

## COURSE OBJECTIVES

This course is designed to:

- teach the long-term care activity director how
- to stimulate physical and psychosocial abilities in residents and how to promote selfworth and usefulness in the resident;
- explain the activity director's role within the long-term care team; and
- enhance the activity director's career through the sharing of ideas and programs.

The course totals 36 hours of classroom instruction and a minimum of four hours of homework. The class meets from 8:30 am to 4:00 pm each day except Monday, the first day. On Monday, registration begins at 8:30 am with class beginning at 9:00 am. One hour is allowed for lunch each day.

Those who complete the course will receive a pin, certificate, and registration with MANHA.

## REGISTRATION

Registration fee is \$345.00 for the 40 hour course and book. Registrations may be made by Mail or Fax: (573) 634-8590 No personal Checks

Registration should be received no later than 2 weeks prior to start of course.

Meals and accommodations are the responsibility of the individual.

You may cancel your registration up to 1 week prior to workshop and receive a full refund or credit. If you cancel less than 1 week prior you may send substitute or transfer to the next workshop or within 6 months time. Refunds/Credits will not be made if registrant fails to attend without prior notification.

Confirmation with map/directions will be sent. Do not use internet i.e. MapQuest directions, they are wrong.

## SPECIAL NOTES

Registrants will receive the Activity Director's Manual at the workshop.

Supplies you need to bring to class each day:

1. Paper and Pencil
2. 1 roll of clear contact paper
3. 12 Poker chips
4. 1 piece poster board (white)
5. 1 empty cereal box
6. 2 dice
7. scissors
8. markers
9. glue
10. Job Description
11. One activity that has been successful at your facility (do not bring bingo of any kind). Enough copies, supplies etc. for the class. Class size approx. 30 people.

*Each Student is required to demonstrate an activity in class. Any copies describing the activity shall be the responsibility of the student. Any books and/or magazines may be brought to share with the class.*

## LOCATION

**MANHA Training Center  
4100 Country Club Drive  
Jefferson City, MO 65109  
573/634-5345 fax 573-634-8590  
www.mlaha.org**

## INSTRUCTOR

**TAMMIE HENDERSON**

Tammie is currently the Administrator of McLarney Manor, a 60 skilled bed nursing facility in Brookfield. She has worked as a recreational therapist in the areas of geriatric psych units, acute hospitals, and long term care facilities. She received her Bachelor of Science Degree from Truman State University in Kirksville.

## COURSE SCHEDULE

**APRIL 16 - 20, 2012**

**OR**

**OCTOBER 8 - 12, 2012**

- Who is an activity director?
- Why an activity program?
- How to remain an activity director
- Fitting into the picture
- Class activity
- Ethical and legal issues
- The aging process
- Emotional needs
- Support Systems
- Communication
- Mental Disorders
- Death and Dying
- Overview of assessments
- Overall level of functioning
- General information on care plans
- Developing a care plan
- Implementing a care plan
- Documentation
- Therapeutic programs
- Physical activities
- Stress-related issues
- Spiritual activities
- Social Activities
- Intellectual activities
- Practice care plans
- Volunteers
- Resident council
- Link with the community
- Community resources
- Space utilization
- Maintenance of safe environment
- Budget
- Inventory
- Testing
- Guest Speaker

**ACTIVITY DIRECTOR  
REGISTRATION FORM**

APRIL 16-20, 2012

OCTOBER 8 - 12, 2012

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Facility Name: \_\_\_\_\_

\_\_\_\_\_

Facility Phone: \_\_\_\_\_

Facility Fax: \_\_\_\_\_

Method of payment:

Check  VISA  MC  Discover

Card No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card \_\_\_\_\_

Address on Card \_\_\_\_\_

3 Digit Security # \_\_\_\_\_

**Return registration form and payment to:**  
  
**MANHA**  
**4100 Country Club Drive**  
**Jefferson City, Mo 65109**  
**or**  
**Fax: 573/634-8590**

**ACTIVITY  
DIRECTOR  
TRAINING  
PROGRAM**

*sponsored by the*

**Missouri Association of  
Nursing Home Administrators**

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