


October 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
<p>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.</p>						<p>1 Pay period ends at midnight</p>
<p>2</p>	<p>3 Health and Safety 9am-12pm (Inst: Erin Detjen) Positive Supports 12:30pm-3pm (Inst: Erin Detjen) Timesheets/Mileage/Hour Docs Due 9am</p>	<p>4</p>	<p>5 Annual Refresher (BBP, Hipaa, etc) 1pm-3pm (Inst: Erin Detjen)</p>	<p>6</p>	<p>7 Payday! (mileage paid for pay period ending 9/17)</p>	<p>8</p>
<p>9</p>	<p>10 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am</p>	<p>11 CPR & First Aid 9am-1:30pm (Inst: Erin Detjen) Rm. 1</p>	<p>12 Mandt 9am-4pm (Inst: Maria Grossman) Rm. 1 Sunshine Committee 3pm</p>	<p>13 Kettles and Kegs Ameristar Casino 5pm-8pm</p>	<p>14</p>	<p>15 Pay period ends at midnight</p>
<p>16</p>	<p>17 Timesheets/Mileage/Hour Docs Due 9am</p>	<p>18 Person Centered Planning 9am-12pm (Inst: Erin Detjen) Being Part of the Willows Way Team 12:30pm-3pm (Inst: Erin Detjen)</p>	<p>19</p>	<p>20</p>	<p>21 Annual Refresher (BBP, Hipaa, etc) 9am-11am (Inst: Erin Detjen) Payday! (mileage paid for pay period ending 10/1)</p>	<p>22</p>
<p>23</p>	<p>24 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am</p>	<p>25 CPR and First Aid 4:30pm-9pm (Inst: Pete Kuntz)</p>	<p>26</p>	<p>27 Back Safety 1pm-2pm Presented by Summit Safety Group Annual Refresher (BBP, Hipaa, etc) 5pm-7pm (Inst: Erin Detjen)</p>	<p>28 Mandt 9:30am-4:30pm Rm.1 (Inst: Duane Mathis)</p>	<p>29 Pay period ends at midnight</p>
<p>30</p>	<p>31  Halloween</p>					