

November 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	2	3	4	5
		Annual Refresher (BBP, Hipaa, etc) 5pm-7pm (Inst: Erin Detjen)			Payday! (mileage paid for pay period ending 10/15)	
6	7 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	8 Health and Safety 9am-12pm (Inst: Erin Detjen) Positive Supports 12:30pm-3pm (Inst: Erin Detjen)	9 CPR & First Aid 9am-1:30pm (Inst: Erin Detjen) Rm. 1 Sunshine Committee 3pm	10	11	12 Pay period ends at midnight
13	14 Timesheets/Mileage/Hour Docs Due 9am	15 Annual Refresher (BBP, Hipaa, etc) 1pm-3pm (Inst: Erin Detjen)	16	17	18 Mandt 9:30am-4:30pm Rm. 1 (Inst: Duane Mathis) Payday! (mileage paid for pay period ending 10/29)	19
20	21 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	22	23	24  Thanksgiving Willows Way Office Closed	25 Thanksgiving Holiday Willows Way Office Closed	26 Pay period ends at midnight
27	28 Person Centered Planning 9am-12pm (Inst: Erin Detjen) Being Part of the Willows Way Team 12:30pm-3pm (Inst: Erin Detjen) Timesheets/Mileage/Hour Docs Due 9am	29 Annual Refresher (BBP, Hipaa, etc) 9am-11am (Inst: Erin Detjen) CPR & First Aid Rm. 1 4:30pm-9pm (Inst: Pete Kuntz)	30 Mandt 9am-4pm Rm. 1 (Inst: Maria Grossman)			