

The University of Prospect

Career Development and Personal Growth Opportunities for Prospect Employees

Course Catalog 2011

2011 Prospect Training Catalog

Prospect, Inc. established The University of Prospect (UP) to provide career development suitable for the enrichment of Prospect employees.

The 2011 Course Catalog is divided into three sections:

Personal Development Classroom Training

These classes are designed to be brief, but effective, learning experiences that help employees learn new skills. The course curriculum was designed around employees' response to Prospect's "Employee Personal Development Survey" completed at the end of 2010.

These trainings are considered optional and employees will not receive payment for attending unless required by Prospect.

Optional "College of Direct Support" Lessons

The College of Direct Support (CDS) is Internet-based learning for direct support professionals. In addition to the required lessons that employees take as new employees and annually for refresher training, CDS also offers optional courses to gain additional knowledge in particular areas related to supporting individuals with disabilities.

Employees can complete these CDS lessons at **any time** and at any location with high speed Internet access and will not be paid for these optional lessons. Employees will continue to be paid for *required* CDS lessons only.

Webinars offered through Horizon Health

Webinars are 30-minute to 1-hour web-based presentations that focus on personal wellness and development. You may access these from any computer that has Internet access.

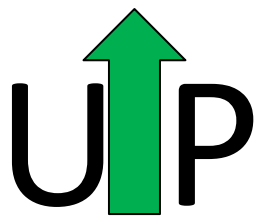
Employees will not be paid for webinars completed.

Please contact Gary Clingman @ 615-449-0597, ext. 377 or gclingman@prospectinc.com for more information about any of these learning opportunities.

2011 Available Courses

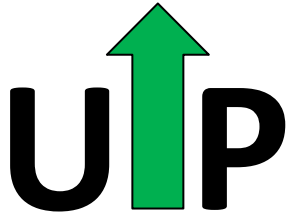
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Classroom Training for Prospect Employees



The University of Prospect

Leadership 101

Instructor: Gary Clingman

Preparing for a Direct Support Leadership Role at Prospect

Course Outline

Day 1 – Orientation 1 Hour

Direct Support Leadership Opportunities at Prospect

Basic Requirements for These Opportunities

Sources for Meeting the Basic Requirements

Enrollment in Introduction and Supervisors and Their Roles Lessons

After 1 Month (1 Hour)

Individual Meeting to Review Interest and Plans

Assignment of Next 2 CDS Lessons

After 2 Months (1 ½ Hours)

Group Discussion of CDS Lessons

Assignment of Next 3 CDS Lessons

After 3 Months (1 ½ hours

Group Discussion of CDS Lessons

Completion of Individual Development Plan

Course is offered twice each year. Next course starts on March 18.

Please contact Gary Clingman (gclingman@prospectinc.com) at 615-449-0597 ext 377 for more information or to enroll in class.



Sign Language

Instructor: Debby Neal, PTA, Dual Sensory M.Ed.

**Department of Intellectual & Developmental
Disabilities**

MTRO - Therapeutic Services

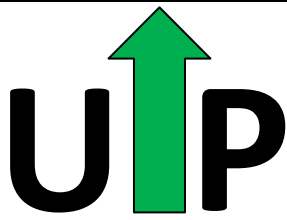
Introduction to Sign Language

Course Outline

Basic Sign Language I is for people with no previous knowledge of sign language with a desire to learn some signs for everyday communication.

Basic Sign Language II will expand on topics from the first class and include everyday words and phrases. (Basic Sign Language I is a prerequisite for this class.)

Both Courses will be offered on March 15 and March 29 at Prospect Lebanon office in the Training Room. Sign Language I is from 9:00 a.m. – 11:00 a.m. Sign Language II is from 11:30 a.m. – 2:00 p.m. Please contact Linda Bramhall at 615-449-0597 ext 376 or lbramhall@prospectinc.com for more information or to enroll in class.



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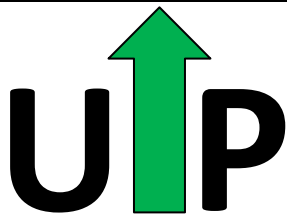
Goal Setting for Life and Work

Instructor: Kendall Bryan, Horizon Health EAP

Course Outline

This seminar will assist participants in learning specific and effective skills that will increase the likelihood of achieving personal or professional goals. Participants will learn the process of identifying and creating goals that are based on the things that are most important in their lives.

Course will be offered March 16, 1:00 p.m. – 2:00 p.m. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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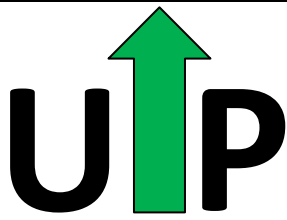
Healthy Living

Instructor: Kendall Bryan, Horizon Health EAP

Course Outline

This workshop discusses the benefits of taking care of you, such as eating smarter, exercising, and maintaining balance in your life. It includes a 6-week facilitator's guide for participants who wish to set up a support program in-house. These guides offer action steps for participants to stay the course in making healthy changes in their lifestyles.

Course will be offered March 23, 1:00 p.m. – 2:00 p.m. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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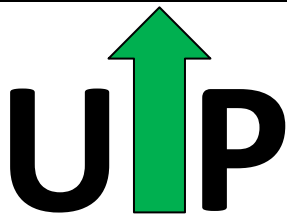
Working with Different Personalities

Instructor: Kendall Bryan, Horizon Health EAP

Course Outline

Working with different personalities can make work a challenge. People may become angry, frustrated, and uncomfortable if someone doesn't have the same personality style as their own. This seminar will first explore how their own defensive behaviors may contribute to difficult situations arising. Then various types of personality styles will be discussed along with why individuals act the way they do. Finally, suggestions will be offered for dealing with each type of individual as well as essential communication skills that will increase personal power.

Course will be offered in April 13 from 1:00 p.m. – 2:00 p.m. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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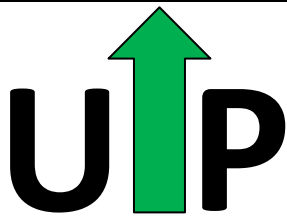
Stress Management

Instructor: Kendall Bryan, Horizon Health EAP

Course Outline

Everyone experiences stress to varying degrees, and has different responses to cope. This seminar is designed to enable participants to become aware of their own responses to stress, and develop the skills necessary to lessen the effects of stress on physical, mental, and emotional health.

Course will be offered April 28 from 1:00 p.m. – 2:00 p.m. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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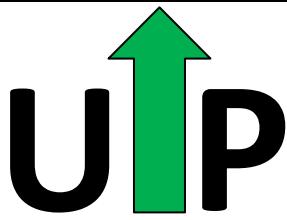
Effective Communication at Work

Instructor: Kendall Bryan, Horizon Health EAP

Course Outline

This course reviews the different types of communication used in the workplace and offers suggestions on how to be effective in each form. It includes: face-to-face communication, meetings, written, electronic (email), and telephone (voicemail). It covers the benefits and challenges for each type and offers practical do's and don'ts for communicating at work.

Course will be offered in May 11 from 1:00 p.m. – 2:00 p.m. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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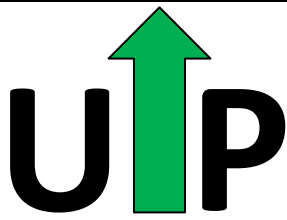
Mentoring Through Coaching

Instructor: Kendall Bryan, Horizon Health EAP

Course Outline

A mentor's role is to match the interest and talents of the person he or she is mentoring with the organization's needs and development opportunities. This presentation will help participants identify the principles that have made them successful and help the people they are mentoring put those principles to use in the context of their skills, personality, and goals.

Course will be offered May 26 from 1:00 p.m. – 2:00 p.m. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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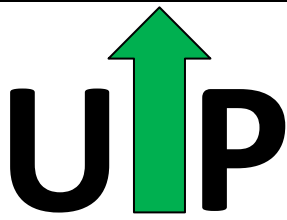
Recognizing and Motivating Employees

Instructor: Kendall Bryan, Horizon Health EAP

Course Outline

More than just making money motivates today's workforce. Companies need to be creative in the way they recognize and motivate their employees. This workshop discusses various types of formal and informal programs that can be initiated to recognize and motivate teams.

Course will be offered in June 15 from 1:00 p.m. – 2:00 p.m. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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Microsoft Excel 2007

Instructor: TBD

Introduction to Excel

Course Outline

Microsoft Excel

Excel Essentials

Creating and Editing a Workbook

Formatting Cells and Ranges

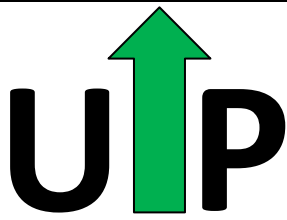
Sorting and Filtering Data

Basic Formulas

Creating Charts

Adding Pictures and Shapes

Course will be offered August 10. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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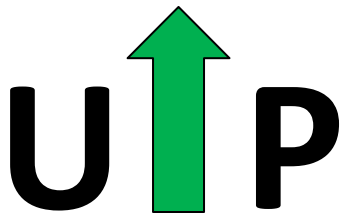
Living Well with Chronic Conditions

Instructor: Shelly Barnes, UT Extension

Course Outline

This course helps individuals take day-to-day responsibility for the care of their chronic condition. Participants gain skills necessary to self-manage their health condition and work effectively with their health care professionals. This course is also valuable for family members, friends, or care givers of individuals with a chronic condition.

Course is six weeks long and will be offered each Friday from 3:00 p.m. – 5:00 p.m. from September 2 through October 7. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



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Managing Projects

Instructor: Catherine Hanson

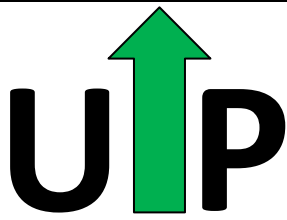
Improving Your Project Management Skills: The Basics for Success

Course will be offered September 20, 10am-12pm.

The course is an overview of a project life cycle. Topics include:

- Defining a project
- Planning a project
- Executing the plan
- Completing the project
- Evaluating the project success
- Tips, techniques and tools for successful project management

Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



The University of Prospect

Microsoft Word 2007

Instructor: TBD

Introduction to Word

Course Outline

Microsoft Word:

Word Essentials

Document Basics

Character Formatting

Paragraph Formatting

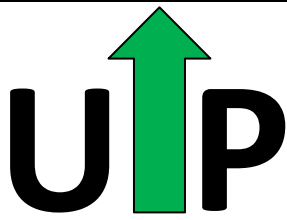
Document Formatting

Creating Tables and Lists

Adding Pictures and Shapes

Making Text Graphically Interesting

Course will be offered October 19. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



The University of Prospect

Microsoft Outlook 2007

Instructor: TBD

Introduction to Outlook

Course Outline

Microsoft Outlook

Getting to Know Outlook

Email Basics

Managing Mail with Folders

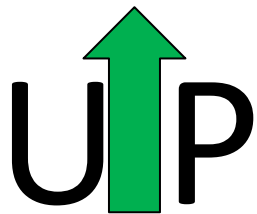
Contacts

Calendar Basics

Managing Meetings

Tasks and Categories

Course will be offered November 16. Please contact Gary Clingman at 615-449-0597 ext 377 or gclingman@prospectinc.com for more information or to enroll in class.



The University of Prospect

Optional College of Direct Support (CDS) Modules for Prospect Employees

College of Direct Support (CDS) Modules

Autism

This course is a brief overview of autism and helps the learner to identify support strategies that work well when supporting those with autism.

Cerebral Palsy

This course covers the causes, symptoms and main types of cerebral palsy. It also reviews the typical support needs of a person who has cerebral palsy.

Community Inclusion

This course gives an overview of community inclusion and natural supports. It helps the learner understand the positive value of inclusive communities.

Cultural Competence

This course helps learners develop cultural awareness and understand how to work with people who have a wide variety of personal perspectives, cultures, and life circumstances.

Documentation

This course focuses on the importance of documentation and the purposes it serves as well as well as methods for creating documentation that is accurate and meets state requirements while fulfilling its purpose.

Employment Supports

This course reviews employment and employment supports for people with disabilities.

Film for Thought: Body and Soul

This course and video covers the following topics:

- How providing personal care and having a quality relationship are important as a DSP.
- How the history of treatment of people with disabilities and societal values affected how families cared for another family member with a disability.
- Challenges a person with a disability may face when trying to advocate for themselves.
- Why it is important to balance safety and individual rights.

- How pain, both physical and emotional, can affect quality of life.
- A "teachable moment" and how using these moments can increase the quality of your support.
- Qualities in a person that are strengths and barriers to building relationships and how to address each.
- How internal and external factors can influence self-advocacy.
- Why bridge building and networking is so critical to community inclusion.

Everyone Can Communicate

This course is designed to help learners improve their skills in understanding, respecting, and supporting people who have communication issues.

Personal Care

Learners will review methods for competing many grooming and hygiene tasks related to personal care. This course will also help learners understand health concerns and risks related to personal care.

Supporting Healthy Lives

This course provides an overview of information needed to understand what it takes to lead a healthy life and how to support people with disabilities in making good choices related to their health.

Working with Families and Support Networks

Learners gain understanding of the importance of family and other types of support networks as well as learning what skills are needed to work effectively with both.

You've Got a Friend

This course addresses the importance and meaning of relationships.

How to Enroll

You can enroll yourself in any of these courses. You can also remove any incomplete E-learning lessons that you self-enrolled in from your lesson plan as needed.

1. Log into the College of Direct Support (CDS) website. Employees can access the CDS website via the Prospect website under the "Staff" tab. Your username is first initial, last name, and last four of your social security number (no spaces). For example dpruitt8774. Everyone's password is "hello".
2. Click **E-learning – Self Enrollment**.

E-learning	Class
My E-learning Lessons	
Self Enrollment	
Calendar	

The 'My E-learning Lessons' page opens at the 'Self Enroll' tab.

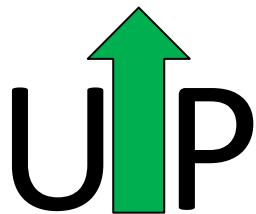
- To see lessons available for self enrollment, select **Your department:** _____.
 - Your entire organization
 - Your facility: Prospect Inc Lebanon
 - Your department:
 - Your groups
 - Only you

Note: You may need to scroll-down the page to see the modules available to you. Each module lists how many lessons it contains and how many lessons you have enrolled in using this feature.

- Follow the on-screen instructions to enroll in a course.

Once enrolled, these lessons are available for employees to take at their convenience. Each lesson is composed of a pretest, a lesson, and a post test.

Please contact Linda Bramhall at 615-449-0597 ext 376 or lbramhall@prospectinc.com with any questions about self-enrolling in these lessons.



The University of Prospect

Horizon Health

Webinars for Prospect
Employees

Horizon Health Webinars

You may participate in the webinars live at the scheduled time; or you may view them after the scheduled time by logging into the website and select "Archived Webinars".

March 2011: Identity Theft

Friends play a vital role in our wellbeing. Today there are more ways to stay connected than ever before yet maintaining friendships can sometimes be a struggle.



March 1st

12-1 p.m.
ET / 9-10
a.m. PT

March 2011: Making Stress Your Best Friend

It seems like we are always focused on ways to reduce stress. Yet having stress in your life serves important purposes. Join this webinar to learn more.



March 17th

3-4 p.m. ET / 12-1
p.m. PT

March 2011: Kids and Sports—How Parents Can be Good Fans and Role Models

Register for this webinar to learn why children play sports, your job as a "sport parent," and sports as "teaching moments" for you and your children.



March 24th

3-4 p.m. ET / 12-1 p.m. PT

March 2011: Stress: Do This, Not That

Get some specific, practical tips for managing stress in your everyday life.



March 31st

3-4 p.m. ET / 12-1 p.m. PT

April 2011: Use It or Lose It

Featured Webinar: Simple Ways to Minimize the Risk of Alzheimer's

Monthly Awareness: Sense of Humor

May 2011: When Change Is the Challenge

Featured Webinar: Breathing Away Stress

Monthly Awareness: Older Americans' Mental Health

June 2011: Minding Your Money

Featured Webinar: Till Debt Do We Part: Money and Relationships

Monthly Awareness: Men's Health

July 2011: One Day at a Time

Featured Webinar: The Reasons We Eat: Understanding Emotional Eating

Monthly Awareness: Massage Benefits

August 2011: Depression: More Than Just the Blues

Featured Webinar: Understanding and Dealing with Depression

Monthly Awareness: Vision Health

September 2011: The Art of Communication

Featured Webinar: Communicating with Your Teen

Monthly Awareness: Food Safety

October 2011: Embracing Difference

Featured Webinar: He Said, She Said: Gender Communication Differences

Monthly Awareness: Breast Cancer Update

November 2011: Relationships Make the World Go Round

Featured Webinar: The Secrets of Long-lasting Relationships

Monthly Awareness: Family Caregiving

December 2011: Live and Learn

Featured Webinar: Lifelong Learning

Monthly Awareness: DUI Prevention Month

To Register for Webinars

To register for a webinar, go to www.horizoncarelink.com. The log-on ID is Prospectinc and the password is EAP.

1. Find the title of the webinar you'd like to attend and click on the **date** you prefer.
2. Once you click on the **date**, you will be taken to a page which requires that you enter your name, company name, and email address. Other fields are optional.
3. After entering your information, click on **REGISTER** at the bottom of the page; if the information is complete, you will receive a message saying **REGISTRATION SUCCESSFUL**.
4. You will next receive an email confirming your registration. **DO NOT DELETE THIS EMAIL**. If you do not see this confirmation email in your inbox, check your spam or junk mail folder.
5. In the email, note the date and time zone of your webinar. If you are using Microsoft Outlook, once you click on **ACCEPT**, the webinar will be added to your calendar.
6. The email includes instructions and a link for **first-time users**. Click on this link. You may be asked to download software to view the webinar. This is a safe, one-time download.

ON THE DAY OF THE WEBINAR:

1. If you have followed #1-6 above, on the day of the webinar you can simply go back to your registration confirmation email and click on the **join meeting** link to be connected to the web (PowerPoint) portion of the meeting.
Note: the earliest time you may log on to the webinar is 15 minutes before that program is scheduled to start.
2. Below the **join meeting** link there are instructions on how to access the audio portion of the program. The system is designed to call you. When you see the contact box appear on the screen, supply your phone number and you will be called immediately. This is an automated system; if you can not be called directly please follow the alternate directions provided in the confirmation email to connect to the audio.
3. Next, a box will appear on the screen for sharing voice and video. Please close this box.
4. **Participants who are hearing impaired can access the audio portion of this program using TTY or VRS technology** and calling the phone number and using the participant code provided in the email.

ADDITIONAL NOTES:

You should receive an email reminder 15 minutes before the program is scheduled to start. If you miss the webinar for any reason, visit the website to see a recorded version of the webinar in the **archives**. Please note that archived webinars are available through streaming media that includes audio. There are no phone connections available for members without computer speakers or those who rely on TTY and VRS.

Archived Webinars

If you are unable to view webinar at the scheduled time you may view past webinars by logging into the website and select “Archived Webinars”.

To access an archived Webinar that you’ve missed or want to view again:

- Click on the name of the Webinar you want to view from the list on the right of the page. This will show the webinar in a Windows Media Player window.

OR

- To download the Webinar onto your computer for faster viewing or for viewing later, right-click on the link and select the **Save Target As** option.

Tips for Viewing

- Be sure you have speakers set up on your computer so you can hear the audio.
- If you cannot hear the audio, make sure the sound on your computer is “unmuted.”
- The Webinars are recorded in real-time when they are presented. So be patient at the start if you don't hear any sound for a few moments. It might just be that the slides started earlier than the talking

For assistance with Horizon Health Webinars, contact Linda Bramhall at 615-444-0957, ext.376 or email lbramhall@prospectinc.com.