

# February 2017 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.** To register, call Duane Mathis at 636-757-0561 or e-mail him at [duanem@willowsway.org](mailto:duanem@willowsway.org) or SComm via Therap. If you are unable to attend a training for which you had RSVP'd, please contact your supervisor as well as Duane Mathis at least four hours before the scheduled Willows Way training and 48 hours before a training scheduled outside of Willows Way. **In case of inclement weather, please call the Willows Way main line at 636-947-6591 to see if trainings have been cancelled.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan. 29	Jan. 30	Jan. 31 New Employee Orientation 8:30am-4:30pm	1 ISL Nurse-Delegated Trainings* 8:45am-12pm (Instructor: Claire Meinert) *Epi-pen only 8:45am-9am	2 <i>Time &amp; Mileage Due 9am</i>	3 Seizure Disorders 9:30am-10:30 a.m.  (This class may also be fulfilled online through CDS. Contact Duane to schedule a time.)	4
5	6 CPR/First Aid 9am-12:30pm (Instructor: Alli Sgroi)	7 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert)	8 Mandt 10am-6pm (Instructor: Duane Mathis)  <b>PAYDAY!</b>	9 Med Admin – Level 1 (Part 2 of 2) 8:30am-5pm (Instructor: Claire Meinert)  <i>Time &amp; Mileage Due 9am</i>	10 Health and Safety (Core) 9am-12pm  Person-Centered Planning (Core) 12:30pm-3:30pm	11
12	13 Annual Refresher (BBP, HIPAA, etc...) 9am-11am	14 Med Refresher 9am-1pm (Instructor: Claire Meinert)	15 New Employee Orientation 8:30am-4:30pm	16 ISL Nurse-Delegated Trainings* 12pm-3:15pm (Instructor: Claire Meinert) *Epi-pen only 12pm-12:15pm  <i>Time &amp; Mileage Due 9am</i>	17	18
19	20	21 CPR/First Aid 4pm-7:30pm (Instructor: Alli Sgroi)	22 Being Part of the Willows Way Team (Core) 9am-12pm  Positive Supports (Core) 12:30pm-3:30pm <b>PAYDAY!</b>	23 Mandt 9am-5pm (Instructor: Alli Sgroi)  <i>Time &amp; Mileage Due 9am</i>	24 Back Safety (Transfers/Lifts) 9:30am-11:30am (Inst: Summit Safety)	25
26	27	28 Annual Refresher (BBP, HIPAA, etc...) 5pm-7pm	Mar. 1	Mar. 2 New Employee Orientation 8:30am-4:30pm  <i>Time &amp; Mileage Due 9am</i>	Mar. 3 Seizure Disorders 9:30am-10:30 a.m.  (This class may also be fulfilled online through CDS. Contact Duane to schedule a time.)	Mar. 4