

August 2008

Willows Way Training

(All trainings on this calendar are held at Willows Way unless specified otherwise... lunch/dinner is on your own.)

Reservations are Required. Talk with your supervisor about scheduling and call the training hotline at (636)757-0585 to RSVP. If you are unable to attend a training for which you had RSVP'd, please contact your supervisor as well as the training line at least hour hours before the scheduled Willows Way training and 36 hours before a training scheduled outside of Willows Way. Failure to follow cancellation procedures may result in training costs to the employee. All trainings are held in Room 2 unless noted otherwise. Room 1 is the large conference room and room 2 is the medium sized conference room at Willows Way. **Please check your voicemail for further training opportunities.**
For non-Willows Way employees, contact Erin Detjen at ext. 1126 for training costs

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Payday! (mileage paid for pay period ending 7/12)	2
3 Orientation (part 1 of 2) 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	4 Orientation (part 2 of 2) Annual Refresher (BBP, Hipaa, etc) 5:30pm-7:30pm (Inst: Erin Detjen)	5 Orientation (part 2 of 2) Annual Refresher (BBP, Hipaa, etc) 5:30pm-7:30pm (Inst: Erin Detjen)	6 CPR 9am-12:20pm Rm. 1 (Inst: Erin Detjen) First Aid 1pm-4:40pm Rm. 1 (Inst: Erin Detjen) Sunshine Committee 3pm	7 ISL Finance Training 10am-12:30pm (Inst: Becky Sahl)	8	9 Pay period ends at midnight
10 Mandt (part 1 of 2) 9am-5pm (Inst: Erin Detjen) Rm. 1 Timesheets/Mileage/Hour Docs Due 9am	11 Mandt (part 2 of 2) 9am-5pm (Inst: Erin Detjen) Rm. 1	12 Mandt (part 2 of 2) 9am-5pm (Inst: Erin Detjen) Rm. 1	13 Annual Refresher (BBP, Hipaa, etc) 12pm-2pm (Inst: Erin Detjen) Being Part of the Willows Way Team 5:30pm-8:30pm (Inst: Becky Sahl)	14 Health and Safety 5:30pm-9:30pm (Inst: Mary Shoemake)	15 Payday! (mileage paid for pay period ending 7/26)	16
17 Orientation (part 1 of 2) 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	18 Orientation (part 2 of 2) 9am-2pm Epilepsy Training 2pm-3pm (Inst: Epilepsy Foundation)	19 Orientation (part 2 of 2) 9am-2pm Epilepsy Training 2pm-3pm (Inst: Epilepsy Foundation)	20 Basic HCO 9am-12pm (Inst: Erin Detjen) CPR 5:30pm-9pm Rm. 1 (Inst: Mary Shoemake)	21 Willows Way Van Training Rm. 3 (Must have class E License) 9am-12pm (Inst: Erin Detjen) First Aid 5:30pm-9pm (Inst: Mary Shoemake)	22 Human Rights Committee 11:30am	23 Mandt Refresher 7:30am-3:30pm Rm. 1 (Inst: Erin Detjen) Refresher may be taken if certification is not expired more than 30 days. Pay period ends at midnight
24 Mandt Refresher 9am-5pm (Inst: Erin Detjen) Refresher course may be taken if certification is not expired more than 30 days. Rm. 1 Timesheets/Mileage/Hour Docs Due 9am	25 Positive Supports 5:30pm-8:30pm (Inst: Mary Shoemake)	26 Positive Supports 5:30pm-8:30pm (Inst: Mary Shoemake)	27 Person Centered Planning 5:30pm-8:30pm (Inst: Duane Mathis)	28	29 Annual Refresher (BBP, Hipaa, etc) 9am-11am (Inst: Becky Yarbrough) Payday! (mileage paid for pay period ending 8/9)	30
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