



2012 APPA/TWI Open Enrollment Programs



Ethical Decision Making: Empowering People to Go from “I Can’t” to “I Won’t”

Co-sponsor: Middle Atlantic States Correctional Association

Location: Montgomery County Correctional Facility

22880 Whelan Lane- Boyds, MD 20841

Date: December 3, 2012

Time: 8:00 a.m. – 4:30 (8:00 registration; class begins at 8:30; lunch included)

[Register for Program](#)

As a non-profit 501(C) 3, proceeds and profits from training and assessments by TWI are put back into the community to sponsor and support programs that promote quality leadership and ethics in community.

Integrity is increasingly seen as an administrative responsibility for creating policies that are thorough and clear as to what is acceptable and unacceptable behavior. This has led to ethical behavior being defined more by which policy applies or does not apply to an action or decision, and less by what is the right action to do or choice to make. Though codes and policies are necessary—we have to know our boundaries—they are not sufficient for promoting personal and professional ethical responsibility.

This popular program provides a unique and effective approach to training in ethical decision making (Transformative Ethics) which goes beyond the usual training that focuses on reinforcing rules and policies. Through this highly interactive program, participants are equipped with the self-awareness, skills and tools that empower them to make right ethical decisions. Right decisions build trust and respect and provide the ground for mutual understanding within the agency and in the external community. ***This course is APPA accredited for 7.5 hours.***

Attendees of this one-day program will:

- Understand how ethics has the power to transform people and relationships
- Understand and apply the different behaviors and skills essential for empowering Transformative Ethics, as opposed to enforcing Conformative Ethics
- Learn how they and others approach personal ethical decisions
- Take a personal ethics instrument to assess the ethical perspective they use to make personal ethical decisions and learn how to apply that awareness
- Be able to better explain their ethical reasoning
- Learn and use a simple and effective four-stop ethical decision making process applicable to personal and team decision making

**Fee: \$159 for APPA/MASCA members; \$179 for non-APPA/MASCA members
(Lunch will be provided)**

[Register Online](#)

Register by PO: Please email APPA.programs@ethics-twi.org.

TWI Tuition Training classes are not guaranteed to run until they have reached a minimum number of participants. Registrants will receive an email either confirming or cancelling the class by about three weeks prior to the first day of class. Credit cards are charged upon registration and will be refunded if the class is cancelled. Any cancellations 14 days or less before the start of a class will be subject to a \$75 fee. All cancellations after 14 days must be submitted by email to APPA.programs@ethics-twi.org. No refunds will be given for no-shows. Registration may be transferred to another person in your organization by request to APPA.programs@ethics-twi.org.

Contact TWI if your agency is considering an on-site agency program at APPA.programs@ethics-twi.org.



2012 APPA/TWI Open Enrollment Programs



Communicating with VALUES: Being Effective in Difficult Conversations

Co-sponsors: Middle Atlantic States Correctional Association

Location: Montgomery County Correctional Facility

22880 Whelan Lane- Boyds, MD 20841

Date: December 4, 2012

Time: 8:00 a.m. – 4:30 (8:00 registration; class starts at 8:30; lunch included)

Register for Program: <http://www.ethics-twi.org/Public/Home/index.cfm>

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Interacting with people both inside the correction system and outside is part of the stock and trade of the profession. But, sometimes being a good communicator isn't good enough—often we need to be effective communicators. Dealing with different types of people who have different needs and expectations in multiple contexts is not easy—in fact, it can be quite overwhelming. Being an effective communicator is the result of having, and using, a repertoire of ethical skills and tools, especially when having those “difficult” conversations. Effective communication is a learned ability.

This highly interactive and practical program provides the tools and skills that make communicators more effective. Based on the VALUES Communication model presented in the APPA edition of the book, *Communicating with Values: A Seamless Process for Personal and Professional Effectiveness*, by James Young, participants will gain a deeper understanding of the intricacies of ethical interpersonal interactions that improve relationships and empower others. Included in this program are self assessments in behavior styles, listening, emotional intelligence, and perception of self and others. You will learn how to apply these and other tools and skills to prepare for conversations that produce the results you want to have. Effective communication is a learned ability. ***This course is APPA accredited for 7.5 hours.***

Attendees of this one-day program will:

- Learn a simple and dynamic communication model to use professionally and personally
- Learn how to formulate and ask effective questions
- Apply learned tools to elicit a positive response
- Learn to identify and proactively address different behavior styles in different situations
- Apply skills and tools to having more effective difficult conversations

Fee: \$159 for APPA/MASCA members; \$179 for non-APPA/MASCA members

(Lunch will be provided)

Register Online:

Register by PO: Please email APPA.programs@ethics-twi.org.

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