



TCS Training Catalogue: January 2024

All trainings listed are available, both publicly and privately, at no cost to supported-employment professionals who provide DDD services.

CEU credits are provided to all attendees who complete the training and participate to a satisfactory degree.

Please contact Samantha Goldfarb with any questions or to schedule a private training for your agency.

SE Overview Training: Welcome to the Field!

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey

NEW! SE Overview Training: Welcome to the Field!

Length: 1 hour
Sessions: 1
CEU Credits: 1

Build your foundational knowledge of supported employment in New Jersey and learn what this valuable service can do for your clients!

Includes:

- Breakdown of the fundamentals of supported employment (SE), including:
 - Purpose and intended outcomes

CARF Accreditation: Pathways To Success

Samantha Goldfarb
Training and Consultation Services
The Arc of New Jersey

NEW! CARF Accreditation Training: Pathways To Success

Length: 2 hours
Sessions: 1
CEU Credits: 2

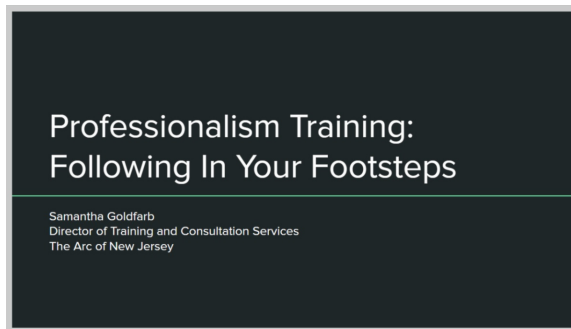
Start your CARF accreditation journey with a deeper understanding of the process, requirements, and how to be successful!

Includes:

- Explanation of the components of accreditation, including:
 - Accreditation timeline with additional details
 - Survey process

- Core tenets and features
- The three phases and key components of each
- Discussion on recognizing which clients could be a good fit for SE
- Explanation of how benefits, Medicaid, and SE interact
- Differentiation between SE funding sources, including:
 - Unique features of each
 - Eligibility for services
 - Overlapping eligibility
- Explanation of the process of obtaining and beginning SE

- Structure of the standards manuals
- Grading system
- Accreditation conditions
- All possible outcomes
- Required materials and purchases
- Practice interpreting a standards manual using sample pages
- Explanation of CARF Resource Specialists' role in accreditation support
- Insight and tips for success from a CARF-accredited organization



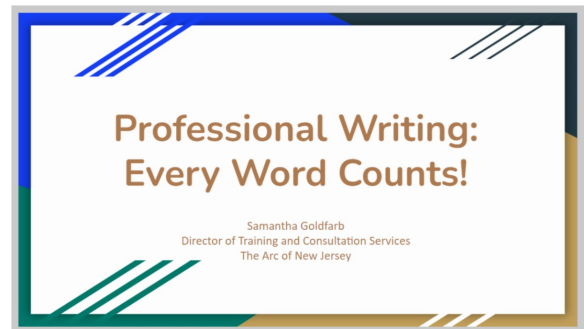
Professionalism Training: Following In Your Footsteps

Length: 2 hours
Sessions: 1
CEU Credits: 2

Use unique perspectives to refresh your understanding of professionalism and learn creative new ways to teach this skill to your clients!

Includes:

- Value-focused explanation of reasons and benefits to modeling professionalism for clients
- Examination of elements of professional behavior, including:
 - Attire
 - Hygiene
 - Body language
 - Social factors
- Nuanced discussion of making changes in behavior to meet setting-specific expectations
- Incorporation of agency-specific material (ex. dress code) to set expectations of coach and client professionalism simultaneously



Professional Writing Training: Every Word Counts!

Length: 2 hours
Sessions: 1
CEU Credits: 2

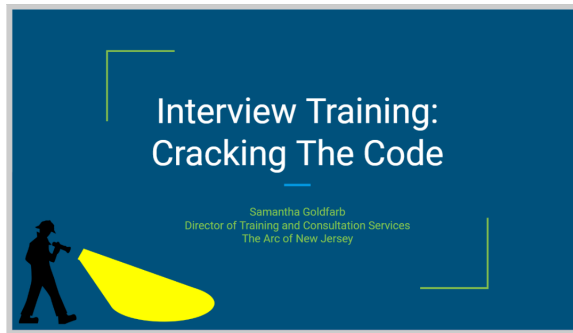
De-mystify three key types of professional writing and learn how to make them simple and realistic for your clients to craft!

Includes:

- Explanation of the core elements of professional writing
- Breakdown of how to write cover letters, professional emails, and thank-you notes, including analysis of:
 - Item-specific requirements
 - When/on what timeline to provide each item
 - The importance of professionalism for each
- Integration with resume workshop for enhanced educational cohesion and value
- Interactivity-focused and collaborative training structure

- Take-home materials and tools that address separate coach and client needs

- Extensive take-home tools and reference materials for the best writing possible



Interview Training: Cracking The Code

Length: 2 hours
Sessions: 1
CEU Credits: 2

Learn how to decipher the meaning behind different types of interview questions, and use that information to devise the best responses!

Includes:

- Breakdown of the three main goals of an interview from the company's perspective
- Explanation of the four main types of interview questions and specific tips for each
- In-depth analysis of common interview questions through the lens of question type, including:
 - Purpose/intention of the question with a plain-language translation
 - Expected "invisible" details that create a complete response
 - Adaptable and effective sample answers
- Interactive practice using simulated coaching settings



Job-Development Training: We're Better Together!

Length: 1.5 hours
Sessions: 1
CEU Credits: 1.5

Become an expert at building community networks and relationships with employers using informational-interviewing techniques!

Includes:

- Explanation of the benefits and challenges of employer-relationship development
- Breakdown of the components of successful informational interviewing, including:
 - Billability requirements
 - Identifying suitable businesses for approach
 - Reframing approach from job-seeking to community-focused
 - Verbal and social communication tips
- Interactive practice with informational interviewing (both with and without clients present)
- Take-home reference materials for the best interview outcomes

Resume Workshop: Their Best Foot Forward!

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey

Resume Workshop: Their Best Foot Forward!

Length: 2 hours
Sessions: 1
CEU Credits: 2

Learn what goes into a great resume and simplify the process on-the-job with personalized examples and resources!

Includes:

- Explanation of how a good resume benefits your clients
- Breakdown of the core components of a good resume
- Instruction on how to address common concerns, including:
 - Lack of work experience
 - Incomplete education
 - Gaps in work timeline
- Instruction on how to increase resume effectiveness, including:
 - Editing resumes for each job application
 - Professional and accessible formatting
- Guided interactive practice with developing a complete resume
- Take-home resume examples, templates, and checklists

Documentation Training: Make It Stick!

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey

Documentation Training: Make It Stick!

Time Management Workshop: Take Back Your Day!

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey

Time Management Workshop: Take Back Your Day!

Length: 1.5 hours
Sessions: 1
CEU Credits: 1.5

Discover how to get the most out of your schedule using strategies that maximize your job structure and improve your productivity!

Includes:

- Explanation of how good time management benefits both the coach and the client
- Analysis of common time-management challenges in SE and how to approach them
- Instruction on how to fill gaps in your schedule with billable activities
- Interactive practice with creating plans for coaching that improve service quality and organization
- Strategies to help coaches adjust to frequently-changing schedules and improve general time-management skills
- Take-home tools and reference materials for continued skill improvement on-the-job

Quality-of-Care Training: The Bottom Line

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey

Quality-of-Care Training: The Bottom Line

Length: 4 hours
Sessions: 2
CEU Credits: 4

Become a pro at supported-employment documentation and take the stress out of audits with our most popular training!

Includes:

- Explanation and motivation for documenting correctly
- Breakdown of the definition of supported employment
- Instruction on how to avoid providing and documenting other similar services
- Examination of the 3 phases of supported employment
- In-depth instruction on how to write intervention plans and progress notes that meet DDD/Medicaid standards
- Interactive and challenging practice with writing intervention plans and progress notes
- Take-home tools and reference materials for the best writing possible

Length: 1.5 hours
Sessions: 1
CEU Credits: 1.5

Increase your agency's standard of care, explore new coaching perspectives, and improve your workplace wellbeing!

Includes:

- Explanation and motivation for providing high-quality support
- Empathetic and problem-solving approach to common quality-of-care issues in supported employment, including:
 - Confidentiality
 - Correct usage of the client's time
 - Appropriate communication with clients
 - Managing personal emotions without compromising care
- Instruction in finding and using creative and compassionate perspectives of behavior
- Interactive practice using simulated coaching settings

Open Trainings



Do you need training for a small number of people but still want the group experience? Do you want to train with people outside of your agency, or just don't want the hassle of scheduling private sessions? Open trainings are pre-scheduled virtual sessions that provide the same content, take-home resources, and CEU credits that private trainings do. No prerequisites or scheduling are required — if you work in supported employment, we'd love to see you there!

Email sgoldfarb@arcnj.org for more information about open trainings.

Interested but can't make it this month? Contact Samantha to make sure the next open training works with your schedule!



All trainings are customizable to fit your agency's needs. Change the length, add a topic, learn in a different way - the choice is yours!



We'd love to hear your ideas and feedback! Your input helps us create the best material possible for everyone who receives our trainings.



Not seeing what you're looking for? Let us make a training specific to your agency. If it's related to supported employment, we want to help!

TCS exists to help supported-employment providers and their staff provide the highest quality of support available to their clients. All services are *completely free of charge*. We'll teach you how to use realistic strategies to achieve the ideals of supported employment so that you can continue to provide the excellence in service that your clients deserve.

Contact Samantha Goldfarb with all inquiries.
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(732) 749-8434
8:30 a.m. - 4:00 p.m. Monday - Friday

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