



# June 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.		<b>1</b>	<b>2</b> Annual Refresher(BBP, Hipaa, etc) 1pm-3pm (Inst: Erin Detjen)	<b>3</b> <b>Payday!</b> (mileage paid for pay period ending 5/14 )	<b>4</b>	
<b>5</b>	<b>6</b> New Employee Orientation 9am-4pm  <b>Timesheets/Mileage/Hour Docs Due 9am</b>	<b>7</b> Mandt 9:30am-4:30pm (Inst: Duane Mathis) Rm. 1	<b>8</b> CPR & First Aid 9am-2:30pm (Inst: Erin Detjen) Rm. 1  <b>Sunshine Committee 3pm</b>	<b>9</b>	<b>10</b>	<b>11</b> <b>Pay period ends at midnight</b>
<b>12</b>	<b>13</b> Person Centered Planning 9am-12pm (Inst: Erin Detjen)  Being Part of the Willows Way Team 12:30pm-3pm (Inst: Erin Detjen)  <b>Timesheets/Mileage/Hour Docs Due 9am</b>	<b>14</b>	<b>15</b> Health and Safety 9am-12pm (Inst: Erin Detjen)  Positive Supports 12:30pm-3pm (Inst: Erin Detjen)	<b>16</b> Annual Refresher (BBP, Hipaa, etc) 9am-11am (Inst: Erin Detjen)  <b>Willows Way Ice Cream Social 5:30pm-7:30pm in the Willows Way office parking lot</b>  	<b>17</b> <b>Payday!</b> (mileage paid for pay period ending 5/28)	<b>18</b>
<b>19</b>	<b>20</b> New Employee Orientation 9am-4pm  <b>Timesheets/Mileage/Hour Docs Due 9am</b>	<b>21</b> Annual Refresher (BBP, Hipaa, etc) 5pm-7pm (Inst: Erin Detjen)	<b>22</b>	<b>23</b>	<b>24</b> Mandt 9:30am-4:30pm (Inst: Duane Mathis) Rm. 1	<b>25</b> <b>Pay period ends at midnight</b>
<b>26</b> 	<b>27</b> <b><u>Back Safety</u> presented by Summit Safety 10am-11am Rm. 1</b>  <b>Timesheets/Mileage/Hour Docs Due 9am</b>	<b>28</b> CPR & First Aid 4:30pm-9pm (Inst: Pete Kuntz) Rm.1	<b>29</b>	<b>30</b>		