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6 COURSE SERIES | ZOOM - INTERACTIVE WEBINAR

When you sign up for 2 or more courses, you will receive a 10% discount off the total price.

FROM INTENTION TO IMPLEMENTATION TO COMPLETION!

Cool Tools to Truly Execute Tasks

SPEAKER: SARAH WARD, M.S., CCC-SLP

May 9, 2023 | 12 PM - 2 PM EASTERN

PACIFIC	MOUNTAIN	CENTRAL	EASTERN
Start Time: 9 am	Start Time: 10 am	Start Time: 11 am	Start Time: 12 pm

This Webinar will replay as a recording on May 13th, 11 am - 1 pm EST. This is not a recording that can be downloaded and replayed at your own pace. All registered attendees will receive a link to the live webinar and a link to the recording replay on Saturday. Full attendance will be taken during the replay and will still qualify you for a certificate of attendance and other professional development opportunities listed. "Live" Q&A feature with speaker will not be available, however you will have the ability to use "chat" feature to interact with other participants. Same registration process for both the live and the recording replay.

6 COURSE SERIES: Additional course titles/topics are: From Play to Planning; Executive Functioning- Elementary-age strategies; Executive Function Skills - The Graduates; From Now to Next: Mastering the Art of Situational Awareness, Self-Regulation, and Future-Focused Task Execution; Executive Function Skills: The Impact of Processing Speed.

You can take as many as you like, so please be sure to check out the other information on our webpage. When you sign up for 2 or more courses, you will receive a 10% discount off the total price.

COURSE DESCRIPTION

Many of us know what we want to achieve and have a general idea of how to get there, but sometimes we struggle to take action and make progress. This is where strong executive function skills come into play. They allow individuals to start and finish tasks, recall and follow multi-step directions, stay on track, self-monitor, and balance priorities. These skills are rooted in forethought and the ability to perceive and grasp the passage of time.

Executive function challenges can lead to difficulties with task management, planning, and completing tasks on time without significant distraction. This can manifest as procrastination, lack of motivation, and constant distractions. Our program offers strategies and tools to help overcome these obstacles. Join our webinar to gain practical strategies and cool tools to empower adults to go from intention to action and ultimately task completion (within desired time frames and to meet deadlines!)

WHO SHOULD ATTEND?

Special Education teachers, SLPs, OTs, counselors, regular education teachers, administrators, psychologists, psychiatrists, social workers, PTs, principals, nurses, parents, and anyone who works with someone on the autism spectrum, ADHD, bi-polar, or other learning disabilities or has executive functioning deficits. This course is designed for all of us, the adults!

If you require special assistance, please contact AEP Connections to inform them of your special needs by emailing: info@aepconnections.com or calling: 833.237.2668



FROM INTENTION TO IMPLEMENTATION TO COMPLETION: COOL TOOLS TO TRULY EXECUTE TASKS

SPEAKER: SARAH WARD, M.S., CCC-SLP

LEARNER OBJECTIVES:

1. Define the role of executive function skills in task management, planning, and completion.
2. State the importance of forethought and the ability to perceive and grasp the passage of time in developing strong executive function skills.
3. Identify the causes and underlying mechanisms of procrastination.
4. Identify and implement 3 strategies to teach adults to identify and challenge patterns that contribute to procrastination.
5. Recognize 4 evidence-based interventions for teaching adults to develop a comprehensive task plan by breaking down large tasks and obligations into smaller, manageable components.
6. Understand how to accurately calculate the time required to complete tasks, including accounting for potential delays and hidden demands.
7. Identify 3 tools to help adults to prioritize and organize tasks to ensure efficient use of time and resources.

COURSE OUTLINE *(All times are Eastern Standard Time)*

12 pm - 12:25 pm	Introductions, Disclosures, Overview of Executive Function Skills, Role of Situational Awareness, Importance of forethought in the passage of time, Spatial temporal capacity
12:25 pm - 1:10 pm	Overcoming time management challenges, distractions and organization
1:10 pm - 1:20 pm	Understanding the Causes and Underlying Mechanisms of Procrastination
1:20 pm - 1:50 pm	Interventions, time calculation for task completion
1:50 pm - 2:00 pm	Question and Answer Session



SARAH WARD, M.S., CCC-SLP

SPEAKER BIOGRAPHY

Sarah Ward has over 25 years of experience in diagnostic evaluations, treatment and case management of children, adolescents and adults with language learning disabilities, nonverbal learning disabilities, attention deficit disorder, executive dysfunction, Asperger's disorders and social pragmatics. Her particular specialty is in the assessment and treatment of executive function deficits. Ms. Ward holds a faculty appointment at the Massachusetts General Hospital Institute of Health Professions where she provides instruction to graduate level students in the assessment and treatment of individuals with traumatic brain injury and other cognitive communication disorders. A popular speaker, Sarah regularly presents nationally and internationally on the topic of executive functions to a variety of professional and parent organizations, school and lay groups. She has presented to and consulted with over 450 public and private schools in Massachusetts and across the United States. Awards received include the MGH Expertise in Clinical Practice Award, the Distinguished Alumni Award and the Faculty in Excellence Award from the Massachusetts General Hospital Institute of Health Professions (2002, 2011).

Disclosure: Sarah Ward's company Cognitive Connections produces and sells products on her website, which are tools, that support students in developing an internal sense of time. Some of these materials will be referenced in the presentation. Many of these materials can also be purchased at local stores. The website also sells treatment programs and games to develop independent executive function skills. In addition, the website offers many free resources and references. Sarah Ward receives a speaker's fee for presentations. There are no non-financial relationship to disclose.



FROM INTENTION TO IMPLEMENTATION TO COMPLETION: COOL TOOLS TO TRULY EXECUTE TASKS

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PROFESSIONAL DEVELOPMENT OFFERED:

1. **CERTIFICATE OF ATTENDANCE** 2.0 clock hours for the day. Attendance will be confirmed via Zoom log in/logout.
2. **NBCC** AEP Connections, LLC has been approved as an NBCC-Approved Continuing Education Provider, ACEP No. 7173. Programs that do not qualify for NBCC credit are clearly identified. AEP Connections, LLC is solely responsible for all aspects of the programs. This workshop offers 2.0 NBCC clock hours.
3. **ASWB** AEP Connection, LLC, #1332, is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. AEP Connections, LLC maintains responsibility for this course. ACE provider approval period: 1/27/2022- 1/27/2025. Social workers completing this course receive 2.0 continuing education credits. Full attendance, a course evaluation and an additional post test is required for satisfactory completion.
4. **AOTA** - AEP Connections, LLC is an AOTA Approved Provider of professional development. Course approval ID 06532. This distance learning – interactive is offered for up to .2 CEUs (2 contact hours). Intermediate, OT Service Delivery. AOTA does not endorse specific course content, products, or clinical procedures. A course evaluation with additional post test questions is required for satisfactory completion.
5. **ASHA** - Provider approval and use of the Brand Block does not imply endorsement of course content, specific products or clinical procedures. Full attendance and a course evaluation are required.
6. **NASP** - AEP Connections is approved by the National Association of School Psychologists to offer continuing education for school psychologists. AEP Connections maintains responsibility for the program. NASP Approved Provider #1165. A code to access the course evaluation will be provided in segments throughout the webinar, to ensure full participation.



**ASHA CE
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**FROM INTENTION TO IMPLEMENTATION
TO COMPLETION: COOL TOOLS TO TRULY
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REGISTRATION FORM

May 9, 2023 | 12 PM - 2 PM EASTERN

PACIFIC	MOUNTAIN	CENTRAL	EASTERN
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Start Time: 9 am

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ONLINE REGISTRATION | Credit card and purchase order payments at: aepconnections.com

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Confirmations and communications will be sent by email. Please print email clearly.

REGISTRATION COST \$79

Sign up for 2 or more and receive a 10% off the total cost.

- From Play to Planning | 4/19/23 | 12 pm - 3:15 pm EST - \$99 \$ _____
- Executive Functioning-Elementary-age Strategies | 4/20/23 | 12 pm - 3:15 pm EST - \$99 \$ _____
- Executive Function Skills-The Graduates | 4/28/23 | 12 pm - 3:15pm EST - \$99 \$ _____
- From Now to Next: Mastering the Art of Situational Awareness | 5/3/23 | 9 am -11:45 am EST - \$89 \$ _____
- Executive Function Skills: The Impact of Processing Speed | 5/3/23 | 12:30 pm - 3:15 pm EST - \$89 \$ _____
- From Intention to Implementation to Completion! Cool Tools to Truly Execute Tasks! (*this course*) | 5/9/23 12 pm - 2 pm EST - \$79 \$ _____

Total: _____

- 10% _____

Total: \$ _____

AEP Connections | P.O. Box 286, Roscoe, IL 61073

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CANCELLATION POLICY: More than 45 days before the first day of the conference: Full Refund, less a \$25 processing fee. Less than 45 days, but more than 14 days before the first day of the conference: Credit towards a future conference or a substitute may be sent in your place, with prior approval by AEP Connections. Less than 14 days before the first day of the conference: No Refunds. AEP Connections reserves the right to substitute speakers in the event of a speaker cancellation. AEP Connections reserves the right to change "live in person" conference to a "Live-stream" webinar in the event of weather, pandemic, Acts of God, national or local guidelines. Our refund policy applies to all registration payments including those by purchase order.