



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