



December 2018

Willows Way Training

(All trainings on this calendar are held at Willows Way unless specified lunch/dinner is on your own.)

Reservations are required. To register, call Johanna Elkana at 636-757-0561 or e-mail her at johanna@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 Johanna Elkana 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
Dec 2	Dec 3 <u>New Employee Orientation</u> 8:30am-5pm Instructors: Johanna E. and Allen H.	4 *Med Admin - Level 1* (Part 1 of 2) 9am-5pm *At Bridges* Call Johanna E. for info	5	6 *Med Admin - Level 1* (Part 2 of 2) 9am-5pm *At Bridges* Call Johanna E. for info <i>Time & Mileage Due 9am</i>	7 <u>Annual Refresher (BBP, HIPAA, etc...)</u> 9am-11am Instructors: Johanna E. and Allen H.	8
9	10 <u>CPR/First Aid</u> 9:00 am - 12:30 pm Instructor: Allen H. Lower Level	11 <u>Positive Supports</u> 9am-12pm Instructor: Allen H. <u>Part of the Willows Way Team</u> 12:30pm-3:30pm Instructor: Johanna E.	12 <u>MANDT</u> 9am – 5 pm Instructor: Duane Mathis Lower Level	13 <u>Person-Centered Planning</u> 9am-12pm Instructor: Allen H. <u>Health and Safety</u> 12:30pm-3:30pm Instructor: Allen H. <i>Time & Mileage Due 9am</i>	14 <u>Back Safety (Transfers/Lifts)</u> 9:30am-11:30am Inst: Summit Safety <u>Seizure Disorders</u> 11:30am-12:30pm Instructor: Allen H. (May also be completed online; make appointment with Allen). Lower Level	15 <u>MANDT</u> 9am – 5 pm Instructor: Alli Sgroi Lower Level
16	17	18 <u>CPR/First Aid</u> 5:00 pm - 8:30 pm Instructor: Alli Sgroi Lower Level	19 <u>New Employee Orientation</u> 8:30am-5pm Instructor: Allen H.	20 <u>Annual Refresher (BBP, HIPAA, etc...)</u> 5:30pm - 7:30pm Instructor: Allen H. <i>Time & Mileage Due 9am</i>	21 <u>ISL Nurse-Delegated Trainings*</u> 8:45 am-1 pm *Epi-pen only 8:45am–9:15am) Instructor: Linda Rodgers	22
23	24	25  Happy Holiday	26	27	28	29
30	31	Jan 1  HAPPY NEW YEAR	Jan 2	Jan 3 <u>Annual Refresher (BBP, HIPAA, etc...)</u> 9am-11am Instructors: Johanna E. and Allen H. <i>Time & Mileage Due 9am</i>	Jan 4 <u>New Employee Orientation</u> 8:30am-5pm Instructors: Johanna E. and Allen H.	Jan 4