

TACOMA

DEVELOPMENTAL DISABILITIES ADMINISTRATION

CONTINUING EDUCATION TRAINING



DDA Developmental
Disabilities Administration

February 6, 2019

6 DSHS Approved CEUs

Free Training

9 AM to 4 PM

Increasing Employee Retention

DDA Contract providers have identified employee retention as a high-priority issue in their ability to provide quality services and supports. Employee retention is complex, beginning with initial employment marketing methods and ending on employees last day of work. This training will provide an in-depth review of current retention best practices using the Checklist For Success Assessment Tool. Participants will evaluate their organization based on the Checklist tool and identify specific action they can take to increase retention.

Who should attend? Employees serving in a management or supervisory position.

DDA Tacoma Office, 1305 Tacoma Ave S., Suite 300, Tacoma, WA 98402

Parking is not available in the Garage attached to our Tacoma DDA office/the Work Source Bldg.

- Current areas are Tacoma Ave S in front of the garage attached to our building and going south on Tacoma Ave S. There are no spots in front of our building and going North on Tacoma Ave S.
- More free street parking is on (S. 14th St), (S. G St), (S. 15th St), (S. 17th St) and (Court E and S. Fawcett Ave between S. 15th and S. 17th Streets). Parking is your responsibility.
- Republic Parking NW 253-627-4401. Has uncovered parking lots the closest is on the S. Fawcett/Court D St and S. 15th St. www.rpnw.com and click Tacoma for more locations and maps.
- Transit, carpool, and or drop off/pick up is recommended.



Presenter:
Bruce Anderson

Bruce Anderson is Managing Partner of Community Activators and the Executive Director of the Core Gift Institute. He has been compiling current best practices in employee retention for the past four years and leading trainings and on-going learning groups to aid organizations in understanding the roots and practical solutions for retention issues within the unique culture of their organizations.

You must attend all of the training to receive a certificate. Class starts promptly if you are late you will be asked to sign up for a future training.

For Questions: Call Melody Erickson at 253-404-5560.
Do not call to register, use form attached.

TACOMA

DEVELOPMENTAL DISABILITIES ADMINISTRATION INCREASING EMPLOYEE RETENTION REGISTRATION FORM



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To register either email this completed form or put this information into the body of an email.

Participants Name: _____

Provide Email to send confirmation notice:

Phone number in case of last minute changes to training: _____

Who can attend, Check one:

- Licensed Adult Family Home Provider,
 - AFH Resident Manager,
 - Assisted Living or Assisted Residential Care Administrator or manager
 - Residential Program Manager or Administrator
 - DDA Employment Program Manager
 - DSHS Employee Supervisor or management
 - Other,
- _____

Please fill out, if you can, the below information:

Name of Company/Employer/AFH:

City of Company/Employer/AFH:

Phone Number:

Info about CEUs:

Individual Providers, can attend, but CEUs do not apply. IPs go through the Training Partnership for CEUs.

CE credits for others with DOH credentials may be allowable at the discretion of your licensing board. It is the responsibility of attendees with other certifications/ licenses to verify that this CE activity meets your licensing boards' standards and acceptability as a CE event.

Please register early as space is limited and the training sessions fill quickly, usually a month in advance. Registration ends two weeks before date of training. We will email a confirmation, please allow a week to process before calling if you have not received a confirmation.

If assistance for persons with disabilities is needed, please give us the information by writing it in the space below. If you do not receive a confirmation of this request, please contact us. You can call Melody Erickson at 253-404-5560.

I need this special accommodation: _____

Send this registration form via mail, email or fax to:

Melody Erickson, Developmental Disabilities Administration

1305 Tacoma Ave. S., Suite 300, Tacoma, WA 98402

Fax (253) 597.4368

Email- melody.erickson@dshs.wa.gov

Additional classes are listed online at <https://www.dshs.wa.gov/dda/dda-provider-training>