





March 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
Back Safety is being offered on March 25. It will not be offered again for a few months!		1	2 Willows Way Van Training 1pm-4pm (Inst: Erin Detjen) Must have a Class E License	3 Annual Refresher (BBP, Hippa, etc) 5pm-7pm (Inst: Erin Detjen)	4	5 Pay period ends at midnight
6	7 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	8	9 CPR & First Aid 9am-2:30pm Rm. 1 (Inst: Erin Detjen)	10	11 Willows Way Trivia Night at the O'Fallon Elks Lodge Payday! (mileage paid for pay period ending 2/19)	12
13  Daylight Savings Time Begins	14 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	15 Mandt 9am-4pm Rm. 1 (Inst: Maria Grossman)	16	17  St. Patrick's Day	18	19 Pay period ends at midnight
20  Spring Begins	21 Timesheets/Mileage/Hour Docs Due 9am	22 Annual Refresher (BBP, Hippa, etc) 9am-11am (Inst: Erin Detjen)	23 Health and Safety 9am-12pm (Inst: Erin Detjen) Positive Supports 12:30pm-3pm (Inst: Erin Detjen)	24 Annual Refresher (BBP, Hippa, etc) 1pm-3pm (Inst: Erin Detjen)	25 Back Safety 1pm-2pm Presented by Summit Safety Group Payday! (mileage paid for pay period ending 3/5)	26
27	28 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	29 Mandt 9:30am-4:30pm Rm. 1 (Inst: Duane Mathis)	30 CPR & First Aid 4pm-9:30pm Rm. 1 (Inst: Pete Kuntz)	31 	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.	