

August 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
	1 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	2	3	4	5	6 Pay period ends at midnight
7	8 Timesheets/Mileage/Hour Docs Due 9am	9 Health and Safety 9am-12pm (Inst: Erin Detjen) Positive Supports 12:30pm-3pm (Inst: Erin Detjen)	10 CPR & First Aid 9am-2:30pm (Inst: Erin Detjen) Rm. 1 Sunshine Committee 3pm	11 Annual Refresher (BBP, Hipaa, etc) 1pm-3pm (Inst: Erin Detjen)	12 Payday! (mileage paid for pay period ending 7/23/11)	13
14	15 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	16 Willows Way Community Night Bowling 6pm-8pm Cave Springs Lanes (must RSVP)	17 Mandt 9am-4pm Rm. 1 (Inst: Maria Grossman)	18	19	20 Pay period ends at midnight
21	22 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	23	24 Annual Refresher (BBP, Hipaa, etc) 5pm-7pm (Inst: Erin Detjen)	25	26 Mandt 9:30am-4:30pm (Inst: Duane Mathis) Rm. 1 Payday! (mileage paid for pay period ending 8/6/11)	27
28	29 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	30 Annual Refresher (BBP, Hipaa, etc) 9am-11am (Inst: Erin Detjen) CPR & Frist Aid 4:30pm-9pm (Inst: Pete Kuntz) Rm. 1	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.		