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