



www.FamilyContinuity.org

Executive Functioning:

***A Practical Strategies Seminar Focusing on
Organization and Self-Management Skills***

With Sarah Ward, M.S., CCC/SLP

March 26, 2011 8:30 a.m.— 4:00 p.m.

Cape Codder Resort & Spa Route 132 Hyannis, MA

www.CapeCodderResort.com

The purpose of the seminar is to provide parents and professionals a solid understanding of what the executive functioning skills are and how they impact an individual's academic and personal performance. Participants will learn many practical strategies to improve motivation and task initiation; increase awareness of and ability to set reasonable goals; teach time management skills for prioritizing, organizing and completing tasks; coach a student or client to think in an organized way; and encourage self-initiative to manage personal belongings.

Here are some comments from participants at our conference with Sarah Ward in 2008:

- ▶ *Sarah's presentation was, by far, the best I've been to in terms of content and practical application - and done in such a short period of time. Wonderful and very helpful.* Therapist
- ▶ *Wonderful presentation! I will definitely use the information for my students and myself.* Teacher
- ▶ *Program exceeded expectations!!! Helpful handouts.* Psychologist
- ▶ *Time management information quite helpful.* Parent
- ▶ *Would love another presentation, perhaps for 1- 2 days.* Several comments like this!



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For Parents and Caregivers, Educators, Health and Behavioral Health Providers

Do you live with, teach or help someone who:

- ? Needs strategies to be organized and to effectively manage their time, tasks and materials?
- ? Struggles with initiative (getting things done), flexible thinking (vs. black and white) or task completion (on time)?
- ? Has learning challenges and associated executive function based weaknesses?
- ? Might benefit from learning better strategies or developing executive function skills?

Executive Function

The term **Executive Function** is used to describe a set of Readiness Skills that includes goal setting, planning, organizing and fulfilling or implementing steps to successfully complete a task. There has been a marked increase in the diagnosis of children as having weaknesses in executive function skills by educational, behavioral health and medical professionals. A common feature of weak executive function skills is difficulty with organization skills, the ability to think in an organized way and to successfully manage belongings, schedules and assignments. At the seminar, you will learn practical strategies to help students and clients identify "the big picture", to integrate information, to make inferences, to improve processing speed and to problem solve. You will go home with practical strategies to support self-management of tasks such as homework and projects and management of personal belongings.



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Readiness Skills

- ▶ Awareness: "Tune In"
- ▶ Forethought: to predict the successful outcome of tasks
- ▶ Wait: control a reaction
- ▶ Planning Skills: estimate and sense time, steps for tasks, homework and projects
- ▶ The Ability to Shift: transition, stop, move on and start new tasks
- ▶ Pace: to speed up or slow down, persist even if difficult, boring or nonpreferred
- ▶ Flexibility: multiple possible solutions, "gray", avoid black and white, rigid thinking
- ▶ Tolerance: to expected and unexpected changes, routines and rules, uncertain or novel situations
- ▶ Processes: creating and maintaining systems, cleaning personal and shared spaces, to organize personal belongings and school materials
- ▶ Methods: "how to study" for tests, retain information

About the Speaker

Sarah Ward, M.S., CCC/SLP has over fifteen years experience in evaluations, case management and treatment of children, adolescents and adults with a wide range of brain based learning difficulties and behavioral problems. She presents to national audiences and is the founder of the Center for Executive Function Skill Development in Lincoln, MA www.executivefunctiontherapy.com



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Cost and Payment Information

Cost

\$79 by 2/28/11. \$99, beginning 3/1/11 space permitting.
Cost includes lunch, CE credit and Certificate, and handouts.
Refunds (less a \$25 handling fee) available until 3/16/11. Seats are available on a first come first served basis. We will reserve seats with payment or purchase order. Walk in registration will be available if seats are available. Updated information about space availability will be posted at www.bridgesassociates.com and at 508-362-7692.

Questions

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Mary-Jane Beach mjbeach@bridgesassociates.com 508-362-7692

Mail completed form with check paid to Family Continuity to:

- ▶ Kathleen McHugh Family Continuity 60 Perseverance Way Hyannis MA 02601

Charge with MasterCard, VISA and American Express

- ▶ **Online:** www.bridgesassociates.com or
- ▶ **Mail to:** Bridges Associates P.O. Box 524 Yarmouthport, MA 02675
- ▶ **Fax** charge card or purchase order to: 508-744-3653

Purchase orders please attach separate registration form for each participant and send to Bridges.

Accommodations

We will make every attempt to accommodate special needs. If you need special accommodations, please contact us. The Cape Codder Resort is ADA accessible.



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CEU's and Continuing Education Certificates

Commonwealth Educational Seminars maintains responsibility for these programs.

- ▶ **Social Workers:** Social Workers receive 5.5 CE hours of credit for this course. Commonwealth Educational Seminars, provider #1117, is approved as a Provider for Social Work Continuing Education by the Association of Social Work Boards (ASWB) through the Approved Continuing Education (ACE) program. Commonwealth Educational Seminars maintains responsibility for the program.
- ▶ **Psychologists:** Commonwealth Educational Seminars (CES) is approved by the American Psychological Association to sponsor Continuing Education for Psychologists. Psychologists attending this program receive 5.5 Continuing Education Hours credit.

Continuing education credit will also be awarded for the following professionals:

- ▶ Licensed Mental Health Counselors
- ▶ Licensed Marriage and Family Therapists
- ▶ Massachusetts Licensed Alcohol and Drug Counselor (I-III)
- ▶ Nurses

Bridges Associates, Inc. provides a certificate of attendance for educators.

Directions: www.capecodderresort.com



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Registration Form

Name _____

Mailing Address _____

City/State/Zip _____

Phone _____

Email _____

____ I am concerned about a child/ren. Ages _____

____ I am concerned about an adult(s).

____ I am a parent _____

____ I am an educator. School District _____

____ My job/professional is _____

____ I am a health/ behavioral health provider.

Practice location _____

For CEU's, Profession _____ Lic # _____

Enclosed please find a check for \$_____.

Charge Card information:

MC/VISA/AmEx # _____

Expiration Date _____ Security Code on back _____

Signature _____

If you are paying for more than one registration, please complete a separate form for each person.