



## MONTH OF PROFESSIONAL DEVELOPMENT

Unity through Collaboration and Building Excellence

June 2023

**The Institute for Human Services, Inc. is hosting professional development opportunities throughout the entire month of June.**

*Register for one or several trainings.*

Limited space, some trainings are virtual, some are in-person, and some are free or have a fee associated.

You can register by clicking the button below to register for any sessions available.

*Registration for all will be open until May 31st.*

**Register Now!**

### **Effective Delegation Skills**

*June 1, 2023 from 11:00 am-12:00 pm EST*

#### **Description**

- When should you delegate – identifying the right project and the right person to take the task
- Trust and letting go of the “How”
- Effectively communicating the responsibilities and desired results
- Establishing adequate controls
- Monitoring progress, tips and best practices

### **FREE TRAINING**

Virtual via ZOOM



- How effective delegation promotes a culture of success

## **Beth Looney**

HR Consultant with Leath HR Group

*In partnership with SUNY Corning Community College  
Workforce Education & Academic Pathways.*

## **FREE TRAINING**

Virtual via ZOOM

### **Leading Across Cultures & Generations**

*June 2, 2023 from 11:00 am-12:00 pm EST*

#### **Description**

- Embracing the diversity in your workplace
- Getting to know the strengths of each generation for your organization
- Becoming a more agile, flexible, and curious leader
- Celebrating all cultures to promote inclusion and belonging



## **Amy Conway**

HR Consultant with Leath HR Group

*In partnership with SUNY Corning Community College  
Workforce Education & Academic Pathways.*

### **Narcan Training**

*June 5, 2023 from 10:00 am-11:30 am EST*

#### **Description**

Naloxone (Narcan®) is a “no-harm” drug that reverses opioid overdose. The 4 mg dose of nasal spray is safe for all ages. During the training, participants will receive general information about opioids, the NYS 911 Good Samaritan Law, how to recognize an opioid overdose, and how to administer Narcan®. Participants who complete the training will receive a free Narcan® kit, along with a certification card valid for two years. The virtual training takes approximately 40 minutes to complete.

There will also be a short presentation given by

## **FREE TRAINING**

Virtual via ZOOM



## **Connie Terry**

Program Assistant

Catholic Charities of Steuben/Livingston

## Try Mindfulness

*June 6, 2023 from 12:30 pm-3:30 pm EST*

### Description

Do you have so much going on in your life that your mind constantly races with many thoughts, challenges, and things to do? This type of thinking creates stress! Stress can have a profound impact on your productivity, health, and relationships. While there are many ways to reduce stress, mindfulness is a way of being that, with knowledge and practice, can be done almost in any place, at any time to provide clarity and reduce stress. In this session, we will explore the dynamics of stress and share the practice of mindfulness. Participants will leave with a few ways to practice mindfulness that can reduce stress and improve your overall wellbeing.

## FREE TRAINING

Virtual via ZOOM



**Judy Rowe**

Judith A. Rowe Consulting, LLC.

*In partnership with Judith A. Rowe Consulting, LLC.*

## Narcan Training

*June 7, 2023 from 10:00 am-11:30 am EST*

### Description

Naloxone (Narcan®) is a “no-harm” drug that reverses opioid overdose. The 4 mg dose of nasal spray is safe for all ages. During the training, participants will receive general information about opioids, the NYS 911 Good Samaritan Law, how to recognize an opioid overdose, and how to administer Narcan®. Participants who complete the training will receive a free Narcan® kit, along with a certification card valid for two years. The virtual training takes approximately 40 minutes to complete.

## FREE TRAINING

Virtual via ZOOM



There will also be a short presentation given by Steuben Rural Health Network on Hands ONLY CPR following the Narcan Training.

**Connie Terry**  
Program Assistant  
Catholic Charities of Steuben/Livingston

*In partnership with Opioid Committee: Steuben  
Prevention Coalition*

## Adult Mental Health First Aid

*June 8 & June 9, 2023 from 8:30 am-12:30 pm*

*2-day in-person training at the Dormann Library, Bath*

### Description

Adult Mental Health First Aid (MHFA) teaches you how to identify, understand, and respond to signs of mental health and substance use challenges among adults.

### What is covers:

- Common signs and symptoms of mental health challenges.
- Common signs and symptoms of substance use challenges.
- How to interact with a person in crisis.
- How to connect a person to help.
- Expanded content on trauma, substance use, and selfcare.

**In order to become an Adult Mental Health First Aider, you must complete both days of training.**

## FREE TRAINING

In-Person Training



### Amey Rusak

Director of Outreach and Communications  
Pro Action of Steuben & Yates, Inc.

*In partnership with Pro Action of Steuben and Yates*

## Narcan Training

*June 12, 2023 from 2:00 pm-3:30 pm EST*

### Description

Naloxone (Narcan®) is a “no-harm” drug that reverses opioid overdose. The 4 mg dose of nasal spray is safe for all ages. During the training, participants will receive general information about opioids, the NYS 911 Good Samaritan Law, how to recognize an opioid overdose, and how to

## FREE TRAINING

Virtual via ZOOM

administer Narcan®. Participants who complete the training will receive a free Narcan® kit, along with a certification card valid for two years. The virtual training takes approximately 40 minutes to complete.

There will also be a short presentation given by Steuben Rural Health Network on Hands ONLY CPR following the Narcan Training.



### **Connie Terry**

Program Assistant  
Catholic Charities of Steuben/Livingston

*In partnership with Opioid Committee: Steuben  
Prevention Coalition*

## **Entry Level: Getting Comfortable with DEI. Where do I start?**

*June 13, 2023 from 10:00 am-11:30 am EST*

### **Description**

Getting comfortable discussing diversity, equity, and inclusion takes time and personal investment. What's the best way to get started? This interactive session will introduce participants to the ARC of Racial Justice, a model developed by author, Jemar Tisby. ARC stands for Awareness, Relationships and Commitment. During the session, participants will discuss ways to increase awareness and build new relationships while also developing their own personal plan and commitment to dismantling racism. Topics covered will include: Introductions/ "I Am" Stories, Building Awareness, Building Relationships, Making a Commitment, Creating a Personal Plan of Action (Independent work).

### **FEE ASSOCIATED**

**\$35 IHS Members**  
**\$60 NON IHS Members**  
Virtual via ZOOM



### **Juliellen Simpson**

Vos Consulting

*In partnership with Vos Consulting.*

**[Click here](#)** to view the agenda for the training.



## Addressing Sensitive Issues with Employees

June 14, 2023 from 11:00 am-12:00 pm EST

### Description

- Understanding the importance of respecting divergent beliefs in the workplace
- How diverse viewpoints can increase innovation, creativity, and strategic thinking.
- Handling sensitive topics with empathy
- The importance of preparation on beginning sensitive conversations
- Tips on how to structure a sensitive conversation meeting
- Top 5 ways a sensitive conversation can go off the rails

## FREE TRAINING

Virtual via ZOOM



**Beth Looney**

HR Consultant with Leath HR Group

*In partnership with SUNY Corning Community College  
Workforce Education & Academic Pathways.*

## Estate Planning Survival Guide: Wills vs. Trusts

June 15, 2023 from 2:00 pm-3:00 pm EST

### Description

Discover the hidden truths about Will based estate planning. Are you thinking about getting a Revocable Trust? Do you already have one? Revocable Living Trusts are more popular today than ever, but is it right for you? Join us for an informational look at planning with Revocable Living Trusts (vs. using a Will based estate plan).

At this workshop you will:

- Discover how a Revocable Living Trust based estate plan can help protect you and secure your family's future.
- Learn the unknown truths about planning with a Revocable Living Trust.
- Discover more than 15 various situations in which a Revocable Trust can have legal advantages over a Will.
- Learn the truth about "hidden costs" associated with a Will based plan that no

## FREE TRAINING

Virtual via ZOOM



**Patrick Roth**

Roth Elder Law, PLLC.

*In partnership with Roth Elder Law, PLLC.*

## **Leadership Level II: Developing Strategic Plans Through a DEI Framework**

*June 16, 2023 from 10:00 am-11:30 am*

### **Description**

The organization **Equity in the Center** defines a Race Equity Culture as one that is focused on proactively counteracting race inequities inside and outside of the organization. For that to occur, organizations must commit to a transformational approach that equally impacts mindset and behaviors, as well as programs and processes. In this session, participants will be introduced to a comprehensive framework that identifies organizational focus areas and internal and external players, along with the stages of development necessary to work through to achieve transformed and equitable environments.

**Click here** to view the agenda for the training.

### **FEE ASSOCIATED**

\$35 IHS Members

\$60 NON IHS Members

Virtual via ZOOM



### **Juliellen Simpson**

Vos Consulting

*In partnership with Vos Consulting.*

## **Financial Leadership & Budgeting**

*June 20, 2023 from 9:00 am-12:00 pm EST*

### **Description**

Whether you're a new executive director, a board member of a non-for-profit, a program manager, or simply a member of the team, the budgeting process can be a very intimidating one. During this engaging and informative session, Rebekah will create clarity around the budget process, teach you how to monitor your organizations financial success, and provide tips and tricks on how to enjoy the process along the way. You will also learn the five elements of financial leadership and how your strengths, weaknesses, and values show

### **FREE TRAINING**

Virtual via ZOOM



up...even when preparing a budget!

**Training will cover:**

- Five Elements of Solid Financial Leadership
- Financial Structure of a Non-for-Profit
- Strategies to Achieve Financial Stability Within Your Organization
- Budgeting: The Process, How to Read a Budget, Analyzing Your Budget vs. Actuals, Grant Budgeting, How Does Your Budget Fit Into Your Strategic Plan?
- How to Utilize Your Strengths, Weaknesses, and Values to Ensure your Organization's Financial Success

**Rebekah Carroll**

Owner & CEO  
STATEMENTS Accounting, LLC.

*In partnership with STATEMENTS Accounting LLC.*

**FREE TRAINING**

Virtual via ZOOM

**Five Ways to Protect Your Assets from Long-Term Care Expenses**

*June 20, 2023 from 2:00 pm-3:00 pm EST*

**Description**

Long term care is expensive and it only gets more expensive each passing year.

In this presentation you will:

- Find out how expensive long-term care is.
- Discover five ways you can protect assets from these costs (six if you are married).
- Learn about look-back and penalty periods.



**Patrick Roth**

Roth Elder Law, PLLC.

*In partnership with Roth Elder Law, PLLC..*

**Narcan Training**

*June 21, 2023 from 2:00 pm-3:30 pm EST*

**FREE TRAINING**

Virtual via ZOOM

**Description**

Naloxone (Narcan®) is a “no-harm” drug that reverses opioid overdose. The 4 mg dose of nasal spray is safe for all ages. During the training, participants will receive general information about



opioids, the NYS 911 Good Samaritan Law, how to recognize an opioid overdose, and how to administer Narcan®. Participants who complete the training will receive a free Narcan® kit, along with a certification card valid for two years. The virtual training takes approximately 40 minutes to complete.

There will also be a short presentation given by Steuben Rural Health Network on Hands ONLY CPR following the Narcan Training.



### **Connie Terry**

Program Assistant  
Catholic Charities of Steuben/Livingston

*In partnership with Opioid Committee: Steuben  
Prevention Coalition*

## **FREE TRAINING**

In-Person Training

### **Youth Mental Health First Aid**

*June 28, 2023 from 8:30 am-3:30 pm EST;  
in-person training at the Dormann Library, Bath*

#### **Description**

Youth Mental Health First Aid (YMHFA) teaches adults how to identify, understand, and respond to signs of mental health and substance use challenges among children and youth ages 6-18.

This training is a FREE full-day in-person training. The training will be held at the Dormann Library, Bath. A 30-minute lunch will be provided, you must attend the full day to be certified. Please dress in layers as we may not be able to control room temperature.

[Click here](#) to view the flyer.



### **Tawyna Hughes**

Resilient Children & Families, Pro Action of  
Steuben & Yates, Inc.

*In partnership with Pro Action of Steuben and Yates,  
Inc.*

## Hands ONLY CPR

*June 29, 2023 from 9:00 am-9:30 am EST*

CPR can double or even triple a person's chance of survival. Attend a virtual presentation to gain knowledge of how to act when you encounter a cardiac arrest.

Be the difference for someone you love. In a cardiac arrest, every second counts. A cardiac arrest can happen anywhere, often while at home, at work or at play. And the victim could be someone you know and love. We believe anyone can learn the simple steps to save a life, and everyone should.

**Every minute CPR is delayed, a victim's chance of survival DECREASES BY 10%.**

Immediate CPR from someone nearby can double—even triple—their chance of survival.

## FREE TRAINING

Virtual via ZOOM



**Laurie Mault**

Steuben Rural Health Network Coordinator at The Institute for Human Services, Inc.

*In partnership with the Steuben Rural Health Network at The Institute for Human Services and the American Heart Association.*

## Hands ONLY CPR

*June 29, 2023 from 2:00 pm-2:30 pm EST*

CPR can double or even triple a person's chance of survival. Attend a virtual presentation to gain knowledge of how to act when you encounter a cardiac arrest.

Be the difference for someone you love. In a cardiac arrest, every second counts. A cardiac arrest can happen anywhere, often while at home, at work or at play. And the victim could be someone you know and love. We believe anyone can learn the simple steps to save a life, and everyone should.

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## Laurie Mault

Steuben Rural Health Network Coordinator at The Institute for Human Services, Inc.

*In partnership with the Steuben Rural Health Network at The Institute for Human Services and the American Heart Association.*

## Balancing Priorities: How to Successfully Manage Tasks, Deadlines, & Expectations

*June 30, 2023 from 11:00 am-12:00 pm EST*

### Description

- Understand why it's important to manage your priorities and typical obstacles
- Techniques for prioritizing your tasks, activities, and responsibilities
- Strategies to make the best use of your time
- How to use technology to stay on track

## FREE TRAINING

Virtual via ZOOM



## Amy Conway

HR Consultant with Leath HR Group

*In partnership with SUNY Corning Community College Workforce Education & Academic Pathways.*

**Register Now!**

Please note that this newsletter will replace The Provider Edition for 4/28/2023-5/11/2023.

### The Institute for Human Services, Inc.

50 Liberty Street  
Bath, NY 14810



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