



Division of Programs
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Bobby Jindal, Governor
Suzy Sonnier, Secretary

DCFS MEMORANDUM 15-12

DATE: OCTOBER 2, 2015
TO: DCFS STAFF
**FROM: SAMMY GUILLORY
DEPUTY ASSISTANT SECRETARY OF PROGRAMS**
RE: STRESS MANAGEMENT TRAINING FOR DCFS STAFF

This memorandum provides information regarding stress management training for staff. "Stress Management in Social Services" is a three hour, instructor-led course. It focuses on identifying areas of stress, ways to manage stress, and tools that can be used when experiencing high levels of stress. This course was provided to all DCFS supervisors during the 3rd quarter of 2015. In response to requests made by Regional Administrators for this training to be offered to all DCFS staff, additional sessions of this course have been scheduled. This course is approved for 3 General Continuing Education Units (CEU's).

DATES, TIMEFRAMES, AND LOCATIONS AVAILABLE:

Baton Rouge Region:

Child Support Enforcement Office, 5825 Florida Blvd. Suite 20100, Baton Rouge, LA

Wednesday, October 7, 2015 9 AM – 12:15 PM
Wednesday, October 14, 2015 9 AM – 12:15 PM
Wednesday, November 4, 2015 9 AM – 12:15 PM
Wednesday, December 2, 2015 9 AM – 12:15 PM
Wednesday, December 2, 2015 1 PM – 4:15 PM

Alexandria Region:

**Alexandria State Office Bldg., 2nd Floor Conference Room, 900 Murray St.,
Alexandria, LA**

Wednesday, October 21, 2015 9 AM – 12:15 PM
Friday, November 13, 2015 9 AM – 12:15 PM

Shreveport Region:

Shreveport State Office Building, 1525 Fairfield, Room 961, Shreveport, LA

Thursday, October 8, 2015 9 AM – 12:15 PM
Thursday, November 5, 2015 9 AM – 12:15 PM



Covington Region:

Tangipahoa Parish, CW and SES Office, 606 S. 1st St., Amite, LA

Friday, October 23, 2015 9 AM – 12:15 PM

St. Tammany Parish, 300 Covington Center, Covington, LA

Friday, October 30, 2015 9 AM – 12:15 PM

Friday, October 30, 2015 1 PM – 4:15 PM

Washington Parish, 1017 Ontario Ave., Bogalusa, LA

Tuesday, November 17, 2015 9 AM – 12:15 PM

Thibodaux Region:

Child Support Enforcement Office, 1000 Plantation Road, Thibodaux, LA

Tuesday, October 13, 2015 9 AM – 12:15 PM

Tuesday, November 10, 2015 9 AM – 12:15 PM

Lafayette Region:

825 Kaliste Saloom Road, Brandywine 6, 1st Floor Conference Room, Lafayette, LA

Thursday, October 1, 2015 9 AM – 12:15 PM

Monday, October 19, 2015 1 PM – 4:15 PM

Thursday, November 5, 2015 9 AM – 12:15 PM

Thursday, November 5, 2015 1 PM – 4:15 PM

Lake Charles Region:

Lake Charles Regional Office, 1919 Kirkman St., Lake Charles, LA

Tuesday, October 13, 2015 9 AM – 12:15 PM

Tuesday, November 3, 2015 9 AM – 12:15 PM

Tuesday, November 10, 2015 9 AM – 12:15 PM

Orleans Region:

Harvey State Office Building, 250 West Bank Expressway, 3rd Floor Conference Room, Harvey, LA

Tuesday, September 29, 2015 9 AM – 12:15 PM

Tuesday, September 29, 2015 1 PM – 4:15 PM

Friday, November 20, 2015 9 AM – 12:15 PM

Friday, November 20, 2015 1 PM – 4:15 PM

Wednesday, December 9, 2015 9 AM – 12:15 PM

Wednesday, December 9, 2015 1 PM – 4:15 PM



Midtown ES Office, 1630 Iberville St., New Orleans, LA

Wednesday, September 30, 2015 9 AM – 12:15 PM
Wednesday, September 30, 2015 1 PM – 4:15 PM
Tuesday, December 8, 2015 9 AM – 12:15 PM
Tuesday, December 8, 2015 1 PM – 4:15 PM
Tuesday, December 15, 2015 9 AM – 12:15 PM
Tuesday, December 15, 2015 1 PM – 4:15 PM

Benson Towers Office, 1450 Poydras St., 7th Floor, New Orleans, LA

Thursday, October 15, 2015 9 AM – 12:15 PM
Thursday, October 15, 2015 1 PM – 4:15 PM

East Jefferson Economic Stability Office, 3229 36th St., Metairie, LA

Thursday, December 3, 2015 1 PM – 4:15 PM
Friday, December 4, 2015 9 AM – 12:15 PM

Monroe Region:

NELSOB (NE LA State Office Building), 24 Accent Dr., Conf. Room, A114, Monroe, LA

Wednesday, October 7, 2015 9 AM – 12:15 PM
Wednesday, November 4, 2015 9 AM – 12:15 PM

REGISTRATION: Employees are to register for the training through their Regional Trainer, who will prepare the sign in sheet for each training session. The Regional Trainers are:

Lafayette Region: Jany Champagne, Jany.Champagne.DCFS@La.Gov
Baton Rouge Region: Shirley Jones, Shirley.Jones.DCFS@La.Gov
Shreveport Region: Rebecca Smith, Rebecca.Smith.DCFS@La.Gov
Lake Charles Region: Britiny Brooks, Britiny.Brooks.DCFS@La.Gov
Covington Region: Angel Albert-Skinner, Angel.Albert-Skinner.DCFS@La.Gov
Orleans Region: Brigitte Cottrell, Brigitte.Cottrell.DCFS@La.Gov
Thibodaux Region: Shirley Jones, Shirley.Jones.DCFS@La.Gov
Monroe Region: Rebecca.Smith.DCFS@La.Gov
State Office: Jany.Champagne.DCFS@La.Gov

The maximum limit for each training session is 30 employees. Please note that additional sessions will be offered, if needed.

TRAVEL: All employees are responsible for adhering to the State Travel Regulations which are posted at [DOA State Travel Policy](#).

If state cars are available please use a state car to travel to the training.

There is no approval for overnight lodging.



In the event that there is any travel expense associated with this training, the travel codes needed are in LEO on the Detailed Time Statement. Log into LEO, Click on Detailed Time Statements; Select the pay period; Scroll down and click on View Time Statements; Scroll down to Default Costing. The Cost Center number and the Fund number, which is your Reporting Category, are found under Default Costing.

Please refer questions to your Regional Trainer.

PLEASE NOTE FOR ALL DCFS TRAINING SESSIONS:

Any participant with a disability needing special accommodations, assistance, or interpreter services should contact Sharon Williams at (225) 219-6914 or Dalene Smith at (225) 342-6360. The Department of Children and Family Services is an Equal Opportunity Employer. The Department does not discriminate against any person in any employment practice based on race, religion, sex, age, national origin, disability, veteran status or any other non-merit factor.

