




# November 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
Oct. 29	Oct. 30	Oct. 31  HAPPY HALLOWEEN	1 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert) <b>PAYDAY!</b>	2 <i>Time &amp; Mileage Due 9am</i>	3 Med Admin – Level 1 (Part 2 of 2) 8:30am-5pm (Instructor: Claire Meinert)  Mandt 10am-6pm (Instructor: Duane Mathis)	4
5	6 Being Part of the Willows Way Team (Core) 9am-12pm  Positive Supports (Core) 12:30pm-3:30pm	7 Med Refresher 9am-1pm (Instructor: Claire Meinert)	8 New Employee Orientation 9am-5pm	9 ISL Nurse-Delegated Trainings* 8:45am-12pm (Instructor: Claire Meinert) *Epi-pen only 8:45am – 9am <i>Time &amp; Mileage Due 9am</i>	10 Annual Refresher (BBP, HIPAA, etc...) 9am-11am	11
12	13 CPR/First Aid 6pm-9:30pm (Instructor: Alli Sgroi)	14 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert)	15 Mandt 10am-6pm (Instructor: Duane Mathis)  <b>PAYDAY!</b>	16 Med Admin – Level 1 (Part 2 of 2) 8:30am-5pm (Instructor: Claire Meinert)  <i>Time &amp; Mileage Due 9am</i>	17 Back Safety (Transfers/Lifts) 9:30am-11:30am (Inst: Summit Safety)  Seizure Disorders 11:30am-12:30pm (May also be completed online; make appointment with Duane)	18 Mandt 10am-6pm (Instructor: Alli Sgroi)
19	20 New Employee Orientation 9am-5pm	21	22 Health and Safety (Core) 9am-12pm  Person-Centered Planning (Core) 12:30pm-3:30pm	23  Happy Thanksgiving Willows Way Offices are closed. <i>Time &amp; Mileage Due 9am</i>	24 Willows Way Offices are closed.	25
26	27 Annual Refresher (BBP, HIPAA, etc...) 5m-7pm	28 CPR/First Aid 4pm-7:30pm (Instructor: Rob Cowell)	29  Willows Way Holiday Party <b>PAYDAY!</b>	30 <i>Time &amp; Mileage Due 9am</i>	Dec. 1 Mandt 10am-6pm (Instructor: Duane Mathis)	Dec. 2