


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