kamloops (*CSA110K)
April 27 and Saturday April 28
in Dawson Creek (*CSA110DC)

Times: 8:30 am–4:30 pm

Fee: \$25

This workshop provides training for early childhood educators through the Ministry of Solicitor General-developed pre-school sexual abuse prevention program. Designed for three and one-half to five year olds, the curriculum includes nine scripted lessons, and teaching aids. Training will cover the nature and dynamics of child sexual abuse, use of the curriculum in pre-schools, and adaption of the program for use with special needs children. Licensed pre-school staff currently working in a centre may purchase a teaching kit at a cost of \$25 after completion of the two-day program. The cost of the kit for others who complete the program is \$50. Teaching dolls are an additional \$45 per pair. Co-sponsored with the Early Childhood Education Association of B.C. and the B.C. Ministry of Health, Mental Health Services.

SURVIVING INCEST: An Evening With Elly Danica

Date: **Wednesday, January 30, 7:30–9:30 pm**
at the Robson Square Media Centre

Elly Danica is the author of *Don't A Woman's Word*, the story of her fight to regain herself and survive in the aftermath of her childhood sexual abuse. It is a courageous, powerful story written in a poetic style. Elly will read from her book, share with the audience her experiences with the way the system fails to help abused children, and discuss her campaign to have children's rights protected.

Admission fee: \$8.00 for professionals, \$4.00 for underemployed. Pay at the door, but phone 228-9771 Loc 311 to reserve your seat.

In consideration of the environment, Extension Programs will no longer use styrofoam cups. Please bring your own mug or treat yourself to a new JI mug for approximately \$3.50.

Crime Prevention



WORKING WITH PRE-DELINQUENT AND DELINQUENT YOUTH I (#CY124)

Dates: **February 9 and Saturday, February 10**
in Tumbler Ridge. For registration information contact: Tumbler Ridge Family Support Society, 242-4049

February 23 and Saturday, February 24
in Prince George

May 11–12 in Vancouver

Fee: \$115 (Prince George \$135; Tumbler Ridge T.B.A.)

Resource Person: Larry Green M.A., counsellor in private practice.

This workshop is directed toward professionals working with pre-delinquent and delinquent youth. Day one will look at the psychological needs of adolescents, compare and contrast normal and dysfunctional needs of adolescents and present an overview of counselling strategies for behavioral change. Day two will examine counselling strategies in more depth with particular emphasis on models that assist adolescents to develop a sense of personal responsibility and respect in their own community. Co-sponsored with the B.C. Ministry of Solicitor General, Crime Prevention Program.

This workshop is considered an elective in the new Working with Troubled and Troublesome Adolescents Certificate Program.

ADOLESCENT SUICIDE: PREVENTION, INTERVENTION AND POSTVENTION (#EP154)

Dates: **February 14–15** in Vancouver
March 7–8 in Williams Lake

Fee: \$75 (\$85 in Williams Lake)

Resource Person: Marsha Krawll, M.S.W., consultant and trainer.

This workshop is directed toward law enforcement officers and other front line workers involved in responding to attempted and successful adolescent suicides in native communities. Content will cover attitudes and beliefs about suicide, dynamics of suicide, high risk profiles, developmental issues related to adolescents, cultural factors and their impact on intervention, and postvention programs. Co-sponsored with the B.C. and Federal Ministries of Solicitor General Crime Prevention Programs.

Disaster Planning



EMERGENCY DISASTER PLANNING FOR SPECIAL CARE FACILITIES (#PEP100)

Date: **March 10 (Saturday)**

Fee: \$100

Resource Person: Sally de la Rue Browne is a registered public health inspector with Enviro-Food Consulting, disaster planner, teacher and contributing editor of the Environmental Health Review.

This workshop is designed for administrators, dietitians, nursing, maintenance and housekeeping supervisors in health care settings such as hospitals, nursing homes and specialized adult residential care facilities. Content includes

emergency planning principles (evacuation, relocation, survival without outside help) and expanding services to accept additional people in a crisis. Participants will develop a written, workable plan to test and put into action in their work place. Co-sponsored with Provincial Emergency Program.

Fire Safety Distance Education



Registrants to distance education courses receive access to a knowledgeable tutor by telephone and correspondence throughout the course. Co-sponsored by Extension Programs and the Fire Academy. (Note: Fire service personnel in B.C. should contact the Fire Academy directly to obtain this self study course.)

FIRE SAFETY AT WORK (#DE102)

Length: 120 self-study hours

Fee: \$250

Designed in the distance education format and developed in cooperation with the Open College Component of the Open Learning Agency, this course is intended for employees and supervisors with job responsibilities in fire safety, as well as others with an interest in fire prevention and response. The course materials explore the nature of fire, common fuels and ignition sources, hazards for each building type, fire prevention, fire drills and using portable extinguishers and a fire safety plan. After completing the course, students will be able to conduct basic fire prevention inspections, educate other employees on safe ways to respond to fire, lead fire drills and prepare a full fire safety plan for any organization. Students are required to submit four written projects and pass a multiple choice exam to complete the course. Successful candidates will receive a certificate. *(This course is not designed for professional or volunteer fire service personnel.)*

FIRE SERVICE ORGANIZATION (#DE103)

Length: 20 self-study hours

Fee: \$100

This course provides a review of organizations concerned with fire protection, with a focus on Canadian organizations at the federal, provincial and local level. It also reviews the structure of fire suppression organization, the Company Officer's role in it, and the chain of command in line and staff functions.

DANGEROUS GOODS (#DE101)

Length: 60 self-study hours

Fee: \$200

This course, designed for fire service personnel, is relevant to many non-fire service persons with responsibility in the area of dangerous goods. A series of five self-study booklets present the basic principles of controlling dangerous goods incidents. The course covers legal jurisdiction and highlights relevant legislation that affects safety in storage and transport of dangerous goods. Information is offered on identification of dangerous goods under emergency conditions and on national, provincial and local information sources. The course discusses the inherent hazards of dangerous goods, with attention given to assessing a situation, determining the resources required and taking appropriate initial action.

BASIC FIRE SCIENCE (#DE100)

Length: 40 self-study hours

Fee: \$150

This course, designed for fire service personnel, is applicable to many non-fire service persons who need a fundamental understanding of fire and flammable materials as well as members of the general public with an interest in this safety area. The course provides an introductory level study of basic chemical and physical principles underlying fire and dangerous goods behaviour in emergency situations. Topics include vapour pressure and combustion, elements of fire suppression and general methods of fire control.

COMMUNICATION SKILLS (#DE104)

Length: 20 self-study hours

Fee: \$100

This course provides a short, to-the-point overview of principles of effective writing and speaking. Included are tips on presenting information clearly and with impact. The skills gained from this course should prove helpful in all types of writing, including reports and memos, as well as public speaking and communication in general.

TECHNICAL MATH (#DE105)

Length: 40 self-study hours

Fee: \$150

This course presents basic math skills for fire flow calculations such as volume and surface area. Frequent opportunities to apply information to practical situations are provided. Units covered include whole numbers, fractions and decimals, percentages, averages, algebraic equations, powers and square roots, ratios and proportions, and measurements of length, area, and volume. It is assumed that the student has basic skills in addition, subtraction, multiplication and division.

Group Homes and Residential Care



The Justice Institute will keep records of all participants who complete workshops directed to group home staff and will apply credit for participation in these workshops to a certificate program currently being developed in the area. Start date for the certificate program is expected to be September 1990.

MANAGING CHALLENGING BEHAVIOUR IN ADOLESCENT RESIDENTIAL SETTINGS (#CY136)

Dates: **Saturday, February 17–Sunday, February 18**
in Salmon Arm

Fee: \$135 for both days

Resource People: Allan A. Cohen and Mahmud Nestman M.Ed, counsellors and group leaders in private practice with extensive experience working in residential care settings.

This workshop is directed toward social workers, youth and child care workers and other program staff working with adolescents in residential settings. Content will examine approaches and strategies that can be used effectively to respond to adolescents displaying passive/aggressive, withdrawn, hostile and other self defeating behaviour. Participants will have an opportunity to apply their own

experiences in working with difficult and challenging adolescents. Co-sponsored with the Shushwap Family Centre.

SUPERVISING IN A GROUP HOME SETTING, LEVEL (#MGMT214)

Dates: **February 20–21**

February 27–28 in Victoria

Fee: \$125 for one registrant; in Victoria \$140 for one registrant
\$100 for two or more from the same agency or group home; in Victoria \$125 for two or more

Resource Person: Sandra Hawley Rice, consultant and trainer.

This workshop is directed toward both new and experienced group home supervisors. Participants will examine and apply basic supervisory skills within the context of a group home. The course will cover the skills required to supervise effectively, assess employees' levels of motivation and ability, apply situational leadership theory and communicate with and delegate to staff who work shifts or on call. Participants will also learn how to orient and train new employees, assess and manage specific staff and manage conflict on the job.

SKILL TRAINING IN RESIDENTIAL CARE SETTINGS (#SUP119)

Dates: **February 22, 23 and Saturday, February 24, and March 9 and Saturday, March 10; or May 31, June 1 and Saturday, June 2, and June 15 and Saturday, June 16**

Fee: \$225

Resource People: see workshop brochure

This skill training workshop has been designed to provide basic skills for workers in residential care settings. Content will cover individual program planning, writing and communication skills, conflict resolution strategies, life skills training and stress management techniques. A certificate of achievement will be granted to successful participants. Co-sponsored with the Canadian Training Institute (B.C. Committee). For copies of the brochure contact the Registration Office.

ADVANCED SUPERVISING IN A GROUP HOME SETTING, LEVEL II (#MGMT218)

Dates: **March 20–21**

March 27–28 in Victoria

Fee: \$125 for one registrant; in Victoria \$140 for one registrant
\$100 for two or more from the same agency or group home; in Victoria \$125 for two or more

Resource Person: Sandra Hawley Rice, consultant and trainer.

This workshop is designed for supervisors who want to advance their supervisory and personnel management skills. Participants will learn selective interviewing techniques and other skills that will enable them to develop performance standards, conduct a performance review, manage specific performance problems, assess levels of employee stress on the job and carry out disciplinary procedures. People who have taken the Level One course will be given registration priority.

Intervention



THE RITUAL ABUSE SURVIVOR: DIAGNOSIS, ASSESSMENT AND TREATMENT (#EP146B)

Dates: **January 11–12**

Fee: \$135 for both days

Resource Person: Catherine Gould Ph.D., a psychologist from Los Angeles, board member of the organization "Believe the Children" and member of the Los Angeles Task Force on Ritual Abuse through the Los Angeles County Commission for Women.

This workshop is directed toward professionals working with children or adults who are ritual abuse survivors. Content will cover recognizing a ritual abuse history, examining the impact of brainwashing techniques and beliefs on treatment intervention, selecting treatment modalities, responding to self-endangering behaviour and considering the therapist's fears and anxieties. This workshop is an expansion of the workshop offered by Dr. Gould in August 1989. Past participants may register for the second day only. Co-sponsored with The Ritual Abuse Awareness Network (TRAANS).

WORKING WITH THE DYSFUNCTIONAL FAMILY (#EP136)

Dates: **January 12 and Saturday January 13**

Fee: \$135 for both days

Resource people: Brenda Casey, counsellor and group leader in private practice and Denise Hall, family counsellor and group facilitator

This introductory workshop is directed toward professionals who are called upon to intervene with abusive, alcoholic or emotionally neglectful families and want to develop both an understanding of the family system and its impact on individual members. Content will cover characteristics of functional and dysfunctional families, roles and behaviours within abusive and alcoholic families, assisting family members identify key issues for recovery and developing a framework for therapeutic intervention.

GRIEF, LOSS AND THE PROCESS OF RECOVERY (#EP104)

Dates: **January 25–26** at O'Douls Hotel, Vancouver

Fee: \$185

Resource Person: Jane Middleton Moz, M.A., therapist, consultant, trainer, co-author of "After the Tears" and author of "Children of Trauma"

This highly experiential workshop will focus on understanding grief and loss experienced by people growing up in chemically addicted families and will demonstrate and model methods for assisting individuals and families through the process of grieving to their recovery.

"THE CO-DEPENDENCY TRAP": ASSESSMENT AND INTERVENTION APPROACHES (#EP143)

Dates: **February 26–27**

Fee: \$135 for both days

Resource People: Maureen Ludwig Gold and Elaine S. Stoll, group leaders and counsellors in private practice with extensive experience working in private community agencies with clients with chemical and behavioral addictions.

It has been estimated that for every chemically dependent person, there are at least five co-dependents. Frequently,

these are people who grow up in alcoholic or multi-dysfunctional families. Co-dependency is characterized by a preoccupation with or extreme dependence on another person, substance or behaviour. If co-dependent behaviour is not addressed, the specific addiction may be controlled but the behaviours arising out of the addiction often continue. This two day workshop will examine the nature and dynamics of co-dependent behaviour, consider the role of the co-dependent within the dysfunctional family and explore assessment approaches and creative treatment techniques.

ADDICTIONS COUNSELLING TRAINING (#EP155)

Dates: **March 15–16 and March 22–24**

Fee: \$425 for complete program and manual

Resource Person: Karen O'Brien M.A. A.B.S., trainer for the Alcohol and Drug Program and a consultant to group leaders working in the addiction field.

This training program is based on the material developed by the Ontario Research Addiction Foundation. It is an introductory program on addictions for those new to the field or those who want to update their information and skills. Content covers key issues in the addictions field but is not intended to teaching counselling skills or treatment approaches. Areas covered include: practical drug concepts, perspectives on substance abuse and use, assessment interviews, denial, treatment readiness and options.

Management



PERFORMANCE PLANNING AND REVIEW (#MGMT215)

Dates: **January 8–9**

Fee: \$150 for both days

Resource Person: Maureen Hannah, Training Consultant, Hannah, Petersen and Associates

This workshop is designed for managers and supervisors who want to improve their ability to write performance standards and increase their skills in giving constructive feedback about performance. Following a discussion of the purposes of performance planning and review, participants will learn how to develop and carry out a performance plan, conduct a review interview and administer the review system. This popular course has been expanded to two days to give participants ample time to practice their skills in these areas.

MAKING ORDER OUT OF CHAOS: Planning Skills for Administrative and Clerical Staff(#SUP110)

Dates: **January 12 8:30 am–4:30 pm**

March 6 in Victoria 8:30 am–4:30 pm

Fee: \$70 (\$85 in Victoria)

Resource Person: Sandra Hawley Rice, consultant and trainer.

This planning workshop is directed toward administrative support staff who have too much to do and too little time. Participants will learn how to identify and eliminate time wasters, manage their work better and increase their productivity.

MANAGING COMPLEX CHANGE (#MGMT219)

Date: **January 25–26**

Fee: \$150 (fee includes \$35 for the Managing Complex Change workbook)

Resource Person: Karen O'Brien, M.A., consultant and trainer and co-president of the Association for Creative Change.

This workshop is directed toward managers, executive directors and board members who are involved in a major change in their organization or agency. Workshop content will include: the elements and dynamics of change (reactions, attitudes, phases), Ackerman's model for managing complex change, an analysis of the impact of change, strategies for managing the change process, structures and roles to support the change process, how to communicate the change to those affected by it, and planning for application on the job.

BASIC SUPERVISORY COMPETENCY PROGRAM (#MGMT213)

Dates: **January 29–February 2 8:30 am–4:30 pm**

March 19–23 8:30 am–4:30 pm

Fee: \$350

Resource Person: Joyanne Landers, Senior Consultant, Ryane Consulting Ltd.

Each job or function has a set of specific areas of knowledge, skill and operating values which, taken together, give individuals the competence to perform a particular job. The Basic Supervisory Program is competency-based; it covers such topics as role of the supervisor, situational leadership and teamwork, delegating to and developing staff, communication and interpersonal effectiveness, problem solving and decision making, and conflict resolution. The program is intended for first level supervisors, or those who aspire to be supervisors, in both government and private agencies. Before coming to the course the participant and his or her manager will complete an inventory assessment of the participant's skills and knowledge. B.C. Corrections Branch employees who successfully complete the course will be granted certification for Basic Supervisor Competency Program Week I. Co-sponsored with the Corrections Academy.

TRAINING FOR TRAINERS: Tips, Techniques and Tactics (#MGMT223)

Dates: **March 8–9**

Fee: \$150

Resource Person: Reva Kalef, M.Ed.(Adult Education), consultant with R.K. Education Design Associates

This practical workshop is directed toward people who deliver training programs as part of their overall job and want to update or enhance existing skills. Content will include: characteristics of adult learners, creating a comfortable learning environment, instructional styles and techniques, motivational strategies, instructional planning, evaluation strategies and handling instructional challenges. The number of registrants will be strictly limited to allow an opportunity for each participant to practice group and one-to-one training in a supportive setting.

FRONT LINE/FIRING LINE:

HANDLING THE ANGRY CLIENT (#SUP109)

Date: **March 12–13 8:30 am–4:30 pm**

Fee: \$135

Resource Person: Joyanne Landers, Senior Consultant, Ryane Consulting Ltd.

No matter where they work — a government, private or voluntary sector agency, or in the justice system — front office staff and line workers may find themselves having to handle distraught or angry clients. Through small group discussions and role plays, participants in this workshop will learn practical techniques to help them cool down these difficult encounters. Topics to be examined include resolving conflict, managing anger and the concept of perceived power versus real power.

CLEAR AND SIMPLE (#MGMT212)

Dates: **March 28–30**

Fee: \$175

Resource Person: Joyanne Landers, Consultant and Trainer, Ryane Consulting Inc.

This workshop is directed toward supervisors and managers who know what they want to say but have difficulty putting it in writing. Days one and two will cover communication as a transaction, writing skills, business styles and conveying organizational messages. Day three will specifically focus on report writing and will cover planning, organizing and special techniques. Participants are required to submit two samples of their written work when they register.

MOTIVATING YOUR WORKFORCE: BUILDING A STRONG WORKING GROUP (#MGMT225)

Date: **April 4–5**

Fee: \$150

Resource Person: Bev Abbey, Consultant and Trainer, Bev Abbey and Associates.

Groups are the backbone of most organizations; they are the vehicles for planning, organizing and accomplishing work, enhancing worker satisfaction and contributing to staff development. But even though most managers spend more than half their working time in some form of group activity, many have little training or knowledge of group dynamics. They need to know how to motivate staff who have lost their energy and enthusiasm. In this workshop, managers will learn how to motivate both new and long-term employees and help them develop as a healthy, inter-acting team. During the course of the two-day workshop, participants will look at the five stages of group development, learn how to manage each stage effectively, identify characteristics of high performance teams, and learn the leadership behaviour skills they need to manage morale and productivity.

Professional Health Programs



Professional Health Programs at the Justice Institute offers courses for physicians, nurses and pre-hospital care workers. The following courses are held at the Justice Institute or can be arranged to travel to your community when requested. For more information on these programs and the possibility of courses in your area contact Professional Health Programs, 228-9771, local 321.

ADVANCED CARDIAC LIFE SUPPORT (A.C.L.S.) PROVIDERS COURSE (#PHP100)

Dates: **January 20–21 (Saturday and Sunday)**

8:00 am–5:00 pm

March 10–11 (Saturday and Sunday)

8:00 am–5:00 pm

Fee: \$300 includes lunch and manual

This two day workshop is intended for physicians, nurses and pre-hospital care workers who are involved in the management of cardiac arrest victims. The two days are divided into lecture and practice components. The lectures highlight the important information in pharmacology, dysrhythmia interpretation, sudden cardiac death, and post-resuscitation care as related to cardiac arrest management. Practice time to manage a cardiac arrest simulation and review cardiac dysrhythmias is provided. During the course, each participant is given at least one opportunity to manage a cardiac arrest scenario. Pre-reading from the A.C.L.S. manual is required; allow at least eight hours to adequately prepare for this course. Successful completion is based on:

1. Demonstrating leadership during a cardiac arrest scenario.
2. Obtaining 80% correct on each exam, theory and dysrhythmia interpretation.
3. Correctly demonstrating the skill of adult intubation on the intubation model.
4. Providing evidence of current B.C.L.S., level C status.

ADVANCED CARDIAC LIFE SUPPORT UPDATE (PHP110)

Date: **February 10**, 8:00 am–5:00 pm

Fee: \$150.00 includes lunch and manual.

This one day course provides the opportunity for persons with previous successful A.C.L.S. completion to update to the current A.C.L.S. standards. Pre-reading is required to supplement the theory lectures and practice sessions held during the day. Successful completion is based on:

1. Demonstrating leadership during a cardiac arrest scenario.
2. Obtaining 80% correct on each exam, theory and dysrhythmia interpretation.
3. Correctly demonstrating the skill of adult intubation on the intubation model.
4. Providing evidence of current B.C.L.S., level C status.

A.C.L.S. INSTRUCTOR PROGRAM (#PHP120)

Dates: **April 19** 8:30 pm–10:00 pm

April 20 & 21 (Saturday) 8:00 am–5:00 pm

Fee: \$375

This two and a half day program is for physicians, nurses, or pre-hospital care workers who have exceptional A.C.L.S. skills, frequent exposure to cardiac arrest situations, and are interested in teaching A.C.L.S. The course content includes lesson planning, characteristics of adult learners, giving effective feedback, planning scenarios, and operating the cardiac arrest scenario station. During the first evening all participants will be reassessed for competency in their A.C.L.S. skills. Those individuals who do not meet the criteria will be required to withdraw from the course. Preparation for the course includes pre-reading and developing lectures and cardiac arrest scenarios. Allow at least two

weeks to prepare adequately. Proof of current certification in B.C.L.S., Level C is required before successful completion of the course will be granted.

ADVANCED CARDIAC LIFE SUPPORT COURSES OUT OF TOWN

The following A.C.L.S. course are scheduled to occur at the locations listed. Course content and criteria for successful completion are as indicated for Advanced Cardiac Life Support Update course described above. For further information or to register for the out-of-town courses, call Professional Health Programs at the Justice Institute, 228-9771, local 314.

A.C.L.S. PROVIDER:

Williams Lake **January 27 & 28** 8:00 am–5:00 pm

A.C.L.S. UPDATE:

Kitimat **March 31** 8:00 am–5:00 pm

Campbell River **April 7** 8:00 am–5:00 pm

FIRST LINE TRAUMA MANAGEMENT FOR NURSES

A travelling course tailored to the needs of your facility and community can be arranged. Program content is related to the “must-do’s” of multi-trauma assessment, treatment, and stabilization and can be presented in one or two day seminars. Program presentation is a combination of lecture and group practice sessions. Contact Sandy Barabe, Professional Health Programs, 228-9771, local 321, for further information regarding costs, availability and content.

FIRST LINE TRAUMA MANAGEMENT FOR PHYSICIANS

This one day course is designed for physicians responsible for managing the trauma victim in a non-tertiary facility. Course content is provided by two emergency physicians and covers the appropriate management of the ABC’s and the assessment, treatment, and management of the multi-trauma victim. The course is able to travel to your community; contact Professional Health Programs at the Justice Institute, 228-9771, local 321, for further information.

NOTE: Refund and transfer policy in effect. Please see policy description under directions for “How to Register for a Course” in this Calendar. *No exceptions* will be allowed.

Victim Services



The Ministries of Attorney General and Solicitor General in conjunction with Extension Programs, Justice Institute of B.C. co-sponsor a variety of training initiatives for staff and volunteers of the Victim Assistance Program and others who work with victims.

Workshops address topics such as volunteer management, wife assault, child sexual abuse, program management and skill development. Training manuals are being developed to assist Victim Assistance Program co-ordinators and volunteers and a victim services newsletter is produced three times a year.

General Information

Time of classes: Unless otherwise indicated, classes will be in session from 9:00 am to 5:00 pm.

Location of class rooms: Unless otherwise stated, classes will take place at the Justice Institute of B.C. in either Blake or Lawrence Hall. Check your receipt—it will give you information as to which building to enter. There is a notice board inside the main door of both buildings which lists course and class rooms for that day. It is a good idea to check the notice board on entering as rooms are subject to change on short notice.

Parking: Parking is available free at the Justice Institute. There are public lots north of Blake Hall, adjacent to Lawrence Hall and east of the driveway off 8th Avenue.

Handicapped Parking: There are two parking stalls beside the gymnasium in the parking lot adjacent to Blake Hall. Students in wheel chairs should telephone in advance to check with registration for the location of access ramps and washrooms.

Food on Campus: Coffee and juice are provided in most class rooms. There is a small deli style store in Blake Hall open 8:00 am to 3:30 p.m. The cafeteria, in a building just west of the gymnasium is open from 7:00 am to 3:30 pm. You are welcome to bring your own lunch to eat in the student lounge area in Blake Hall or outside if weather permits.

Smoking: All buildings on campus are non-smoking buildings. There is a room available for smokers in Blake Hall (room 133).

In Consideration of the Environment:
Extension Programs will no longer be using styrofoam cups for juice or coffee.
Please bring your own mug or treat yourself to a new JI mug for approximately \$3.50.

What is the Justice Institute?

The Justice Institute of B.C. is a post-secondary educational institute established in 1978 and is governed by a Board of Directors. The Institute is funded through a core budget provided by the Ministry of Advanced Education and Job Training.

Other ministries which contract with the Justice Institute to develop and deliver training through separate academies/divisions, are:

Ministry of Solicitor General

- Corrections Academy
- Police Academy
- Provincial Emergency Program Academy

Ministry of Municipal Affairs

- Fire Academy

Ministry of Health

- Emergency Health Services Academy

Ministry of Attorney General

- Court Services Programs

Programs offered by the academies/divisions can be summarized as follows:

- **Corrections Academy** trains all Branch employees who work in institutional and community settings, i.e. security and probation officers. Courses are developed for both the recruit and advanced levels.
- **Emergency Health Services Academy** trains Emergency Medical Attendants and advanced level paramedics employed in the provincial ambulance system. Training is also offered to other persons employed in emergency medical care.
- **Fire Academy** trains volunteer and full time fire officers to assume leadership roles in fire prevention, training, and command. The Academy uses distance education, hands-on training, and train-the-trainer programs, both in-field and on-site.
- **Police Academy** trains the recruits and career officers of B.C.'s 12 municipal police departments. In addition, employees of other enforcement agencies participate in Academy training, when appropriate.
- **Provincial Emergency Program Academy (PEP)** is the training support for the Provincial Emergency Program. Training is offered in the development of municipal emergency plans, search and rescue, dangerous goods awareness, emergency scene management. The Academy provides training in a wide range of topics including planning for earthquake response.

- **Finance and Administration Division** attends to the business operations of the Institute. That is, it is responsible for financial operations, purchasing, receiving and stores, accounting, legal and personnel matters, and the operation of the physical facilities.

- **Educational Services Division** provides program services to the Institute, namely library, media, curriculum development and physical education. Interdisciplinary and public programs are offered through Extension Programs.

What is the Extension Programs Department?

Extension Programs offers courses open to general enrolment dealing with justice and public safety issues, information and education on the justice system and training to increase participants' skills on the job. Personnel with government organizations, private agencies, the corporate sector and members of the public participate in programs on a broad range of topics and issues.

Three certificate programs are offered through Extension Programs: 1) Conflict Resolution (via the Centre for Conflict Resolution Training), 2) Child Sexual Abuse Intervention and 3) Working with Troubled and Troubling Adolescents

In addition, courses are delivered by contract for ministries of government, corporations, private agencies and organizations. Court Services programs are delivered through an annual contract with Extension Programs to provide training for court registry and deputy sheriff personnel.

Projects are either sponsored solely by the Justice Institute or developed in conjunction with other organizations. Some programs are held at the Justice Institute, however, staff have a provincial mandate and work co-operatively with other groups to organize programs throughout B.C.

- **How to Obtain the Extension Programs Calendar—**Extension Programs Calendars are produced three times a year (September, January and May) and distributed to a cross-section of people. If you wish to receive this calendar regularly and are not currently on our mailing lists, call Extension Programs and ask to be put on the General mailing list—228-9771, local 285.

In consideration of the environment, Extension Programs will no longer use styrofoam cups. Please bring your own mugs or treat yourself to a new JI mug for approximately \$3.50.

How to Register for a Course

REGISTER BY MAIL

To register by mail, fill out the course Registration Form below or send in this information by letter along with your cheque (made payable to the Justice Institute; **no post dated cheques accepted**) to:

Registration Office
Justice Institute of B.C.
4180 West 4th Avenue
Vancouver, B.C.
V6R 4J5

If registering for more than one course, please send separate cheques for each course. If you wish to register for a program and the Justice Institute is not handling registration, contact the phone number listed in the program description for further information.

REGISTER BY PHONE

You can register by phone using your VISA or MasterCard. Call 228-9771, local 311 between 8:30 am and 4:30 pm weekdays. Please have your credit card number ready when you call.

REGISTER IN PERSON

You can register in person at the Justice Institute, Room 119, Blake Hall (two doors down from receptionist on the main floor). Hours are 8:30 am to 4:30 pm, Monday–Friday. Before making a trip to register, you should call 228-9771, local 311 to ensure there is space for you in the course(s).

REGISTER BY FAX

You can register by FAX using your VISA or MasterCard. Complete the Registration Form including all credit card information and FAX it to the Registration Office, Justice Institute of B.C. at 660-1875.

TAX DEDUCTION

You may deduct tuition fees from your income tax if the total amount exceeds \$100 and is paid to one educational institution. Deductions may be claimed for one or more courses taken during the tax year. **Save your registration receipts.**

REFUND POLICY

Registration fee minus an administration charge is refundable if **written notification** of cancellation is received **seven working days** in advance of the course date. The white copy of the registration receipt must be presented in order to receive a refund.

TRANSFER POLICY

Notification regarding transfer from one course to another must be received **seven working days** in advance of the course date. There is an administrative fee of \$15 for such transfers; this fee also applies to registrations taken by telephone or fax.

COURSE CANCELLATIONS

A full refund of tuition fees will be issued for courses cancelled by the Institute. The Institute reserves the right to cancel courses if enrollments are insufficient. We truly regret any inconvenience this may cause.

REGISTRATION INFORMATION AND INDIVIDUAL COURSE BROCHURES 228-9771, local 311.

Registration Form

Mail to: Registration Office, Justice Institute, 4180 West 4th Ave., Vancouver, B.C., V6R 4J5.

I wish to register in the following program (s):

PROGRAM NAME	PROGRAM NUMBER	DATE(S)	FEE
PROGRAM NAME	PROGRAM NUMBER	DATE(S)	FEE
PROGRAM NAME	PROGRAM NUMBER	DATE(S)	FEE

SURNAME GIVEN NAME

POSITION ORGANIZATION

STREET/CITY POSTAL CODE

PHONE (DAY)

METHOD OF PAYMENT:

- ☐ Enclosed is my cheque payable to the Justice Institute.
- ☐ VISA CARD # - - EXPIRY DATE:
- ☐ MASTERCARD # - - EXPIRY DATE: