ATTENTION TOTEM MEMBERS!!

TOTEM...VITAL MEMBERS OF THE EDUCATIONAL TEAM
2020 TOTEM Spring Conference
Monday, March 9th & Tuesday, March 10th, 2020
8 am to 5 pm at UAA Campus

VERY IMPORTANT NEW INFORMATION FOR THE 2020 TOTEM SPRING CONFERENCE

The TOTEM Spring Conference is funded entirely by union dues and attendance is a benefit of being a member. If you are not a member of TOTEM, you may attend the conference for $75 a day or $125 for both days. (You will find the registration form at the back of this packet.) We will be auditing classes and dropping nonmembers from classes to make room for members.

Membership with TOTEM provides many benefits including the ability to apply for scholarships, participate in the PSP, attend Spring Conference, take free first aid classes, and vote for a contract and officers. If you are not currently a member of TOTEM and wish to be one, you may call the TOTEM office to ask for a form. Please note that new members are subject to a maintenance of membership term and must remain a member for 3 dues paying months before they can choose to revoke their membership.

Dear TOTEM Employee,

TOTEM is pleased, once again, to present the registration packet for the TOTEM Spring Conference. All employees (including less than 8 hour) will be paid for the hours they attend the conference. Please take a moment to read the following notes regarding this year’s conference and give the TOTEM Office a call at 562-1183 if you have further questions.

BROWN BAG LUNCHES: Lunches will not be offered at the TOTEM Spring Conference. TOTEM will provide water during lunch. We will be offering limited door prizes, so we invite you to pack a lunch and join us. As in previous years, a light breakfast will be served before the conference.

LOCATION: This year’s conference will be held at UAA Campus on 36th. Registration will be held in the Lucy Cuddy Hall (see map on page 2).

PARKING: At UAA, free and convenient parking is available (see map on page 2).

REGISTRATION: For members who wish to get a jump on the most popular classes, registration will begin promptly on Tuesday, February 18th, at 4:00 pm. If your circumstances change and you cannot come to the conference, please log in and drop your classes so another member will have the opportunity to take the class.

SCHOLARSHIPS: Scholarships will be given out during lunch on Monday. You do not need to be present to win. Scholarships are available to all TOTEM Members. Applications (www.totemassoc.org) are due in our office by Friday, February 28.

VOLUNTEERS ARE ALWAYS WELCOME: If you would like to help with morning registration, as a class assistant, with distributing tickets at lunchtime or if you have door prizes to donate, please call (562-1183) or email our office (office@totemassoc.org).

ASL INTERPRETER REQUESTS: If you are in need of an interpreter for the Spring Conference, please email your request (after enrolling on MLP), with a list of desired classes, to Natalie Morton (Morton_Natalie@asdk12.org). Requests must be submitted by Friday, February 28, at 4 pm. If you miss the deadline and still wish to attend the conference, you will have to choose between classes that have already been assigned an interpreter.
More Important Conference Information...

**MLP Registration Deadline - February 29!!!**

Here is a quick reference on how to log on to MLP:

- Log in to www.mylearningplan.com. If you don’t know the username or password for your MLP account, contact PL (742-3846).
- Click on the District Catalog (under Activity Catalogs) in the left column.
- Under Search Options, type “TOTEM Spring Conference” in the search box, then click “Search.” DO NOT change the dates already entered.
- All classes will be listed here after 4 pm on Tuesday, February 18, and until 8 pm, Saturday, February 29.
- PLEASE NOTE: If you cannot see a list of classes, make sure that TOTEM is listed as your “Union Affiliation” by clicking on “My User Profile” in the left hand column of the home page.

Registration on MLP is required and open to TOTEM employees only.

**Where to go at UAA on March 9th & 10th:**

**Register here!**

**During Lunch at the Spring Conference....**

**MARCH 9th - TUESDAY** we will be accepting nominations from the floor for the following TOTEM Board of Director positions:

- Vice President
- Treasurer
- Member at Large — Instructional
- Member at Large — Instructional
- Member at Large — Non Instructional

Prior to the Conference you may also nominate yourself or another TOTEM member by sending an email to office@totemassoc.org or by faxing the Nomination Form to 562-0866. The form and other information are available on the TOTEM website at www.totemassoc.org.

**MARCH 10th - MONDAY** we will be awarding the 2020/21 $250 Professional Growth and $500 Continuing Education Member Scholarships.

**How to be sure you are paid for attending Spring Conference:**

The only way you will get credit and be paid for attending the conference is to:

- Be registered for each session you attend on MLP and
- Sign in and out on the official class rosters at each session attended.

There will not be any certificates of attendance/completion given at the conference. TOTEM staff will confirm your attendance on MLP. You will be able to print verification of attendance from MLP starting Monday, March 16th.

You must be registered in My Learning Plan to have admittance into a session. There will be staff available to register you for classes at the conference on Monday and Tuesday if necessary, but session availability will be very limited. Classes fill quickly and we encourage you to pre-register on MLP. If staff registers you into MLP on Monday and Tuesday at the conference, you will be given a paper admission slip for the session(s). That slip must accompany the class roster with your signature.

Please note: Monday and Tuesday registration is for new registrations only. No changes will be made to existing registrations.

The only way TOTEM staff will confirm your attendance in MLP is by having the verification of session registration in MLP, your signature on the class rosters and, in the case of a Monday and/or Tuesday late registration, the session admission slip.

**SPEECH CONFERENCE BASKETS**

After past year’s successes, TOTEM has decided to hold another basket silent auction. TOTEM will donate all the proceeds from the auction to Breast Cancer Research. Please have a designated TOTEM representative from your school email us by March 6th to let us know:

- That you are doing a basket
- The names of the participants helping with the basket.

Email: office@totemassoc.org
EmpCenter Totem Conference Job Aid

Employee Totem Conference Directions using EmpCenter
Employees who have attended the Totem conference must enter a Professional Leave request in EmpCenter, and the instructions are provided below.

1. Login to My Learning Plan (MLP) to verify your conference sessions times, and print them.  
   https://www.mylearningplan.com/Index.html

2. Login to EmpCenter and create a leave request for Professional Leave. 
   ♦ In the comments section, type “Totem Conference” and select Next.

3. Change the hours to match your MLP hours. Select Update.

4. Select Submit. 
   ♦ If your conference hours are more than your normal scheduled hours you may get a warning. Click Submit and the request will process.

5. Turn in your MLP verification to your Timekeeper. Once your supervisor has approved the leave request, the Timekeeper will verify that the time matches your MLP verification. 
   ♦ Timekeepers: If the conference hours are over the normal scheduled hours you will need to acknowledge the Exception for the time to be paid.
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**Schedule Details:**
- Mon-AM: 8:00-11:50
- Mon-PM: 1:10-5:00
- Tues-AM: 1:10-3:00, 3:10-5:00
- Tues-PM: 1:10-3:00, 3:10-5:00
- Note: Some sessions have additional time slots.
Aplomb – Your Means to Achieving Grace Under Fire
Ruth Schoenleben
Session D
This workshop will give you tools to keep your cool during trying situations. You will learn about the “Irregular People” in your life as well as garner ideas to improve communication, manage stress, help you build teams, resolve conflict and manage change – all while providing 5-Star service to students, staff, and families.

Basic Investment Education/Steps to Building an Investment Strategy
Thai Waltey
Sessions A2, D1
These seminars discuss stocks, bonds, cash equivalents, mutual funds, and how they work. They discuss the different types of risk, and how to build a personalized investment strategy through asset allocation and diversification. These seminars are appropriate for those who wish to be educated on the basics of investing, whether they are just starting their career, or closing in on retirement. This session is given in tandem with a 403b Enrollment Round-table: Whether you are a new employee or preparing to retire, you may have some questions regarding your optional Anchorage School District 403(b) retirement plan. Please join Great-West Retirement Services for an informal Q & A session to answer some of the questions you may have. Great West Retirement Services will cover various topics including contribution limits, distribution options, advisory services, online resources and other details regarding your ASD 403(b) retirement plan.

Challenging Behavior and Function Based Interventions, Elementary Focus
ASD
Session A
During this training participants will review the ABC’s of challenging behavior. Participants will then use the ABC’s to determine the function of challenging behavior. Finally, participants will be provided strategies to address challenging behavior based up the function in which the behavior is serving. This training is applicable for teacher assistants from elementary in a resource or self-contained setting.

Challenging Behavior and Function Based Interventions, Secondary Focus
ASD
Session C
During this training participants will review the ABC’s of challenging behavior. Participants will then use the ABC’s to determine the function of challenging behavior. Finally, participants will be provided strategies to address challenging behavior based up the function in which the behavior is serving. This training is applicable for teacher assistants from secondary in a resource or self-contained setting.

The Checklist
Karen Kirk
Sessions A1, A2
This workshop will focus on organizational management: how to improve “getting things done.” Learn how simple checklists can improve efficiency and accuracy in day-to-day processes by saving time, reducing frustration and increasing productivity. Identify the top 3 reasons people typically make mistakes. Find out where checklists came from and who is using them today. Discover the qualities for what types of processes best lend themselves to checklists. Assess your own work and determine for which
processes you can build a checklist!

**Classroom Support Using American Sign Language**

**Level 1**

Lee Waters  
Session C

This is an Intermediate level class for those who have already taken the Intro to Sign Language Session. Those taking this class will learn both basic content and functional skills vocabulary required for students to use in the classroom setting as well as learn common daily phrases in ASL.

**Classroom Support Using American Sign Language**

**Level 2**

Lee Waters  
Session D

This is an advanced class for those who have taken the Level 1 -Intermediate ASL classes in the past at the TOTEM conference. This class will allow attendees to expand their knowledge base of content/functional skill signs through practiced scenarios of conversational para-student dialogue and creation of ASL materials to support student learning.

**Even More ASD Benefits:**

**EAP and 403b Seminar**  
ASD & Empower Retirement  
Session C2

Come join us for 2 back to back presentations that will explain more of the benefits you have at the Anchorage School District. First, learn about the EAP (Employee Assistance Program) that’s offered free to you when you need it. Then, Join Empower Retirement for a discussion on the Anchorage School District 403(b) retirement plan. During this presentation, you’ll learn about the features of your plan and resources available to you to help you better for a more secure retirement.

**First Aid/CPR**

TOTEM Board  
Sessions E, F

This session provides certification in First Aid and CPR to meet the requirements of the TOTEM contract. To receive your certificate you must attend all day.

**First Aid/CPR Recertification**

TOTEM Board  
Sessions B, C

This session provides recertification in First Aid and CPR to meet the requirements of the TOTEM contract. **You must have a current First Aid/CPR card**

**with an expiration date of March 1, 2020, or later.**

**FLIP IT® Training**

Katherine Staples & Kimmer Ball  
Session E

FLIP IT® is a strategy that includes four supportive steps to help young children learn about their feelings, gain self-control, and reduce challenging behavior. This training was developed by the Devereux Center for Resilient Children. This training is interactive, fun, and worthwhile for any staff members working with young children with challenging behaviors. **Audience:** Elementary TAs, and Tutors

**I Need Power: Should I Use Nitroglycerin, TNT, or Dynamite?**

Ruth Schoenleben  
Sessions B1, C1

This workshop explores personal and professional power in an unorthodox manner: Tools, Tricks, Deceptions, Manipulation?? How do I define my own power? What are the characteristics I need to develop if I want to be powerful?

**Introduction to Basic Sign Language**

Lee Waters  
Sessions A, B

This a 4 hour workshop that will enable participants to learn basic sign language
skills including their name sign, numbers, letters and basic vocabulary as well as every day phrases that are useful for the classroom setting. This workshop will also provide a brief history of sign language through understanding deaf culture and trivia. There will be breakout sessions to include practice activities and generating needed vocabulary (signs) for classroom application. A couple of breaks will be provided.

**Introduction to Defined Contribution Retirement (DCRP) PERS Tier IV**
Becky Sheridan
Session C2

This seminar is designed for Public Employees’ Retirement System Tier IV and Teachers’ Retirement System Tier III members who entered service after 7/1/2006. The interactive session covers this hybrid retirement plan and includes information about the defined contribution account, financial advice services, retiree insurance plans, Health Reimbursement Arrangement, occupational disability, eligibility, vesting, investment options, distribution and additional resources available.

**Introduction to the PSP**
Amey Tamagni
Session D2

This workshop is for those who are new to the PSP Program only. The Professional Standards Program (PSP), which is offered through the National Association of Educational Office Professionals (NAEOP), provides TOTEM members an opportunity to earn an additional 2% to 7% pay. This well rounded program takes into account applicant education, work experience, association/ volunteer experience and Supervisor’s evaluation. There are several educational options. This workshop will help you get your materials ready for the May 15, 2020, deadline.

**I WANT What I Want... and How YOU Can Give It To Me**
Ladonna Rees & Melissa Frenzel
Sessions B, D

Let's talk about working with the "hard" kids. Functions of behavior and strategies that your team can use to teach and reinforce desired behavior. Come learn how to use researched based strategies in both general education and special education settings! Participants will view many tips and tricks that work with our hard to teach children. There will be an opportunity to ask questions and hopefully get answers. Focus: Preschool-6th grade students with challenging behaviors.

**Know TOTEM, Know Your Contract**
Sandy Thompson & Jenn Madsen
Session D1

Do you understand the Collective Bargaining Agreement (contract)? Do you know what the District’s Management Rights are? Do you have QUESTIONS? Do you know what benefits you gain by being a member of TOTEM? If you want the answers to these questions and more, this could be the informational session for you.

**Learning How to Read Body Language for Professional Growth**
Jerry Balistreri
Sessions A, B, C, D

This four-hour training gives you practical techniques, tools, and strategies for understanding and using non-verbal communication for the highest impact and effectiveness. The benefits and the fundamentals of reading body language will be explored. Additional emphasis will address how to detect lying and deception, building rapport, and threat identification for personal safety. Spot the danger signs associated with physical assault prior to the actual assault. Whether it be in boyfriend/girlfriend relation-
ships, family relationships, child abusers, gangs, or school violence, you will arm yourself with the knowledge to spot these behaviors by attending this session. Learn the best research-based techniques for building rapport. Come explore the fascinating world on nonverbal communication!

**Motivating Yourself and Others**
Karen Kirk  
Session C

How can I motivate myself? How can I motivate my students? Identify the secret ingredient to get the best out of yourself and your students! Find out what gets in the way of our get-up-and-go. Lean how to get out of a slump by hearing the top 7 reasons for lack of motivation. Explore the 5A intrinsic (natural) motivators to identify what may be missing for you, to learn cautionary notes of what to guide against, and determine your natural motivators and potentially your students’. Find out what the 5 basic human needs are and determine if a top need is not being met. Discover the difference between the carrot, the whip and the plant. Examine how genetics (personality) drive behaviors and identify areas of motivation. Lean about human motivational theories and how to apply what works best for you and your students.

**Nonviolent Crisis Intervention**
Amanda Wilson  
Session F

This training in Non-violent Crisis Intervention (NCI) is a program to provide for the care, welfare, safety, and security of everyone involved in a crisis situation. Staff will learn safe but effective techniques for physical management of students who are in crisis. This is inclusive of the CPI Behavior Crisis Model, Nonverbal Communication, Para verbal Communication, Verbal Escalation Continuum, Precipitating Factors, Rational Detachment, Integrated Experience, Fear and Anxiety, Decision Making Matrix, and Disengagement Strategies. Wear comfortable clothing and footwear (no open-toed shoes).

**PERS: The Retirement Process**
Becky Sheridan  
Session C1

This seminar is designed for Tier I members (hired 1/1/1961-6/30/1986), Tier II member (hired 7/1/1986-6/30/1996), and Tier III members (hired 7/1/1996 - 6/30/2006). The interactive session covers the retirement process, Voluntary Savings Plan, eligibility, vesting, service and benefit calculations, early and normal retirement, increasing service credit, survivor options, retiree insurance options, after retirement increases and the timing of benefits.

**Nonviolent Crisis Intervention Refresher**
Lena Brower  
Sessions A, C

**Participants must have taken the NCI 1-day or refresher training in the previous school year. Please bring your blue card or evidence (MLP record). This training in Non-violent Crisis Intervention (NCI) is a program to provide for the care, welfare, safety, and security of everyone involved in a crisis situation. Staff will learn safe but effective techniques for physical management of students who are in crisis. This is inclusive of the CPI Behavior Crisis Model, Nonverbal Communication, Para verbal Communication, Verbal Escalation Continuum, Precipitating Factors, Rational Detachment, Integrated Experience, Fear and Anxiety, Decision Making Matrix, and Disengagement Strategies. Wear comfortable clothing and footwear (no open-toed shoes).**
Play Based Learning in Early Childhood
Katherine Staples
Session F
Participants will learn strategies to facilitate children's learning through play. This fun, hands-on workshop will allow participants to practice play design and facilitation skills. They will learn how all-important early childhood concepts can be taught and reinforced through play!
Target Audience: All general education and special education early childhood staff (Preschool-grade 2).

Re-Awakening Joy!
Karen Kirk
Sessions B1, B2
Explore the top 5 things that get-in-our-way of feeling joyful and then...Uncover simple techniques to re-awaken our own joy! Take-away the physiological and psychological (physical and mental) benefits of being more joyful.

Trauma, Miracles, Advocacy, Empathy – The Journey of Strong Leaders
Shelly Vendetti-Vuckovich
Session A1
We want the leaders of tomorrow to be strong advocates of all cultures and groups; a world that recognizes and values the worth of others. Early years are the time to reach out to children to help guide them on a path to that world. A parent's story of 2 little girls surviving abuse and trauma; the miracle of finding each other; sharing their success and helping create success by building an empathetic environment around us. How they have grown and become advocates, even speaking to a national audience. What a testament to the impact a school environment can play in our lives.

Understanding the “Lens” Through Which We See the World
Karen Kirk
Session D
Increase the ability to: say-what-you-mean and hear-what-they-meant. Identify what drives how you (and others) communicate. Explore what part of how we communicate is hardwired and what part is changeable. Look at how our genetics, biological rhythms and where/how we were raised impact how we communicate. Learn the simple key to increasing effective communication.

Visual Communication Systems Level 1
Lena Brower
Sessions B, D
Do you work with students who are non-verbal or have a limited communication system? Would you like to know more research-based intervention methods to teaching basic communication? This training introduces methods for teaching communication using visuals. Communication can include teach spontaneous requesting, action, people or commenting on things in the environment. When individuals have an effective communication system, we often see a decrease in problem behavior and pro-social growth.
We Know What Trauma Is: Now What Can We Do About It?
Shelly Vendetti-Vuckovich
Session B

A brief review of ACES (Adverse Childhood Experiences) and discussion of the impact on children in our schools. Building blocks, techniques and discussion about creating a Trauma Sensitive Environment throughout our schools, not just special education; but general education and support staff resources as well. Identify our own triggers and refine our own mission statements to become part of the positive change moving forward. Discuss the importance of selfcare and brainstorm ideas with others. It starts with us..............Better me = better kids = better community!

Well, THAT Didn’t Go As Planned... What Else Can I Try?
Ladonna Rees & Melissa Frentzel
Sessions A, C

The Zones of Regulation is a curriculum geared toward helping students gain skills in consciously regulating their actions, which in turn leads to increased control and problem-solving abilities. Using a cognitive behavior approach, the curriculum’s learning activities are designed to help students recognize when they are in different states called “zones,” with each of four zones represented by a different color. Students explore calming techniques, cognitive strategies, and sensory supports so they will have a toolbox of methods to use to move between zones. Staff will view many examples and have an opportunity to ask questions and problem solve. Focus: Preschool-6th grade students with challenging behaviors.

When the World or Life Goes Upside Down
Ruth Schoenleben
Sessions B2, C2

This is an interactive, hands on workshop to help you deal with the changes of life and work – or help others to do so. What is the secret of thinking of change without falling apart, screaming or quitting your job or your life? HANG-ON – The calvary is coming!

When You Work with Grinches
Ruth Schoenleben
Sessions A1, A2

This workshop will help you differentiate between true “Grinch” behavior and “The Back Story,” by exploring the following questions: Why did this behavior develop? Who does it affect? How? Why? Am I the only one affected or is it a “team” problem? Can it be fixed? Can I live with it?

There will be tools for the individual and the team.

The Whole Story: What’s Up With That Gray Stuff?
Deb Maynard
Session A

Learn about the function of the brain and how the effects of trauma, drugs, organic complications and social exposure apply to chemistry and tissue change. This will be a fast pace walk through the brain with the newest information about brain research. (This presentation is part of “The Whole Story Series” presented by Deb Maynard: Get the whole story! This series of presentations is all about the brain and how it controls our lives, our physical nature and the way we react to stimuli in our world. You may take any or all of the classes offered but must sign up separately for each class you wish to attend.)

The Whole Story: Brain Based Disabilities
Deb Maynard
Session B1

This is a fast-paced review of hidden brain-based disabilities often go undiagnosed or unseen. Find out what some of the new diagnostic tools are and how they apply to diagnosing certain brain-based disabilities. (This presentation is part of “The Whole Story Series” presented by Deb
Maynard: Get the whole story! This series of presentations is all about the brain and how it controls our lives, our physical nature and the way we react to stimuli in our world. You may take any or all of the classes offered but must sign up separately for each class you wish to attend.

The Whole Story: The Basics of Emotion

Deb Maynard
Session B2

How do emotions support or complicate our lives? Learn about the differences between male and female emotions and their impact. Find out how to program yourself and others for happiness! (This presentation is part of “The Whole Story Series” presented by Deb Maynard: Get the whole story! This series of presentations is all about the brain and how it controls our lives, our physical nature and the way we react to stimuli in our world. You may take any or all of the classes offered but must sign up separately for each class you wish to attend.)

The Whole Story: Sleep Deprivation and Pain

Deb Maynard
Session C2

Get an overview of how sleep deprivation impacts our lives. Learn about how pain exists and can be mitigated with modern approaches and new technology. Gain an understanding of why drugs aren’t the only answer! (This presentation is part of “The Whole Story Series” presented by Deb Maynard: Get the whole story! This series of presentations is all about the brain and how it controls our lives, our physical nature and the way we react to stimuli in our world. You may take any or all of the classes offered but must sign up separately for each class you wish to attend.)

The Whole Story: Organic and Technological Addiction

Deb Maynard
Session D

Learn about how various kinds of addictions impact our lives and why. Get information and statistics on different kinds of addiction, how our brains react and why addiction is so prevalent in our society. (This presentation is part of “The Whole Story Series” presented by Deb Maynard: Get the whole story! This series of presentations is all about the brain and how it controls our lives, our physical nature and the way we react to stimuli in our world. You may take any or all of the classes offered but must sign up separately for each class you wish to attend.)

Workplace Bullying: Tools to Make It Stop

Jennifer Madsen
Session D2

Bullying comes in many forms and we see it in the workplace and classroom. Most of us know when we are being bullied or we see a coworker being bullied. This class will help you to bully proof yourself and stop the hurt.
Youth Mental Health First Aid
Wendi Shackelford
Sessions E, F

Youth Mental Health First Aid USA is an 8-hour public education program which introduces participants to the unique risk factors and warning signs of mental health problems in adolescents, builds understanding of the importance of early intervention, and teaches individuals how to help an adolescent in crisis or experiencing a mental health challenge. Mental Health First Aid uses scenarios to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect young people to professional, peer, social, and self-help care. To earn your certificate, you must attend all day.

Notes:
Name ____________________________
Mailing Address ________________________
City __________ State _______ Zip _______
Home Phone ________________________ Work Phone ___________
Work Location ________________________ Position _______
Home Email __________________________

Please read the following paragraph carefully before filling out this form:
Because the TOTEM Spring Conference is paid for entirely by TOTEM Dues, nonmembers who would like to attend the conference will be charged a fee to cover costs. If you are a member of TOTEM, you do not need to return this form or pay for your classes. If you are not a member of TOTEM, you must return this form to the TOTEM Office by Wednesday, March 4th, or you will be dropped from your enrolled classes on MLP to make room for others.

Please mark one:

☐ I would like to attend the conference on Monday and Tuesday. Please find payment for $125 attached.

☐ I would like to attend the conference on Monday only. Please find payment for $75 attached.

☐ I would like to attend the conference on Tuesday only. Please find payment for $75 attached.

Your registration form and check or money order must be received by TOTEM Association no later than 4:30 p.m. Wednesday, March 4th. (Checks should be made out to TOTEM Association.) It may be sent via interschool mail, or delivered to 3310 Arctic Blvd., Suite 200.

I would like to volunteer to help with the conference in the following area(s):
☐ Class Assistant  
☐ Registration (must be at UAA at 7:00 a.m.)