

ATTACHMENT O

North Carolina Psychological Association/Foundation

INSTITUTE PLANNING SHEET

PLEASE EMAIL COMPLETED PLANNING INFORMATION BY: APRIL....., 2013

Please provide the following information for use in preparing the conference brochure/flyer; equipment needs; handouts, etc.

1. **Your Name, Degree and Title As You Wish It To Appear In The Brochure:**

(For example, John Smith, Ph.D., Professor of Psychology, UNC-CH)

2. **Phone # (daytime):** _____

Cell #: _____

Fax #: _____

E-mail: _____

Mailing Address: _____

City _____ **State** _____ **Zip** _____

3. **Are there any dates or times that you would not be available if we needed to contact you?** YES (please list) _____ NO

4. **TITLE OF THE INSTITUTE:**

5. **Is this institute "intended" to meet the NC Psychology Board's ethics/legal requirements for psychologists?** Yes no

6. **DESCRIPTION OF THE INSTITUTE: (see example at end)**

7. **INSTRUCTIONAL LEVEL – Please indicate the educational level of this presentation:**

(Please see "Speaker Guidelines for determining the "Workshop's Target Audience" see attachment)

____ Basic

____ Intermediate

____ Advanced

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8. **SIX TO EIGHT LEARNING OBJECTIVES** (by the end of the Institute participants will . . .):
(Please see "Guidelines for Writing Objectives" see attachment)

9. **REFERENCES** – please submit at least three – four literature references for the basis of your presentation. **Example:** Klein, D. and Miller, A. (2011). "Dialectical Behavior Therapy for Suicidal Adolescents with Borderline Personality Disorder" *Child and Adolescent Psychiatric Clinics of North America*, Volume 20, Issue 2, April 2011, Pages 205-216.

10. **EDUCATIONAL FORMAT** (lecture, discussion, tapes, etc.):

11. **BRIEF BIOGRAPHICAL INFORMATION FOR THE BROCHURE:**

12. **Would you be willing to take questions from those planning to attend your institute before you present? This could be helpful in shaping your presentation.**

YES

NO

13. **Do you have some materials or suggestions for materials that you would like your audience to review before your institute? For example, a book chapter, article, etc.**

YES (If yes, please provide these materials or a reference)

NO

14. **EQUIPMENT YOU WILL NEED FOR YOUR PRESENTATION:**

Please check all that apply

Slide Projector

Screen

Overhead Projector

TV/VCR

Lavalier Microphone

Flip Chart or Easel

Chalkboard or Whiteboard

LCD Projector (speaker to provide laptop)

Wireless Mouse

Other If Available _____

15. PLEASE SEND:

_____ A recent photograph to be used in the brochure
(black and white preferable)

_____ A copy of your curriculum vitae to be used for introductions

15. HANDOUTS

We encourage speakers to have a handout of any presentation which they plan to show to the audience as part of the presentation – such as Power Point – and to please be sure that the handout you send for reproduction is the one you use the day of the presentation.

We do not copy journal and other articles unless they are a major reference in the presentation. We encourage speakers to create a reference list which can be distributed to those attending the presentation.

FOR ANY HANDOUTS: *(Please see sheet on “Guidelines for Copying Handouts” see attachment)*

If any are copyright **protected** you **must** obtain permission and forward a copy of the permission slip to **NCPA** before we can have them copied.

_____ I will send handout masters (preferably via email) to be copied 1 week prior to my presentation. Estimated _____ pages (limited to 30 printed pages without permission from NCPA/NCPF).

_____ I will be providing my own handouts (association will let me know 1 week prior to my presentation the number of copies I will need to bring – and I assume responsibility for the expense).

16. BOOKS

Please indicate books (yours or other authors) that you feel would be of interest to the attendees of your institute/workshop so we might have a speaker book list available for attendees. List others on a separate sheet of paper.

Title: _____

Title: _____

Author: _____

Author: _____

Publisher: _____

Publisher: _____

RETURN TO:

Carol Kulwicki, Office Manager

1004 Dresser Court, #106

Raleigh, NC 27609

phone: 919/872-1005 fax: 919/872-0805 (SPEAKER AGREEMENT ONLY)

e-mail: carol@ncpsychology.org (PLEASE EMAIL PLANNING INFORMATION)

NCPA Workshops are offered for Category A Continuing Education Credit. The description of the institute/workshop must contain clear learning objectives. Here is an example to provide direction for development of your information

See example that follows..... (6 hours description)

Assessing & Managing Suicide Risk

New Name Smith, Ph.D., ABPP
Dean, College of Social & Behavioral Science
University of Canada

Assessing and responding to suicide risk is a frequent and challenging problem in most practice settings. Homicide risk is also a concern. Over the last several years there has been an emerging agreement about what are the core clinical competencies in suicide risk assessment and management, regardless of setting. The workshop will provide a framework for suicide risk assessment grounded in a clear identification and articulation of these core clinical competencies. The workshop will cover the full spectrum of issues including, but focus on providing a clear theoretical model for understanding suicidal ideation and behavior, an empirically grounded assessment framework that integrates the essential core clinical core competencies and markers of imminent risk, a review and illustration of related clinical skills (e.g. how to talk to someone who is suicidal or the “suicide-specific inquiry”), a critical look at the utility of “no-suicide” contracts in clinical practice, and risk formulation using actual cases. Liability and ethical issues in clinical suicidology will also be discussed throughout the presentation. The primary goal of this workshop is to provide the participant with the essential tools needed to accurately assess suicide risk and manage challenging scenarios in effective fashion. Clinical demonstrations and case examples will be utilized.

By the end of this Institute participants will be able to:

1. articulate a simple and straightforward model for understanding suicidality and at-risk behaviors;
2. implement an empirically grounded approach to risk assessment and formulation;
3. be comfortable assessing and responding to both acute and chronic risk;
4. complete a suicide-specific inquiry;
5. understand application to at-risk groups (e.g. elderly, gay/lesbian, etc.);
6. formulate a crisis response and safety plan;
7. be familiar with guidelines for good clinical documentation; and
8. recognize the ethical issues involved in the assessment and management of suicidality.

Instructional Level: Intermediate

Educational Format: Lecture, Discussion, Videos, & Role Play

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