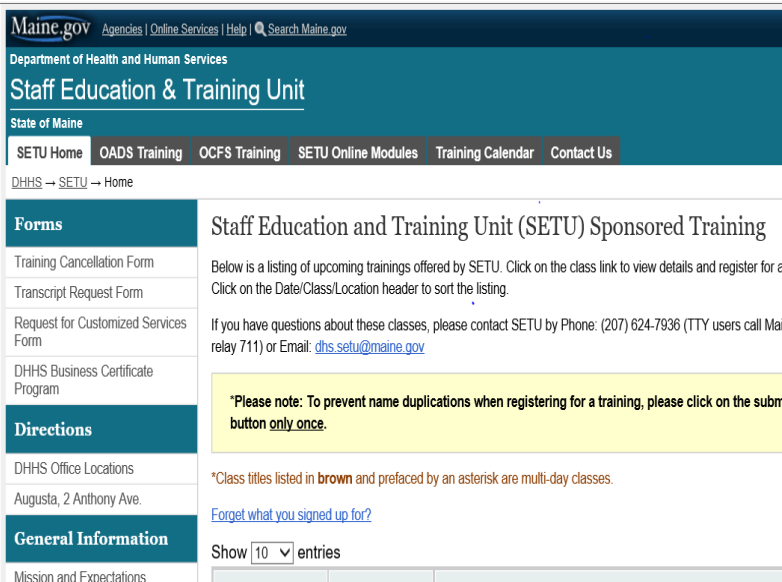


SETU NEWS

June // 2019 // ISSUE NUMBER 2

SETU Web Update

Coming fall of 2019



The screenshot shows the SETU website interface. At the top, there is a navigation bar with links for 'Maine.gov', 'Agencies', 'Online Services', 'Help', and 'Search Maine.gov'. Below this is the 'Department of Health and Human Services' logo and the 'Staff Education & Training Unit' title. A secondary navigation bar includes 'State of Maine', 'SETU Home', 'OADS Training', 'OCFS Training', 'SETU Online Modules', 'Training Calendar', and 'Contact Us'. The main content area is titled 'Staff Education and Training Unit (SETU) Sponsored Training'. It features a 'Forms' section with links for 'Training Cancellation Form', 'Transcript Request Form', and 'Request for Customized Services Form'. A 'Directions' section provides 'DHHS Office Locations' and the address 'Augusta, 2 Anthony Ave.'. A 'General Information' section includes a 'Mission and Expectations' link. A yellow callout box contains a note: '*Please note: To prevent name duplications when registering for a training, please click on the submit button only once.' Below this, there is a note about class titles: '*Class titles listed in brown and prefaced by an asterisk are multi-day classes.' and a link 'Forget what you signed up for?'. At the bottom, there is a 'Show 10 entries' dropdown menu.

Coming this fall DHHS staff will see a new and improved Staff Education and Training website: resources, templates, reading lists new videos and useful links will be added. The goal is to create more of a one stop shop for employees!

If you have something you feel may be of benefit to staff, supervisors and managers, please contact SETU. We want this to be a benefit to all and value your input!

Email SETU with your ideas at
dhs.setu@maine.gov.



Trainer In The Spotlight

David White is the Training Program Manager for the Office of Aging & Disability Services. He is a 20-year veteran in Maine's protective services, (both OCFS & APS), 15 years of that as a supervisor. His previous training experience includes as a presenter and trainer for the USM Muskie School Cross-Disciplinary Project and as a trainer of trainers for the DOJ-OVW, Abuse in Later Life curriculum. He is tasked with developing a curriculum for the systematic onboarding of new personnel as well as developing a continuing education curriculum that enhances APS practice and assists in retaining veteran staff. David holds a BA in Social Sciences from UMA and is a graduate of the Maine Leadership Institute

David's Future Plans:

David is currently conducting a need's assessment of APS staff through surveys and visits to all the APS Regional Offices. He is also ensuring the 12-hour Domestic Violence training gets provided to all staff prior to re-licensure and will be launching an APS specific, Field Safety Training in the next 3-4 weeks.

SETU NEWS

The following are classes available on the [SETU website](#). New Travel App courses are now being offered both in person and via Skype!

Date	Time	Class Name	Class ID	Location
6/12/2019	9:00 AM	Travel App Training for New DHHS Employees	C5059	Augusta
6/13/2019	9:00 AM	Social Work Ethics	C4037	Augusta
6/13/2019	8:30 AM	* Managing in State Government	C4051	Augusta
6/14/2019	9:00 AM	* Performance Based Training	C4045	Portland
6/17/2019	9:00 AM	Travel App Refresher	C5056	Augusta
6/19/2019	8:30 AM	Ethical Decision Making for Social Workers	C4021	Portland
6/19/2019	9:00 AM	What Makes A Good Invoice	C5053	Augusta
7/11/2019	9:00 AM	Travel App Training for New DHHS Employees	C5060	Augusta
7/17/2019	9:00 AM	Travel App Refresher	C5057	Augusta
7/18/2019	8:30 AM	Ethical Decision Making for Social Workers	C4007	Rockland
7/25/2019	9:00 AM	What Makes A Good Invoice	C5054	Augusta
8/6/2019	8:30 AM	Ethical Decision Making for Social Workers	C602	Bangor
8/14/2019	9:00 AM	Social Work Ethics	C600	Augusta
8/15/2019	9:00 AM	Travel App Training for New DHHS Employees	C5061	Augusta
8/22/2019	9:00 AM	Travel App Refresher	C5058	Augusta
8/29/2019	9:00 AM	What Makes A Good Invoice	C5055	Augusta



Training Meeting!

On April 26, SETU coordinated and hosted a meeting of trainers and management staff from various Program Offices throughout DHHS. The group assembled to talk about recent training developments within their respective program areas. Program Offices represented included - OCFS, OADS, OFI, Public Health Nursing, Riverview and DDPC. Thank you to the OCFS Training and Policy Unit for the use of their training room to accommodate all of us.

Virginia Daniels, of OADS Policy and Compliance, led us in the training portion of the meeting, describing the use of the T-test to determine the impact on learning given scores from both pre and post knowledge assessments. Ann-Marie Neill, SETU's Staff Development and Training Consultant, discussed the new training offering of Systematic Problem Solving and Decision Making. Attendees were encouraged to refer on management staff that would like to implement the tools with their teams.

Special mention, and sincere appreciation, for Deputy Commissioner Beth Hamm who joined our meeting and stressed the importance of training as we move forward within DHHS.

"Alone we can do so little, together we can do so much." -- Helen Keller.

SETU NEWS



A special congratulations message to Vanessa Dewitt, who promoted to the position of Training Supervisor for the Eligibility Program of the Office of Family Independence!!

GAME CORNER

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K R D E I X G D P I S A B T Y N V H G A
G W P J D R U E Z J X T Q R P E I G O P
H N C K E C S K B A R J G Y D Y T A J P
K U Q O A R J L S G Q C N S X F Y Q M L
C P Z T X E A V F E Z C I V U E J K T I
C R I J P Q O C L I T F N P K M E R I C
I O G N I R A P E R P U I U G U M D E A
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Y F G V C V U R G Q Y U I R B V V J Q H
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APPLICATION
APS
DAVE
DHHS
MAINECARE
SUMMER

EDUCATION
GOAL
IDEAS
INPUT
MAINE
TRAINING
WORKDAY

OADS
OCFS
PREPARING
SETU
SMART
TRAVEL

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