


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