

Completion of this 5-day course will qualify an individual to serve as an activity director or social services director in addition to providing reinforced education for current directors.



## Comments about the course:

“Amazing – easy to understand and so helpful. I feel like I learned everything I needed to know.”

“I learned a lot about Social Service/ Activity roles and can't wait to hit the ground running.”

“I now have the tools to do my job and make a difference in the lives of my residents. Thank you!!”

“I have attended many seminars and this is the very best one ever.”

LeadingAge Oklahoma  
P. O. Box 1383  
El Reno, OK 73036

**LeadingAge™**  
Oklahoma

PLEASE ROUTE TO:

- ✓ Administrator
- ✓ Activity/Social Services Director

# Activity Director & Social Services COURSE



## Enhancing Lives Through Knowledge, Leadership, and Compassion

See Website for Course Dates • [www.LeadingAgeOK.org](http://www.LeadingAgeOK.org)  
Holiday Inn Express & Suites • OKC Airport • Oklahoma City, OK

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Oklahoma

Oklahoma State Department of Health Approved  
Activity Director/Social Services Director Training

# Activity Director & Social Services Director Training

## An Investment in Quality of Life

LeadingAge Oklahoma offers this quality program which addresses the educational needs of activity and social services professionals working in long-term care so they can effectively provide life enrichment for the residents. Participants will learn how to achieve the highest “quality of life” for those they serve. This exceptional training provides essential education to ensure that your staff is effective, professional, and proficient in all important regulatory areas. Successful completion of this training program qualifies an individual to serve as a Social Services Director and/or Activity Director.

### Course Outline

- Professional standards of practice for Activity/Social Services staff
- State and Federal Regulations for compliance, Quality of Life, Philosophy, Code of Ethics, Quality Assurance, Infection Control, Aging Process, Physiological/Biological Changes, Diagnosis, Behaviors, Medical Terminology, Medications, Psychosocial Needs
- Components of a Professional Activity or Social Services Department
- Policies and Procedures, Clinical Record Documentation and MDS 3.0 Requirements
- Programming and Calendar Development
- Medically-Related Psychosocial Needs, Planning and Organization, Leadership, Special Needs Programming
- Latest updates provided by a qualified activity professional

### Presenter

Lisa Little, BSW, LSW, AD, QIDP, is a social service and activity consultant based in Indiana. She holds a Bachelor of Social Work degree and is a licensed social worker, qualified activity professional and qualified dementia care professional. She has experience working as a consultant in long-term care facilities throughout the Midwest. Lisa has developed and delivered dementia care training courses for numerous organizations and groups. She serves as an instructor for the state-approved social service and activity designee courses in Indiana.

### Location

Holiday Inn Express & Suites, OKC Airport  
4501 SW 15th Street • Oklahoma City, OK 73108

## Course Materials

All attendees receive a 300+ page Activity and Social Services Director Course Manual and supplemental resource materials.

## Agenda

Registration	7:45 a.m. – 8:00 a.m.
Program	8:00 a.m. – 12:00 p.m.
Lunch— <b>Provided</b>	12:00 p.m. – 12:30 p.m.
Program	12:30 p.m. – 5:00 p.m.

**It is important to check-in by 8:00 a.m. as full attendance is required to receive your course Certificate.**

## Hotel Accommodations

Special hotel rates are available at the Holiday Inn Express & Suites OKC Airport, 4501 SW 15th Street, Oklahoma City, OK 73108, 405-609-6690. Call hotel directly and ask for the LeadingAge Oklahoma rate of \$109.

## Registration Fee \$425 per attendee – LATE Registration \$475

Early registration is encouraged. Registrations received two weeks prior will be accepted on a space-available basis at the late fee of \$475. Cancellations received by two weeks prior will be refunded, less a \$20 processing fee. Cancellations received one week prior will receive a 50% credit. Substitutions will be accepted. Online registration is available for credit card payments at [www.LeadinAgeOK.org/education](http://www.LeadinAgeOK.org/education).

Registration form must include an e-mail address as a registration confirmation will be e-mailed to verify your registration.

## Education Credit

This program has been approved by the Oklahoma State Department of Health and those completing the 5-day course qualify to serve as an Activity Director and/or Social Services Director. For those currently serving in this position, the course will provide an opportunity to reinforce their skills and gain additional current information to enable them to be more effective in the long-term care profession.

## Seminar Information

For additional information, email [inquiry@LeadingAgeOK.org](mailto:inquiry@LeadingAgeOK.org).

**Enhancing Lives Through Knowledge, Leadership & Compassion**  
Holiday Inn Express & Suites OKC Airport

FACILITY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NAME (please print)	Position/ Years in LTC	Course Date*	Registration Fee**
Member Discount Code:			
<b>Total:</b>			

**Sponsored by LeadingAge Oklahoma**

\*Visit [www.LeadinAgeOK.org](http://www.LeadinAgeOK.org) for available course dates. \*\*See “Registration Fees” for details. **Registration includes lunch.**

Please make check payable to: LeadingAge Oklahoma and mail to P.O. Box 1383, El Reno, OK 73036.