


# July 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 <b>Payday!</b> (mileage paid for pay period ending 6/11)	2
3	4  <b>Independence Day</b> Willows Way Office Closed  Timesheets/Mileage/Hour Docs Due 9am	5 New Employee Orientation 9am-4pm	6	7 Annual Refresher (BBP, Hipaa, etc) 1pm-3pm (Inst: Erin Detjen)	8 Health & Safety 9am-12pm (Inst: Erin Detjen)  Positive Supports 12:30pm-3pm (Inst: Erin Detjen)	9 <b>Pay period ends at midnight</b>
10	11 Timesheets/Mileage/Hour Docs Due 9am	12	13 CPR & First Aid 9am-2:30pm (Inst: Erin Detjen) Rm. 1  Sunshine Committee 3pm	14	15 Annual Refresher (BBP, Hipaa, etc) 9am-11am (Inst: Erin Detjen) Rm. 1  <b>Payday!</b> (mileage paid for pay period ending 6/25)	16 Mandt 7:30am-2:30pm (Inst: Erin Detjen) Rm. 1
17	18 New Employee Orientation 9am-4pm  Timesheets/Mileage/Hour Docs Due 9am	19 Person Centered Planning 9am-12pm (Inst: Erin Detjen)  Being Part of the Willows Way Team 12:30pm-3pm (Inst: Erin Detjen)	20	21 Willows Way Van Training 2pm-4:30pm (Inst: Erin Detjen) Must have class E license.  Annual Refresher (BBP, Hipaa, etc) 5pm-7pm (Inst: Erin Detjen)	22 Mandt 9:30am-4:30pm (Inst: Duane Mathis) Rm. 1	23 <b>Pay period ends at midnight</b>
24	25 Timesheets/Mileage/Hour Docs Due 9am	26 CPR & First Aid 4:30pm-9pm (Inst: Pete Kuntz) rm. 1	27	28	29 <b>Payday!</b> (mileage paid for pay period ending 7/9)	30