

The Justice Institute of British Columbia

presents

Extension Programs Schedule

April–July, 1987

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

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

Registration Procedures

If you decide to register for a program based on the information given here, and it is a program for which the Justice Institute is handling registration, complete the attached registration form and forward to Extension Programs. If you wish to register for a program and the Justice Institute is not handling registrations, contact the phone number listed in the program description for further information.

If you are interested in receiving a detailed brochure on a program before registering, contact: Extension Programs, 228-9771.

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

Administrative and Support Staff



THE NEW SUPERVISOR (#SUP111)

Dates: **April 29–30** in Vancouver

Fee: \$115

Resource Person: Maureen Hannah or Sandra Hawley, training consultants with Hannah, Peterson & Associates.

This two-day workshop is designed for administrative support staff who have recently been promoted to a supervisory position. Content will cover on the job techniques, orienting new employees, assessing employees' levels of motivation and ability, handling poor performance, attendance and tardiness problems, and undertaking disciplinary action.

USING INFLUENCE EFFECTIVELY:

Skills and Strategies for Clerical and Administrative Support Staff (#SUP112)

Dates: **May 12–13** in Vancouver

Fee: \$100

Resource Person: Joyanne Landers, Training Consultant, Ryane Consulting Inc.

This workshop is directed toward clerical and administrative support staff who want to increase their effectiveness on the job through communicating more clearly and persuasively, handling difficult people more confidently, and accomplishing objectives more productively. Content will cover dynamics of power and influence, defensive and assertive communication, using influence to resolve conflicts with peers and supervisors, giving and receiving feedback, and developing a repertoire of influence strategies.

WORK AND SELF MANAGEMENT SKILLS FOR CLERICAL STAFF (#SUP103)

Dates: **June 22–23** in Victoria; Fee \$110

July 8–9 in Kamloops; Fee \$120

Resource Person: Maureen Hannah or Sandra Hawley, training consultants with Hannah, Peterson & Associates Ltd.

This workshop directed toward senior clerical staff and first line supervisors will focus on administrative, management and self assessment skills that will enable them to have a better understanding of the management process and to assume a wider range of administrative responsibilities. Content will include: building working relationships; developing planning, organizing and problem solving skills; understanding self management and increasing self motivation and self action.

STEPPING UP INTO SUPERVISION (#SUP107)

Dates: **June 24–25** in Victoria; Fee: \$110

July 10–11 in Kamloops; Fee: \$120

Resource Person: Maureen Hannah or Sandra Hawley, training consultants with Hannah, Peterson & Associates Ltd.

This two-day workshop is directed toward staff who are considering applying for, or want to learn more about, supervisory careers. Content will cover identifying and examining roles and responsibilities of a supervisor, developing skills to market oneself and successfully handling a supervisory interview.

Family Assault and Sexual Violence



FAMILY ASSAULT AND SEXUAL VIOLENCE TRAINING CENTRE

The Justice Institute, Extension Programs has recently established a Family Assault and Sexual Violence Training Centre to provide integrated interdisciplinary training in this area. The main focus of the training will remain on the criminal nature of family assault and sexual violence with particular emphasis on intervention and prevention. An advisory committee of community groups involved in either direct service or training has been formed to establish priorities, develop content and put forward training needs.

CHILDREN FROM VIOLENT HOMES:

The Hidden Victims of Wife Assault (#CY111)

Dates: **May 7** (7:30 p.m.–9:00 p.m.) and **May 8** (9:00 a.m.–3:00 p.m.) at Place Maillardville, Coquitlam

Fee: \$10 evening only; \$40 evening and day

Resource People: Dr. Peter Jaffe, Director, London Family Court Clinic; Susan Wilson, University of Western Ontario; Linde Zingaro, child care and adolescent resource consultant; and Ray Chapman, social worker in private practice.

This conference will examine the psychological and behavioral impact of wife assault on children and adolescents, will provide information and techniques for running groups for children who have been observers of violence in the home, and will present practical methods for teaching children and adolescents alternate ways to deal with anger and stress. Co-sponsored with Coquitlam Family Centre, Port Coquitlam Women's Centre, School District 43 Parent Teacher Council and the Ministry of Attorney General.

THE SEXUALLY ABUSED PRE-SCHOOL CHILD: Diagnostic and Treatment Issues (#CSA 104)

Dates: **April 27** in Vancouver

April 28 in Duncan. To register for the Duncan program, contact: 748-2881. Co-sponsored with Cowichan Family Life.

Fee: \$60

Resource Person: Kee MacFarlane, MSW, Director of the Child Sexual Abuse Diagnostic Centre, Children's Institute International in Los Angeles, and formerly with the National Centre on Child Abuse and Neglect.

The morning session will present techniques and methods to conduct sensitive and effective diagnostic interviews with identified and suspected pre-school victims of child sexual abuse. The afternoon session will discuss treatment concerns for pre-school children and will include the presentation of a treatment model currently used at the centre.

ADULT SURVIVORS AND THEIR PARTNERS: Issues for Support and Recovery (#CSA108)

Date: **April 9** in Vancouver

Fee: \$65

Resource Person: Margaret Jones, M.A. Margaret is a counsellor in private practice with extensive experience working with survivors of sexual abuse.

This workshop is directed toward people working with adult survivors of sexual abuse and their partners. Content will examine the effect of childhood abuse on adult behaviour, discuss characteristics of abusive and healthy relationships and present ways the worker can assist the survivor and her partner through disclosure, feelings of betrayal, developing trust and sense of safety.

INTERVIEWING THE SEXUALLY ABUSED CHILD (#CSA109)

Date: **April 10** at the Justice Institute

Fee: \$50

Resource Person: Margaret Jones, M.A. Counsellor in private practice.

This introductory workshop is designed for people who want to develop or update their skills in interviewing children between 6–12 years where there has been an allegation or a disclosure of sexual abuse. Content will include: child development levels and acquisitions of social relationship skills, emotional and psychological indicators, responding to disclosure and interviewing skills.

CHILD SEXUAL ABUSE PREVENTION: Teaching Personal Safety and Decision Making (#CSA103)

Dates: **May 22–23** at the Justice Institute

Fee: \$85

Resource Person: Shari Thomas, counsellor with the Tacoma School District, and a certified instructor for the Committee for Children.

This program, based on the Committee for Children Prevention Curriculum, is directed toward people currently working with children between the ages of 11 and 14 years. Content will cover philosophical and ethical considerations, staff development, curriculum components and age appropriate follow-up. Co-sponsored with Ministry of Attorney General.

Intervention Skills



FACILITATION SKILLS FOR GROUP LEADERS: Advanced Level (#EP111)

Dates: **May 5–6** at the Justice Institute

Fee: \$95

Resource Persons: Sandra Berman, consultant and trainer; Maggie Ziegler, therapist and group facilitator.

This workshop is designed for people who have previous experience running groups for clients who have experienced trauma as a result of personal injury, violent crime or family violence. Content will include: exploring the psychology and reality of victimization, examining models of healing, increasing motivation and applying this information to the group process.

"AN EASY PILL TO SWALLOW":

Women, Drugs and Depression (#EP112)

Date: **May 28** in Vancouver

Fee: \$15 for morning only; \$30 for all day

Resource Person: Susan Boyd, M.A., Counsellor in private practice.

The morning session will be directed toward both professionals and members of the public concerned about the overuse of prescription drugs by women to cope with depression. Content will cover: why women use drugs, relationships between overuse and economic or social pressures, impact of drugs on daily life and assumptions by the medical profession around the value of anti depressants. The afternoon session will focus on alternatives to drug use and will present counselling and intervention strategies.

Conflict Resolution



CENTRE FOR CONFLICT RESOLUTION TRAINING

The Justice Institute of British Columbia through its Centre for Conflict Resolution Training is committed to the development and delivery of extensive training in conflict resolution. The Centre is responding to the growing demand for skills training in interpersonal conflict resolution, anger management, mediation and negotiation. All courses are offered at the Justice Institute and may be offered at other locations in B.C. and other provinces, as well.

THE CERTIFICATE PROGRAM IN CONFLICT RESOLUTION

The Conflict Resolution Certificate Program is the only one of its kind in Canada and is offered in response to the needs of those interested in both a well-rounded and in depth experiential course in conflict resolution leading to a certificate. The program consists of six core courses totalling 147 classroom hours and elective courses totalling 63 classroom hours.

The Certificate Program requires that participants complete the courses and readings, and demonstrate a satisfactory level of proficiency in both mediation and negotiation skills. It is anticipated that most candidates will complete the program within 18 months; however, participants may choose to take a shorter or longer period based on their specific needs.

For a complete description of the Conflict Resolution Program or the Certificate Program or to receive individual course brochures, contact the Extension Programs Office at 228-9771, local 224.

CONFLICT RESOLUTION: DYNAMICS, STYLES AND APPLICATIONS (#CR100)

Dates: **April 22–24** at the Justice Institute

April 27–29 at the Justice Institute

May 14, 21, & 28 (3 Thursdays, 1:00 p.m.–

7:00 p.m.) at Camp Alexandra, Crescent Beach.

Co-sponsored with School District #36. Resource

Persons: T.B.A. For more information and to

register, contact 589-2221.

June 1–3 at the Justice Institute

Fee: \$150 at the Justice Institute

Resource Persons: Michael Fogel, L.L.B., Board Member, Westcoast Mediation Centre; and Karen Haddigan, Project Coordinator, Inner City Housing and mediator in private practice.

This course provides an examination of the sources of conflict within various social and environmental contexts. Participants will increase their understanding of the dynamics of conflict resolution, including power balancing, expectations, anger management and problem solving. Participants will have an opportunity to assess their current approaches to resolving conflict. (A Conflict Resolution Certificate Program core course.)

DEALING WITH ANGER, HOSTILITY & RESISTANCE IN CONFLICT SITUATIONS (#CR200)

Dates: **April 29–May 1** at the Justice Institute; Resource

Persons: Michael Fogel, L.L.B., Mediator, Board Member, Westcoast Mediation Center and Stacey Holloway, consultant & trainer.

June 22–24 at the Justice Institute; Resource

Persons: Dale Trimble, M.A., counsellor and trainer in private practice and Sandra Berman, Consultant and Trainer, Circa Enterprises.

Fee: \$150

This course presents theory, techniques and approaches for effectively managing angry feelings and behaviour, hostility and resistance encountered in conflict situations. Participants will build skills in specific intervention strategies while developing an integrated approach to anger management. Particular emphasis will be on practice techniques and skills for assertively confronting, defusing and disengaging in angry conflict situations and for moving through anger to constructive problem solving. Skill practice will include video feedback. (A Conflict Resolution Certificate Program core course.)

MEDIATION SKILLS, LEVEL ONE (#CR300)

Dates: **April 8–10** at the Justice Institute; Resource Persons: Teri Nicholas, Family Services of Greater Vancouver; Angela Chalke, mediator in private practice.

May 6–8 at the Justice Institute; Resource Person: Karen Haddigan, Project Coordinator, Inner City Housing and Mediator, Westcoast Mediation Centre.

May 30, June 6, & 13 (3 Saturdays) at Guildford Park Secondary School in Surrey. Co-sponsored with School District #36. For more information and to register, contact 589-2221.

July 8–10 at the Justice Institute; Resource Person: Paula Temrick, family/child counsellor and instructor; teaches conflict resolution skills in the Lower Mainland public schools.

August 12–14 at the Justice Institute; Resource Person: Karen Haddigan (see above).

Fee: \$150 at the Justice Institute

An introduction to the concept, theory and skills of mediation as an alternative method of dispute resolution. Participants should possess effective communication skills and be willing to work with video feedback. (A Conflict Resolution Certificate Program core course.)

MEDIATION SKILLS, LEVEL TWO (#CR400)

Dates: **April 17–20** in Whitehorse, Yukon; Resource Person: Dinah Stanley, family therapist and mediator. Offered by the Yukon Public Legal Education Association. For registration information phone (403) 667-4305.

May 25–29 at the Justice Institute; Resource Persons: Marje Burdine, Coordinator, Centre for Conflict Resolution Training, Justice Institute; and Michael Fogel, L.L.B., Board Member, West Coast Mediation Centre.

Fee: \$300 at the Justice Institute

The content and skill development build on the Level One course, which is a prerequisite. This program more deeply explores theory, techniques and skills related to conflict resolution through mediation, including issues of trust, power, resistance and dysfunctional behaviour. Legal and ethical implications for mediators are addressed. (A Conflict Resolution Certificate Program core course.)

NEGOTIATION SKILLS, LEVEL ONE (#CR500)

Dates: **April 13–15** at the Justice Institute; Resource Persons: Michael Fogel, L.L.B., Board Member, Westcoast Mediation Centre; Karen Haddigan, Project Coordinator, Inner City Housing, and Mediator, Westcoast Mediation Centre.

May 6–8 at Malaspina College in Powell River; Resource Person: Dinah Stanley, family therapist and mediator. Fee: \$180. For more information, call Jacob Ketter, 485-2878.

May 20–22 at the Justice Institute; Resource Person: Michael Fogel (see above).

July 15–17 at the Justice Institute; Resource Person: Paula Temrick, counsellor and instructor in conflict resolution programs in Lower Mainland schools.

Fee: \$150 (Unless otherwise specified.)

Participants will learn skills and theory to assist them in applying principled negotiation techniques and strategies in the workplace. Emphasis will be on developing a collaborative climate and on using interest-based bargaining. Skill practice will involve video feedback. (A Conflict Resolution Certificate Program core course.)

CONFLICT RESOLUTION SKILLS ASSESSMENT

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 Course Certificate.

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

Dates: **T.B.A.**

Fee: \$90 per assessment

Resource Person: Marje Burdine, Coordinator, Centre for Conflict Resolution Training, Justice Institute of B.C.

WIN-WIN INFLUENCING SKILLS FOR MANAGERS AND SUPERVISORS (#CR701)

Dates: **May 4–5** at the Justice Institute

Fee: \$150

Resource Person: Joan Balmer, Senior Consultant, Ryane Consulting, Inc.

Very often managers find themselves in difficult and frustrating situations. Some are handled effectively but others leave one feeling blocked or inadequate. This 2-day workshop will assist in dealing with these situations.

Participants will increase their understanding of their own personal styles of influencing others and broaden their range in handling the complexities of the workplace. (A Conflict Resolution Certificate Program elective course.)

DEALING WITH POWER IN CONFLICT RESOLUTION (#CR707)

Dates: **May 11–13** at the Justice Institute

Fee: \$180

Resource Person: Joan Balmer, M.A., Senior Consultant, Ryane Consulting, Inc.

This workshop focuses on the dynamics of power and the relationship between leadership, power and conflict management. Types and styles of power will be discussed. Participants will also develop alternative ways of responding to others' use of power. (A Conflict Resolution Certificate Program elective course.)

SOCIAL PROBLEM SOLVING SKILLS FOR CHILDREN (#CR710)

Dates: **April 30–May 2** in Duncan
July 22–24 at the Justice Institute

Fee: \$180

Resource Person: Paula Temrick, family and child counsellor and instructor, teachers conflict resolution in Lower Mainland schools.

This workshop will present a practical, step-by-step process for negotiating with young people; role modeling problem solving strategies, acting as an adult facilitator helping with the problem solving process; and helping children see how problems may become worse because of their response to them. Participants will have opportunities to apply the problem-solving process to real-life situations through guided roleplay. This session will focus on pre-adolescent children. (A Conflict Resolution Certificate Program elective.)

SOCIAL PROBLEM SOLVING SKILLS FOR ADOLESCENTS (#CR712)

Dates: **April 2–4** at the Justice Institute

Fee: \$180

Resource Persons: Paula Temrick, family/child counsellor and instructor, teaches conflict resolution skills in Lower Mainland schools; Douglas Hampson, Liaison Youth Worker, House of Concord, Langley, B.C.

This workshop will present a practical, step-by-step process for negotiating with adolescents; role-modeling problem solving strategies; acting as an adult facilitator helping with the problem solving process; and helping adolescents see how problems may become worse because of their response to them. Participants will have opportunities to apply the problem solving process to real-life situations through guided roleplay. (A Conflict Resolution Certificate Program elective.)

EFFECTIVE CRITICISM: SKILLS AND TECHNIQUES (#CR715)

Dates: **June 4–5** at the Justice Institute

Fee: \$150

Resource Person: Sandra Berman, Consultant and Trainer, Circa Enterprises.

Ineffective criticism can result in misunderstood messages, tension and inefficiency. Giving criticism is both frightening and difficult for most people. Rather than criticise, 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 communications, achieve the desired result and reduce conflict in personal and business situations. (A Conflict Resolution Certificate Program elective course.)

ADVANCE NOTICE OF COURSE FEE ADJUSTMENT

Effective with the Fall 1987 Term, the following three day workshops will be priced at \$180 per offering: Conflict Resolution: Dynamics, Styles and Applications; Negotiation Skills, Level I; Mediation Skills, Level I; and Dealing with Anger, Hostility and Resistance. Candidates enrolled in the Conflict Resolution Certificate Program by July 31, 1987, will be exempt from this increase for two years from their date of enrollment.

Management



MANAGING THE TROUBLED AND TROUBLESOME EMPLOYEE (#MGMT201)

Dates: **April 28–29** in Victoria

Fee: \$125

Resource Person: Bev Abbey, human resources consultant.

If not corrected, the behaviour of troubled and troublesome employees spreads disturbance and conflict throughout the organization. Much troublesome behaviour by employees can be avoided or eliminated by appropriate supervisory practices. This course is designed to assist managers understand the forces at work and gain fresh insights into their own managerial behaviour. The principal causes and patterns of troublesome behaviours will be addressed. Techniques will be presented for minimizing the likelihood of their occurrence and for constructive treatment of those that do occur.

OVERCOMING COMMUNICATION BLOCKS (#MGMT209)

Dates: **May 21–22** at the Justice Institute

Fee: \$115

Resource Person: Bev Abbey, human resources consultant.

Do you find that you are frequently not getting through to your staff or that your message is being misunderstood or misinterpreted? This course offers you specific strategies to identify how and why you aren't connecting and approaches to break through these blocks. You will learn why your communication is being blocked and ways to reduce misunderstandings through: identifying four classic temperaments and how to effectively deal with each; ways to deal with intimidators, people who fly off the handle, aggressive and negative individuals; learning to work with diverse styles through developing your own personal style; understanding the reasons people sometimes work against each other and how to overcome these.

MOTIVATING THE BORED EMPLOYEE: A Proactive Approach (#MGMT210)

Dates: **June 4–5** at the Justice Institute
Fee: \$115

Resource Persons: Sandra Hawley and Maureen Hannah,
Training Consultants; Hannah, Peterson & Associates.

This two-day workshop is designed to assist managers and supervisors take a proactive approach to preventing problem employee behaviour. Content will include: how to recognize the early warning signals of the bored employee; how to motivate employees who are caught in the crunch, dissatisfied with the rate of advancement in the organization, or performing additional job responsibilities because of organizational cutbacks; how to develop preventative maintenance programs to ensure the bored employee doesn't become a problem employee; and how to negotiate with the bored employee to increase personal and organizational effectiveness.

PERSONNEL POLICIES AND PROCEDURES: Developing An Agency Strategy (#MGMT211)

Dates: **June 19–20** at the Justice Institute
Fee: \$115 (\$105/person if two or more persons from the same agency)

Resource Person: Florence Roberge, consultant and trainer with West Coast Training and a former District Supervisor with Ministry of Human Resources.

This workshop is directed toward executive directors and board members of private and voluntary agencies who are responsible for developing and implementing personnel policies. Content will cover: why agencies need personnel policies, translating agency philosophy into personnel practice, what to include in personnel policies, legal considerations, how to begin the process and pitfalls to anticipate. Participants will be taken through a step-by-step framework for the formulation of appropriate policies and procedures.

WIN-WIN INFLUENCING SKILLS FOR MANAGERS AND SUPERVISORS (#CR701)

Dates: **May 4–5** at the Justice Institute
Fee: \$150

Resource Person: Joan Balmer, Senior Consultant, Ryane Consulting, Inc.

Very often managers find themselves in difficult and frustrating situations. Some are handled effectively but others leave one feeling blocked or inadequate. This 2-day workshop will assist in dealing with these situations.

Participants will increase their understanding of their own personal styles of influencing others and broaden their range in handling the complexities of the workplace. (A Conflict Resolution Certificate Program elective course.)

Staff Development



RETIREMENT PLANNING: Planning for the Future (#EP108)

Dates: **April 7–8** at the Justice Institute
Fee: \$100; accompanying spouse \$50
Resource Person: Vera Bergman, Training Consultant.

This workshop is intended for persons 35–50 years who would like to retire by 50–60. It is NOT a financial planning workshop, it is a life planning workshop. Participants will look at directions their lives may take with a focus on helping them prepare for a full life after retirement. Topics will include: identifying what you want to do with your time, preparations you need to start now, potential sources of income, staying in touch with your likes and discarding your dislikes. Partners are welcome at a reduced fee.

Children & Youth



AVOIDING VIOLENCE IN WORK WITH ADOLESCENTS (#CY110)

Dates: **April 14** at the Justice Institute
Fee: \$50
Resource Persons: Linde Zingaro, consultant with extensive experience in child care and resource management. Suzanne Jean who has ten years experience in the mental health system and is currently working with adolescents.

This workshop is designed for professionals currently working with adolescents who are expressing themselves in violent or self destructive ways. Content will focus on identifying behaviours, use of non-verbal information to defuse situations and physical techniques for avoiding violence. Co-sponsored with the Ministry of Attorney General.

ADOLESCENT ASSESSMENT TECHNIQUES (#CY101)

Dates: **June 22–23** at the Justice Institute; Fee: \$150
July 6–7 in Victoria; Fee: \$165

Resource Person: Steven Scofield, Ph.D., psychologist in private practice and educator specializing in work with adolescents.

This workshop will provide a common-sense framework and specific techniques for the broad screening of psychological problems among youth. Participants will learn to interpret behaviour in case histories and interviews using both formal and informal tools and to integrate information and referral. This workshop is designed for experienced professionals who make decisions about referral based on their screening assessments but who have not been formally trained to carry out formal psychological assessment procedures.

SOCIAL PROBLEM SOLVING SKILLS FOR CHILDREN (#CR710)

Dates: **April 30–May 2** in Duncan
July 22–24 at the Justice Institute

Fee: \$180

Resource Person: Paula Temrick, family and child counsellor and instructor, teaches conflict resolution in Lower Mainland schools.

This workshop will present a practical, step-by-step process for negotiating with young people; role modeling problem solving strategies, acting as an adult facilitator helping with the problem solving process; and helping children see how problems may become worse because of their response to them. Participants will have opportunities to apply the problem-solving process to real-life situations through guided roleplay. This session will focus on pre-adolescent children. (A Conflict Resolution Certificate Program elective.)

SOCIAL PROBLEM SOLVING SKILLS FOR ADOLESCENTS (#CR712)

Dates: **April 2–4** at the Justice Institute

Fee: \$180

Resource Persons: Paula Temrick, family/child counsellor and instructor, teaches conflict resolution skills in Lower Mainland schools; Douglas Hampson, Liaison Youth Worker, House of Concord, Langley, B.C.

This workshop will present a practical, step-by-step process for negotiating with adolescents; role-modeling problem solving strategies; acting as an adult facilitator helping with the problem solving process; and helping adolescents see how problems may become worse because of their response to them. Participants will have opportunities to apply the problem solving process to real-life situations through guided roleplay. (A Conflict Resolution Certificate Program elective.)

Security



The Justice Institute and Canadian Society for Industrial Security offer courses for individuals employed in the retail, public and private security fields. Courses range from 2-hour sessions to programs of several days in length. To receive information on these programs, contact Extension Programs (228-9771, local 287) and ask to be put on the Private Security mailing list.

ORIENTATION TO A CAREER IN SECURITY (#PS404)

Date: **May 11** (6:00–10:00 p.m.) at the Justice Institute

Fee: \$15

Resource Person: Kathy Matak, Co-ordinator of Security Training Programs, Justice Institute.

This four hour workshop is intended for persons who are looking for a career change and are considering security as a career option. Topics will include: the security industry today, training requirements, future of security, presentation at job interviews, myths of security.

BASIC TRAINING COURSE (#PS100)

Dates: **April 27–May 1** at the Justice Institute

May 25–29 at the Justice Institute

June 22–26 at the Justice Institute

Fee: \$200

Resource Persons: Instructors from the Justice Institute and private security industry.

This basic course held at the Justice Institute consists of 40 hours of instruction and training in communications, human relations, physical security and patrolling, legal accountability, first aid and fire prevention. Justice Institute certificates will be issued to those who successfully complete the program.

DEFENSIVE TACTICS AND CONTROL TECHNIQUES I (#PS401)

Dates: **8 Thursday Evenings**

April 9–May 28 at the Justice Institute

Gymnasium

Fee: \$85

Resource Persons: Instructors under the supervision of Doug Farenholtz, M.Sc., Co-ordinator of Physical Education Services at the Justice Institute; former trainer of physical fitness and self defense for the R.C.M.P.

Private security and other law enforcement personnel may be physically assaulted while performing their duties. Conflicts could involve being pushed or shoved, grabbed or held, or having to restrain, remove or escort a person. This course will combine teaching and hands-on practice sessions so that participants will be able to perform effective self-defense techniques on completion of the session. Certificates will be presented to participants who successfully complete the course. There will be a maximum of 15 students per course.

HOTEL AND MOTEL SECURITY (#PS402)

Date: **April 23** (9:00 a.m.–4:00 p.m.)

at the Justice Institute

Fee: \$40

Resource Person: Corporal D.J. (Don) MacPherson, Public Information Counter, Vancouver Police Department.

This one day workshop will be useful to security personnel currently employed in hotels, hotel managers, small hotel operators and others who work in the hospitality industry. Topics include: legal responsibility and accountability, eviction, Innkeepers Act, Charter of Rights, loss prevention programs that may be implemented, fire and safety issues as they relate to security, public relations, deportment and conduct.

AIRPORT SECURITY (#PS403)

Date: **May 21** (9:00 a.m.–4:00 p.m.) at the Justice Institute
Fee: \$40

Resource Persons: Cecille Lirette, Unit Manager,
Vancouver Airport, Metropol Base-Fort and Ron Rowland,
Supervisor of Investigation and Enforcement, B.C. Transit
Security Services.

This one day workshop is for those persons considering employment as security personnel within an airport setting. This course may also be of value to persons currently working within this setting who would like a refresher course. Topics include: legal responsibility and accountability, client relations, pre-board screening techniques, public relations, confidentiality, integrity, emergency response, in-house training programs.

HOSPITAL SECURITY (#PS405)

Date: **June 4** (9:00 a.m.–5:00 p.m.) at the Justice Institute
Fee: \$40

This seminar presents an insight into the operations of hospital security, the special attention to disaster planning, the role of security in evacuation procedures, fire and safety issues, care and control of patients, role and responsibilities within a health care setting, public relations image, and legal considerations.

MANAGEMENT AND CONTRACT COURSES

For further information on management courses and contract security training call Kathy Matak at 228-9771, local 339.

What is the Justice Institute?

The Justice Institute of British Columbia is a post secondary educational organization that provides training and education programs to people working within the fields of justice and public safety. The majority of people trained at the Justice Institute are employees of B.C.'s Corrections, Court Services, Police, Fire and Emergency Health Services.

In addition to the programs contracted for by the Academies at the Justice Institute, a range of interdisciplinary and public programs are offered through the Extension Programs branch to professionals, community agencies, and interested citizens. These programs provide a forum for the discussion of justice and public safety issues, information and education on B.C.'s justice and public safety system, and training to increase participants' skills on the job.

Extension Programs staff initiate programs or respond to requests based on specialized needs. 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.

Schedules for Extension Programs are produced three times a year (September, January and April) and distributed to a cross-section of people interested in justice and public safety.

Registration Form

Attach a cheque for the appropriate amount (payable to the Justice Institute) and mail to: Extension Programs, Justice Institute, 4180 West 4th Ave., Vancouver, B.C., V6R 4J5.

Note: Registrations for the following courses are not through the Justice Institute; contact the phone number listed to register for: The Sexually Abused Pre-School Child in Duncan, Conflict Resolution in Crescent Beach, Mediation Level One in Surrey, Mediation Level Two in Whitehorse, Negotiation Level One in Powell River.

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)

Enclosed is my cheque for \$ _____

Refund Policy: Registration fee minus an administrative charge is refundable if written notification of cancellation is received seven working days in advance of course date, and the white copy of the registration confirmation is returned to our office.