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