**Action Planning for Direct Support Staff**

**Strategies for Ongoing Learning**

**Minnesota Positive Supports**

**University of Minnesota, Institute on Community Integration**

**Minnesota Department of Human Services**

**Date:**

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| **Training resource** | **Choose the type of training you need using suggestions below**  1. Circle the links you believe are the most important  2. Write down the supplementary training materials and use the following codes as a way to get organized:  NT = New staff training  S = Staff Meetings  OT = ongoing training opportunities  I = Independent learning opportunity | **When you will use training materials**  **Put the initials for the type of training in each section** |
| ***Creating positive relationships*** | * <https://communication-skills.net/free-workbook/challenge-1-empathic-and-responsive-listening/> video * <https://mnpsp.org/wp-content/uploads/2016/12/Positive-Social-Strategies-actitvity10-18-17.pdf> ***tool*** * <https://mnpsp.org/wp-content/uploads/2019/05/Person-centered-relationship-building.pdf> ***tool*** * <https://mnpsp.org/wp-content/uploads/2016/12/PBS-QOL-socialphysical-6-27-16-2.pdf> ***Tool*** |  |
| ***Person-centered skills*** | * <https://mnpsp.org/wp-content/uploads/2023/02/Day-2-skill-building.pdf>***Slides*** * <https://mediaspace.umn.edu/media/t/1_gxomi5qx> ***Video*** * [https://rtc.umn.edu/docs/Friends\_Connecting\_people\_with\_disabilities\_and\_](https://rtc.umn.edu/docs/Friends_Connecting_people_with_disabilities_and_community_members.pdf)   [community\_members.pdf](https://rtc.umn.edu/docs/Friends_Connecting_people_with_disabilities_and_community_members.pdf) ***training manual*** |  |
| ***Working together to identify person-centered values*** | * <https://mnpsp.org/wp-content/uploads/2017/06/PBS-Social-Skills-Handout.pdf> ***Tool*** * <https://mnpsp.org/wp-content/uploads/2016/12/Matrix-Examples.pdf> ***Example*** |  |
| ***Creating a plan to teach, model, and practice new skills*** | * <https://mnpsp.org/wp-content/uploads/2016/12/example-of-provider-Implementation.pdf> ***presentation*** * <https://mnpsp.org/wp-content/uploads/2018/09/Provider-Org-Example-Two-Plus-Years8-4-18.pdflk> ***example*** * <https://drive.google.com/drive/folders/1DBp9WU7fIR0ypOCBkhgRDWTfD9_FP7l0?usp=sharing> ***Skill building guide resources*** |  |
| ***Letting people know you appreciate them and reinforcing positive social behaviors*** | * <https://mnpsp.org/wp-content/uploads/2016/12/Employee-Recognition-and-Appreciation-Plan-03.2017.pdf> ***Example*** * [https://mnpsp.org/wp-content/uploads/2016/12/Scan-1.jpeg ***Example***](https://mnpsp.org/wp-content/uploads/2016/12/Scan-1.jpeg%20Example) |  |
| ***Consistently Responding to Challenging Behavior*** | * <https://mnpsp.org/wp-content/uploads/2019/05/PBS-Incident-Report-Definitions4-4-18.pdf> ***Example*** * <http://www.thetinman.org/Conflict%20Resolution%20Skills_%20Building%20the%20Skills%20That%20Can%20Turn%20Conflicts%20into%20Opportunities.pdf> ***Example*** * [*https://mnpsp.org/wp-content/uploads/2016/12/PSS-Conflict-Resolution10-30-17.pdf*](https://mnpsp.org/wp-content/uploads/2016/12/PSS-Conflict-Resolution10-30-17.pdf)***Tool*** * [*https://hbr.org/2015/12/calming-your-brain-during-conflict*](https://hbr.org/2015/12/calming-your-brain-during-conflict)***Resources*** * [*https://hcpbs.files.wordpress.com/2017/10/avoiding-power-struggles.pdf*](https://hcpbs.files.wordpress.com/2017/10/avoiding-power-struggles.pdf)***Resource*** * [*https://newconversations.net/communication-skills-library-of-articles-and-teaching-materials/conflict-resolution-emergency-kit/*](https://newconversations.net/communication-skills-library-of-articles-and-teaching-materials/conflict-resolution-emergency-kit/)***Resources*** * [*https://www.mindtools.com/aal02x7/essential-negotiation-skills*](https://www.mindtools.com/aal02x7/essential-negotiation-skills)***Resource*** * [*https://www.youtube.com/watch?v=saXfavo1OQo*](https://www.youtube.com/watch?v=saXfavo1OQo)***Video*** |  |
| ***Introducing cultural responsive strategies*** | * <https://www.youtube.com/watch?v=D9Ihs241zeg> ***video*** * <https://www.youtube.com/watch?v=vwFN6r7Y_Sg> ***video*** * <https://www.youtube.com/watch?v=l1o7ls7JnxA> ***video*** * <https://www.youtube.com/watch?v=AWmK314NVrs> ***video*** * <https://www.youtube.com/watch?v=sjJUQlodh0g> ***video*** * <https://www.youtube.com/watch?v=H4kMA4fSV_k> ***video*** |  |
| ***Universal health and wellness is for everyone*** | * <https://www.youtube.com/watch?v=tDzQdRvLAfM> ***video*** * <https://www.youtube.com/watch?v=mbPqmZYLxWw> ***video*** * <https://www.youtube.com/watch?v=_XLY_XXBQWE> ***video*** * <https://www.youtube.com/watch?v=w6T02g5hnT4> ***video*** * <https://cascw.umn.edu/portfolio-items/well-being-indicator-tool-for-youth-wit-y/> ***tool*** |  |
| ***Using data in team meetings to guide problem solving*** | * <https://mnpsp.org/wp-content/uploads/2019/05/Incident-Summary.pdf> ***presentation*** * <https://publications.ici.umn.edu/dhs/hcbs/modules/making-pcp-part-of-everyday-work/teams-use-data-to-improve-practices> ***reading*** * [Overall Minnesota Team Implementation Checklist](https://ici-s.umn.edu/files/tNpdkXY4tt/mn-team-checklist) ***tool*** * <https://mnpsp.org/wp-content/uploads/2019/05/Minnesota-Direct-Observation-Form-Definitions.pdf> ***tool*** * <https://mnpsp.org/wp-content/uploads/2019/05/Minnesota-Direct-Observation-Form-and-Self-Assessment-Tool-1.pdf> ***tool*** |  |