

January 2012

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
1	2 New Year Holiday Willows Way Office Closed	3 New Employee Orientation 9am-4pm	4 Annual Refresher (BBP, Hipaa, etc) 1pm-3pm (Inst: Erin Detjen)	5	6	7 Pay period ends at midnight
8	9 Health & Safety 9am-12pm (Inst: Erin Detjen) Positive Supports 12:30pm-3pm (Inst: Erin Detjen) Timesheets/Mileage/Hour Docs Due 9am	10	11 CPR & First Aid 9am-1:30pm Rm. 1 (Inst: Erin Detjen) Sunshine Committee 3pm	12 Annual Refresher (BBP, Hipaa, etc) 5pm-7pm (Inst: Erin Detjen)	13 Payday! (mileage paid for pay period ending 12/24)	14
15	16 Martin Luther King Jr. Day Willows Way Office Closed Timesheets/Mileage/Hour Docs Due 9am	17 New Employee Orientation 9am-4pm	18 Mandt 9am-4pm Rm. 1 (Inst: Maria Grossman)	19	20	21 Pay period ends at midnight
22	23 Timesheets/Mileage/Hour Docs Due 9am	24 CPR & First Aid 4:30pm-9pm Rm. 1 (Inst: Pete Kuntz)	25 Person Centered Planning 9am-12pm (Inst: Erin Detjen) Being Part of the Willows Way Team 12:30pm-3pm (Inst: Erin Detjen)	26 Annual Refresher (BBP, Hipaa, etc) 9am-11am (Inst: Erin Detjen)	27 Payday! (mileage paid for pay period ending 1/7) Mandt 9:30am-4:30pm Rm. 1 (Inst: Duane Mathis)	28
29	30 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	31	<p>In case of inclement weather, please check the training line for cancellation information.</p> <p>(636)947-6591 ext. 1390</p>			