WORKING WITH PARTICIPANTS/CLIENTS

1) Human Development and Late Adult Years
   - Life Span Potential
   - Theories of Aging

2) Human Development and Aging
   - Human Behavior and Aging
   - Potential and Creativity
   - Wellness and Self-Esteem

3) Spirituality of Aging
   - Reminiscing
   - Tasks of Life Review
   - Worship — Religion
   - Death — Dying
   - Ethics
   - Tasks of Vital Aging
   - Prayer — Scripture
   - Personal Growth
   - Wisdom in Aging

4) Biology of Aging
   - Changes — Physical & Sensory
   - Sexuality
   - Medications
   - Nutrition
   - Healthy Aging
   - Illness and Dysfunction

5) Sociology of Aging
   - Involvement — Isolation
   - Dependence/Independence
   - Living Alone — Social Networks
   - Cultural Attitudes
   - Social Histories
   - Long Term Care/Aging/Social Needs
   - Living Arrangements — Retirement Housing, Elder Communities, Long-Term Care, Adult Day Services
   - Foreign Language
   - Elder Abuse

6) Psychology of Aging
   - Leisure & Aging
   - Psychological Choices — Depression, Anxiety, Fears
   - Drugs & Alcohol
   - Security
   - Successful adaptations
   - Hospice
   - Counseling Techniques
   - Stereotypes — Myths
   - Confusion/Disorientation
   - Institutionalization
7) Leisure and Aging
   • Recreation — Definition, Types, Philosophy
   • Lifestyles
   • Retirement Living
   • Attitudes — Motivation
   • Analysis of Leisure Time
   • Client Interests
   • Client Rights — Different Categories
   • Volunteerism
   • Creativity in Aging
   • Leisure Education
   • Barriers to Leisure

8) Basic Health
   • First Aid
   • Health Precautions
   • Personal Health Issues

9) Group Instruction/Leadership
   • Adult Learning Modes
   • Instruction Methods — Lecture, Handouts, Videos, Demonstrations, Samples, Slides, Participation, Discussion, Survey, Sharing Experience
   • Teaching Materials — Tools, Resources
   • Group Dynamics/Leadership
   • In-Service
   • Leader Listening
   • Esteem Building
   • Build Group Support

10) Therapy for the Disabled Aging
    • Overview of P.T., O.T., Speech Therapy, Recreation Therapy, Art Therapy, Dance Therapy, Music Therapy, Drama Therapy, Validation, Poetry Therapy, Reality Orientation, Remotivation, Horticulture Therapy, etc.
    • Restorative Programs — Feeding Training, ADL Skills, etc.
    • Patient Physical Transfer Techniques
    • Therapeutic Approach — Meaningful, Purposeful, How it Helps

11) With Residents & Staff
    • Types of Communication
    • Listening Skills
    • Responding Skills
    • Communication with Frail
    • Communication with Confused
    • Intercultural Concerns
    • Morale Building
    • Dealing with Difficult Situations

12) Public Speaking
    • Professional Image
    • Leading meetings
    • Business Etiquette

13) Public Relations
    • The Written Message
    • Media Use — Press releases, P.S.A., T.V., Radio
    • Publicity — Newsletters, Bulletin Boards, Posters, Graphic Techniques
    • Letters of Appreciation
    • Volunteer Programs
• Fund Raising
• Marketing Activity Importance

14) Interpersonal Relationships
• Staff Team Approach — Working Together
• Coordination of Services — Staff, Families, Volunteers, etc.
• Peer Relationships — Staff, Residents
• Family Relationships — Various Age Needs and Attitudes
• Empowerment/Managing Relationships/Personality Evaluation
• Staff/Client Relationships
• Consultant Relationships
• Organizational Relationships
• Organizational Structures in Different Levels of Care

15) Motivation
• Of Clients, Families, Staff, Volunteers
• Professional Improvement

16) Community Services/Support/Relations
• Recreation Resources
• Service Clubs
• Religious Resources
• Mainstreaming
• Adult Health Services — Alzheimer’s, Ostomy Clubs
• Business — Chamber of Commerce
• Family Open Houses

17) Regulations
• State & Federal Activities, Regulations & Standards — OSHA, ADA & Professional Standards
• Survey Process
• Legislative Updating
• JCAHO, CARF, Specialty Standards

PROGRAMMING
18) Individualized Care Planning
• Assessment — MDS & RAP
• Interdisciplinary Team
• Care Planning, Approach, Progress Notes
• Professional Standards
• Legal — Ethical Issues
• Medical Terms
• Charting — Confidentiality
• Patient — Resident Involvement
• For Participant Learning
• Quality Indicators

19) Program Management
• Philosophy of Operation
• Expressive/Creative Program Scope — Physical, Mental, Social, Emotional, Community, Spiritual, Educational
• Program Planning — Resident Centered
• Organization — Calendar
• Program Implementation — Conducting Activities
• Evaluation Techniques
• Operating Audio—Visual Equipment
• Equipment & Supplies — Control, Safety Precautions,
Resource Materials, Ordering
• Modes of Programming

20) Computer Skills
• Word Processing
• Database
• Charting
• Desktop Publishing
• Games
• Participant Learning
• Internet

21) Program Types — Theory and Practice
• Supportive
• Maintenance
• Empowerment
• Exercise — General, Volleyball, e.g., Wheelchair
• Social — e.g., Parties
• Outdoor — e.g., Barbecues, Games, Walks
• Away from the Facility — e.g., Visits to Community Places of Interest
• Religious — e.g., Bible Study, Services
• Creative — e.g., Crafts, Drama, Writing
• Educational — e.g., Current Events, Alzheimer’s Group, Adult Learning
• Residents with special needs — e.g., AIDS, DDs, MRs, MS et al.
• Resident Planned — e.g., Resident Council or Any Activity
• In-Room — e.g., Adapt Out-of-Room Activities
• Sensory — e.g., Braille Materials, Any Sensory Stimulation, Pet, Food Related
• Reality Awareness e.g., with Other Programs
• Entertainment — e.g., Games, Entertainer Resources
• Self Help — e.g., Nail Polishing Group, Independent Activities
• Music — Basic & Adaptive Techniques
  1. Accompaniment Instrument-Chord Structure, Ear Training
  2. Recreational — Rhythm Instruments, Musical Games, Movement, Literature for the Aged
• Community Oriented e.g., Intergenerational, Community Groups in the Facility
• Computer Based

MANAGEMENT/PERSONNEL
LEGAL & ETHICAL ISSUES

22) Personal Employment
• Recruitment, Interviewing, Hiring, Development, Recognition, Evaluation, Termination — Staff and Volunteers
• Job Search — Resume Writing, Interview Preparation

23) Management Leadership
• Interdisciplinary Care Plan Team
• Leadership Styles
• Program Management
• Program Evaluation
• Supervision Philosophies and Techniques
• Delegating — Enabling Staff Ability
• Self Analysis
• Time Management
• Activity Staff In-Service
• How to Conduct Meetings: Staff, Association
• Problem Solving
• Resident Council
• Record Keeping
• Dealing with Challenging People
• Stress Management
• Memory Improvement
• Family Council
• Violence in the Workplace

24) Management Writing Skills
• Documentation Chart Auditing
• Job Descriptions
• Policies & Procedures Manuals
• Incident Records/Reports
• Letters of Request — Direct Mail
• Grant Writing

25) Financial Management
• Reimbursement
• Budget Writing
• Record Keeping
• Expense Control
• Establishing Non-Pro.t Status
• Fund Raising

26) Professional Development
• Certification
• Professional attitude toward residents
• Professional associations
• Business expectations
• Professional standards — Ethics

27) Consulting
• Consultant’s Role, Goals, Knowledge
• Consultant’s Education

28) Resources
• How to Work With Volunteers
• How to Work With Supervisors
• How to Work With Consultants