

Clinical Supervision**20 hours**

Objectives: This course better prepares the new supervisor encounter the challenges of supervising a clinical staff as well as assists the veteran supervisor in improving their skills to better deal with the complexities of supervision while gaining greater effectiveness and satisfaction in that role.

Text: Essentials of Clinical Supervision by Jane M. Campbell ISBN: 0471233048

Ethics in Counseling & Psychotherapy**16 hours**

Objectives: You will gain a greater understanding of the ethical and legal standards and the implications of applying those standards to your practice as a helping professional.

Text: Ethics in Psychotherapy and Counseling, 4th ed. by Kenneth S. Pope & Melba J. T. Vasquez ISBN: 9780470633076

The Troubled Employee**20 hours**

Objectives: This course explores the identification, assessment and intervention with employees who have mental health, addiction and other life problems as they impact their job performance and the workplace.

Text: Workplace Intervention: The Bottom Line on Helping Addicted Employees Become Productive Again by James Fearing ISBN: 156838520X

Clinical Supervision II**14 hours**

Objectives: The veteran and novice clinical supervisor are introduced to supervising the alcohol and drug abuse counselor in their various work environments. Strategies of interviewing, managing, directing and collaborating with the supervisee are explored.

Texts: The Professional Alcohol & Drug Counselor Supervisor's Handbook by Lawrence Clayton, Ph.D. & Randy VanNostrand, Ph.D. **Purchase the book directly from CCMS, Inc. Go to the Bookstore page at their website <http://ccmsinc.net>**

Clinical Supervision in the Addictions Field**14 hours**

Objectives: This course provides you with a firmer background in the principles, models and methods of supervising counselors in the addictions field. **Text:** Clinical Supervision in Alcohol and Drug Abuse Counseling by David J. Powell, with Archie Brosky ISBN: 0787973777

Performance Coaching in Organizations**14 hours**

Objectives: This course helps you understand how coaching and mentoring can be utilized in organizations to get the best possible results from its employees.

Text: Masterful Coaching by Robert Hargrove ISBN: 0787960845

Consulting: Utilizing Your Expertise**16 hours**

Objectives: This course is great for the private practitioner, the manager of an agency, supervisor and front line worker who is daily striving to make the best use of their or their organization's expertise in a way that helps clients, the professional community and the community at large.

Text: The Flawless Consulting Fieldbook & Companion: A Guide to Understanding Your Expertise by Peter Block ISBN: 0787948047

Employee Assistance Programming**20 hours**

Objectives: This course identifies problems that exist in the current structure and nature of EAP and proposes a way that can give those programs the legitimacy, the effectiveness and the support they need to be successful.

Text: Integration of Employee Assistance, Work/Life, and Wellness Services edited by Mark Attridge, Patricia Herlihy & R. Paul Maiden ISBN: 0789030632

Treatment Planning**14 hours**

Objectives: The student will learn more of the client assessment process. They will learn of how psychological issues can influence treatment goals. The student will learn how to develop and monitor the progress the client is making working on the treatment plans.

Text: Essentials of Treatment Planning by Mark E. Maruish ISBN: 0471419974

Twelve Core Functions of the Substance Abuse Counselor**16 hours**

Objectives: The student will learn the role, techniques and strategies that are embodied in the various functions of the substance abuse counselor. It covers assessment, intake, counseling, consultation, referral, orientation, treatment planning, counseling, crisis intervention, documentation, etc. enabling the student to better understand the knowledge, skills, techniques, etc. need to be effective in each.

Text: Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by John Herdman ISBN: 9780976834120

Stress Management for Helping Professionals**18 hours**

Objectives: The student will learn how to recognize the existence and the source of stress in their lives whether caused by their work or as it affects their work performance. They will gain a greater understanding of how stress impacts their life and how to begin to develop strategies to address the sources of stress both in their worklife and their life outside of the work setting. They will learn how to monitor and modify their stress management plan as they implement it in their life.

Text: *The Resilient Practitioner: Burnout Prevention and Self-Care Strategies for Counselors, Therapists, Teachers, and Health Professionals, Second Edition ... Historical, and Cultural Perspectives* by Thomas Skovholt & Michelle Trotter-Mathison ISBN: 9780415989398