

# MEPAP 2nd Edition Part 2

## Advanced Management

### Course-Outline

\* Understanding the management process: assist with developing leadership, competency, compliance and managerial skills that enables the activity professionals to be responsible and accountable for the performance outcome of the Activity Department.

**Create:** Hiring and evaluation tools, understanding management styles/activity department responsibilities and the work ethics/styles of the activity staff you supervise, problem solving skills, delegating and empowering staff, promote advocacy, self awareness and advancement, time management, controlling quality service and advance communication skills/public speaking.

The 90—hour NCCAP certified course covers a broad range of topics that relates to improving the practice and skills of the activity professional. It creates future leaders who may be looking to improve there present positions and activity department. The completion of the course is recognized by the State of Wisconsin qualifying Activity directors.

#### Who Should Take the Class

Anyone who is experience in the activity field and seeking networking and certification status.

Activity professionals in the following settings:

- \* Adult Day Centers
- \* Assisted/Independent Living
- \* CBRFs
- \* Nursing Home
- \* Retirement Centers
- \* Senior Center

For More Information Contact: Vanessa Wade' Jarrett, BFA/BS, ACC

(414)241-8106

Attention Activity Director

AP&CConsultant/TEMPORARY SERVICES  
Activity Professionals Advancement & Consulting  
Vanessa Wade' Jarrett  
P.O. Box 18325  
Milwaukee WI 53218

APA&CONSULTANT/TEMPORARY SERVICES  
ACTIVITY PROFESSIONALS ADVANCEMENT  
& CONSULTING

## Winter

MEPAP 2nd Edition Part 1 & 2

Basic Education Course

January 10 - April 25

Monday

Advanced Management Course

January 11 - April 26

Tuesday



*Creating professionals  
for the future*

**Wauwatosa Library**  
**7635 W. North Avenue**  
**Wauwatosa WI 53213**

**Tel: 414-464-7929**  
**Email: vanmarwjar@aol.com**  
**www.APAconsultant.com**

# MEPAP 2nd Edition Part 1 Basic Education Course-Outline

## Overview of the Activity Profession

- \* **Human Development: Late Adult Years**
- \* **Standards of Practice**
- \* **Activity Care Planning**
- \* **Methods of Services Delivery**

Different activity settings and their similarities. What are the regulatory requirements? Preparing for culture changes



A monthly calendar or newsletters helps market your programs internally and externally.

Networking with other activity professionals and seeking future certification.

**Create:** Person centered and advocacy programming, monthly calendars, special events, newsletters, activity assessment tools, a departmental mission statement and incorporate personal gifts into programming.

### Requirements for both

#### courses:

- Class attendance
- Textbook Reading
- 90 hours of field experience
- Successful completion of all assignments
- Unit exams and final exam
- Pre-requisite: High School Diploma/GED

#### **Evening classes:**

- BEC Part 1- Monday 5pm-9pm
- AMC Part 2 - Tuesday 5pm-9pm
- One additional week class and Saturday per month is required for both classes



*My name is Vanessa Wade Jarrett, the founder and CEO of APA & Consultant/Temporary Services and the home of "Activities On Wheels." I am a graduate of Cardinal Stritch College, known today as Cardinal Stritch University. In 1990, I received a Bachelor of Fine Arts and a*

*Bachelor of Science (Psychology). With the combination of degrees, I have had a successful career for over twenty-years in the activity field as a: recreational therapist, art instructor, activity coordinator, activity director, and an activity program supervisor. From 1990 to the present, my work experience has ranged from skilled nursing, assisted/independent living, senior and adult day centers. I have programmed for a clientele of frail elderly, Alzheimer's dementia, developmentally disabled, and most challenging ventilator dependencies residents. I have supervised 4-6 staff and over 10-20 volunteers at one time. Professional opportunities have allow me to mentor over 200 W-2 government recipients. In 1995, I became certified as an Activity Director through the National Certification Council for Activity Professionals and in 2004, I advanced my certification to Activity Consultant through the same organization. In 2007, I began teaching the MEPAP 2nd Edition Part I & II activity classes for up and rising activity professionals. "I would like to say, the activity staff offers continuum care in the lives of their residents/clients. It is the social, emotional, physical, cognitive, recreational and spiritual aspects that gives quality of life experiences when all else seems dim or hopeless."*

**An alternative location will be provided if class size is less than five.**

**Course fees — \$550**

A \$25.00 non-refundable deposit is required\* The deposit will be applied to the balance which is due the first night of class. A payment plan is available upon request. There is a class minimum of five students. \* An option, if class minimum is not met, the deposit will be refunded. And classes cancelled.

**See registration form for more details on course fees**

### REGISTRATION FORM

Name: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Place of Employment: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I am registering for the: Basic Class  Advance Class   
 Payment enclosed: \$25 Non-refundable registration fee  Full payment \$550

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