



Professional Development Catalog

SAS Services, LLC offers a variety of professional development workshops, teambuilding activities, and keynote presentations. SAS is also able to design professional development, onboarding training programs, retreats, and team meetings to meet your staffing and organizational needs. This catalog contains a list of available professional development workshops.

Everything DiSC & Five Behaviors of a Cohesive Team	2
Soft Skills	3
Trauma-Informed Care	4
Children, Youth, and Young Adults	5
Practice Skills	5
Evaluation and Assessment.....	6
Supervision, Management, and Leadership.....	6
Board Governance and Leadership.....	7

All trainings are tailored to meet the unique needs of the organization, agency, company, and participants. As part of all training packages. SAS offers:

- Planning and Debrief Meetings with a core team
- Training Needs Assessment to gather information from participants and their supervisors about the needs
- Training Materials to support participants learning and a resource library, as needed
- Training Evaluations to evaluate to offering
- Transfer of Learning Support for leaders and supervisors, as well as, participants

Everything DiSC & Five Behaviors of a Cohesive Team

Sharon Simms is an Authorized Partner for Wiley Education and offers a suite of tools including:

- 1) [Everything DiSC® Workplace®](#) is an assessment-based learning experience that engages each participant in building more effective relationships at work.
- 2) [Everything DiSC® Management](#) continues the DiSC® journey by helping anyone in a management role successfully engage, motivate, and develop their people—from anywhere.
- 3) [Everything DiSC® Agile EQ™](#) continues the DiSC® journey by teaching participants to read the emotional and interpersonal needs of a situation and respond accordingly.
- 4) [Everything DiSC® Productive Conflict](#) increases learners' self-awareness around conflict behaviors, helping them effectively respond to uncomfortable and unavoidable challenges of workplace conflict.
- 5) [Everything DiSC® Work of Leaders](#) lays out a clear path for leaders at all levels to make the connection between their DiSC® style and real-world leadership demands.
- 6) The Five Behaviors® empowers teams to rethink their approach to teamwork and shape new behaviors—taking your teams and organization to the next level.
 - a. [The Five Behaviors® Personal Development](#) Build a Culture of Teamwork That Drives Results
 - b. [The Five Behaviors® Team Development](#) will transform the way your team works together.

Each training above includes the completion of an assessment tool.

Soft Skills

- 1) Effective Communication – Verbal and Nonverbal Communication
 - a. Audience: Professionals, paraprofessionals, caregivers, volunteers, supervisors, managers, leaders
 - a. Lengths: 1 hour (Keynote or overview) to a full day training

- 2) Effective Communication – Giving & Receiving Feedback
 - b. Audience: Professionals, paraprofessionals, caregivers, volunteers, supervisors, managers, leaders
 - a. Lengths: 1 hour (overview) to a full day training

- 3) Written Communication and Documentation
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 1 hour to a full day training

- 4) Problem-solving and Critical Thinking
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 1 hour to a full day training

- 5) Facilitation Skills
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 1 hour (overview) to a full day training

- 6) Running Effective Meetings
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 1 – 3 hour

- 7) Courageous, Difficult, Crucial Conversations
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 3-hour (overview) to 2 days

Trauma-Informed Care

- 1) Trauma Informed Care Basics
 - a. Audience: Professionals, paraprofessionals, caregivers, volunteers, supervisors, managers, leaders
 - b. Lengths: 1 hour (overview) to 3 days

- 2) Trauma-Informed Care Certification – Community Resilience Initiative*, Course 1
 - a. Audience: Professionals, paraprofessionals, caregivers, volunteers, supervisors, managers, leaders
 - b. Length: 4, half days or 2, full days

- 3) Trauma-Supportive Certification – Community Resilience Initiative*, Course 2
 - a. Audience: Professionals, paraprofessionals, caregivers, volunteers, supervisors, managers, leaders
 - b. Length: 4, half days or 2, full days

- 4) Compassion Fatigue, Vicarious Trauma, and Secondary Traumatic Stress (Self-Care, Caring for the Caregiver, Helping the Helper)
 - a. Audience: Professionals, paraprofessionals, caregivers, volunteers, supervisors, managers, leaders
 - b. Lengths: 1 hour (Keynote or overview) to a full day training

- 5) Trauma-Informed Leadership & Supervision
 - a. Audience: Supervisors, managers, leaders
 - b. Lengths: 1 hour (overview) to 4 days

- 6) [Trauma-Informed Organizational Assessment](#) (Training and Assessment)
 - a. Audience: Board of Directors, supervisors, managers, leaders, professionals, paraprofessionals
 - b. Length: 12 – 18 month process

*Sharon Simms is certified by the [Community Resilience Initiative](#) to offer Trauma-Informed Care Practitioner Certifications for Course 1 & 2. In addition, Sharon is a rostered coach for the [Trauma Informed Organization Assessment](#) with the National Traumatic Child Stress Network.

Children, Youth, and Young Adults

- 1) Impact of Maltreatment and Trauma on Children and Adolescents
 - a. Audience: Professionals, paraprofessionals, caregivers, volunteers
 - b. Lengths: ½ day to 2 day training
- 2) Theories and Practices for Working with Children and Families
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 1 hour – 3 hour
- 3) Working with and Supporting Children and Youth
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 1 hour (overview) to full day
- 4) Self-Advocacy for Youth Who Have Experienced Trauma
 - a. Audience: Professionals, paraprofessionals, caregivers, volunteers, parents
 - b. Length: 3 hours to full day

Practice Skills

- 1) Case Management – From Intake to Discharge, Trauma-Informed Case Management
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 3 – 5 day training
- 2) Developing SMART Goals
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 1 to 3 hours
- 3) Engaging & Supporting Clients: Understanding the Stages of Change & the Impact of Grief and Loss
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 3 hours (overview) to 2 days

Evaluation and Assessment

- 1) Increasing Performance and Program Effectiveness
 - a. Audience: Leaders, Managers, Supervisors
 - b. Lengths: 3 hours (overview) to 2 days
- 2) Performance Metrics: Measuring Organizational and/or Programmatic Impact
 - a. Audience: Leaders, Managers, Supervisors
 - b. Lengths 3 hour (overview) to 2 days
- 3) Using Data for Decision-Making
 - a. Audience: Leaders, Managers, Supervisors
 - b. Lengths 3 hour (overview) to 2 days
- 4) Logic Models & Theories of Change
 - a. Audience: Leaders, Managers, Supervisors
 - b. Lengths: 3 hour (overview) to 2 days

Supervision, Management, and Leadership

- 1) Effective Supervision, Reflective Supervision
 - a. Audience: Supervisors, managers, and leaders
 - b. Lengths: 1 – 3 days
- 2) Leadership, Management and Supervision
 - a. Audience: Professionals and paraprofessionals
 - b. Lengths: 1 hour (overview) to 3 day training
- 3) Enhancing Employee Support with Coaching and Peer Coaching
 - a. Audience: Managers, Leaders, Supervisors
 - b. Lengths: 1 hour (overview) to full day

- 4) Working with Consultants
 - a. Audience: Leadership, Management
 - b. Lengths: 1 – 3 hours

- 5) Trauma-Informed Leadership & Supervision
 - a. Audience: Supervisors, managers, leaders
 - b. Lengths: 1 hour (overview) to 4 days

- 6) Building and Maintaining Effective Teams
 - a. Audience: Leaders, Managers, Supervisors
 - b. Lengths: 3 hour (overview) to 2 days

Board Governance and Leadership

- 1) Building Stronger, More Engaged Boards
 - a. Audience: Leadership (Boards and Executive Leadership)
 - b. Lengths: 3 hours (overview) to full day

- 2) Introduction to Strategic Planning
 - a. Audience: Leadership (Boards and Executive Leadership)
 - b. Lengths: 1 hour (overview) to 2 days

- 3) Governing Boards
 - a. Audience: Leadership (Boards and Executive Team)
 - b. Lengths: 3 hours (overview) to a full day