


May 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	2 Timesheets/Mileage/Hour Docs Due 9am	3 Mandt 9am-4pm Rm. 1 (Inst: Erin Detjen)	4 Person Centered Planning 9am-12pm (Inst: Erin Detjen) Being Part of the Willows Way Team 12:30pm-3pm (Inst: Erin Detjen)	5 Annual Refresher (BBP, Hippa, etc) 9am-11am (Inst: Erin Detjen)	6 Payday! (mileage paid for pay period ending 4/16)	7
8	9 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	10 Healthy Living Seminar 12pm-1pm Free Subway lunch provided. (Must RSVP and indicate sandwich choice: turkey, roast beef, ham or veggie) Annual Refresher (BBP, Hippa, etc) 5pm-7pm (Inst: Erin Detjen)	11 CPR & First Aid 9am-2:30pm (Inst: Erin Detjen) Sunshine Committee 3pm	12	13	14 Pay period ends at midnight
15	16 Health and Safety 9am-12pm (Inst: Erin Detjen) Positive Supports 12:30pm-3pm (Inst: Erin Detjen) Timesheets/Mileage/Hour Docs Due 9am	17 Epilepsy Training 1pm-2pm presented by the Epilepsy Foundation	18 Annual Refresher (BBP, Hippa, etc) 1pm-3pm (Inst: Erin Detjen)	19	20 Mandt 9:30am-4:30pm Rm. 1 (Inst: Duane Mathis) Payday! (mileage paid for pay period ending 4/30)	21
22	23 New Employee Orientation 9am-4pm Timesheets/Mileage/Hour Docs Due 9am	24 CPR & First Aid 4:30pm-9pm (Inst: Pete Kuntz)	25	26	27	28 Pay period ends at midnight
29	30 Memorial Day Willows Way Office Closed Timesheets/Mileage/Hour Docs Due 9am	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.		Please note Epilepsy training is being offered at Willows Way this month. Willows Way is also hosting a Healthy Living seminar. Topics covered will include nutrition, disease prevention, stress management and exercise.