



December 2011

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 four 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 (636)947-6591 ext. 1126 for training costs.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
According to new American Red Cross guidelines any future CPR and First Aid certifications will both be valid for 2 years. Willows Way is requiring that when your CPR or First Aid certification expires that you renew both. CPR and First Aid will no longer be offered as separate classes.				1 Willows Way Holiday Party Maryland Heights Center 5:30pm-9pm	2 Payday! (mileage paid for pay period ending 11/15)	3
4 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	5	6	7 CPR & First Aid 9am-1:30pm Rm. 1 (Inst: Erin Detjen)	8	9	10 Pay period ends at midnight
11	12 Annual Refresher (BBP, Hipaa, etc.) 1pm-3pm (Inst: Erin Detjen) Timesheets/Mileage/Hour Docs Due 9am	13	14 Mandt 9am-4pm Rm. 1 (Inst: Maria Grossman) Sunshine Committee 3pm Annual Refresher (BBP, Hipaa, etc) 5pm-7pm (Inst: Erin Detjen)	15	16 Payday! (mileage paid for pay period ending 11/29) Health & Safety 9am-12pm (Inst: Erin Detjen) Positive Supports 12:30pm-3pm (Inst: Erin Detjen)	17
18	19 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	20 Person Centered Planning 9am-12pm (Inst: Erin Detjen) Being Part of the Willows Way Team 12:30pm-3pm (Inst: Erin Detjen) Hanukkah begins at sundown	21 Annual Refresher (BBP, Hipaa, etc.) 9am-11am (Inst: Erin Detjen)	22	23 Mandt 9:30am-4:30pm Rm. 1 (Inst: Duane Mathis)	24 Pay period ends at midnight
25  Christ-mas	26 Christmas Holiday Willows Way Office Closed Kwanzaa begins Timesheets/Mileage/Hour Docs Due 9am	27 CPR & First Aid 4:30pm-9pm Rm. 1 (Inst: Pete Kuntz)	28	29	30 Payday! (mileage paid for pay period ending 12/10)	31
1 	2 New Years Day Holiday Willows Way Office Closed Timesheets/Mileage/Hour Docs Due 9am	In case of inclement weather, please check the training line for cancellation information. (636)947-6591 ext. 1390				