



# December 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 Rob Cowell at 636-757-0561 or e-mail him at [robertc@willowsway.org](mailto:robertc@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 Rob Cowell 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. **Denotes training on Lower Level.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Nov. 26	Nov. 27 Annual Refresher (BBP, HIPAA, etc...) 5m-7pm	Nov. 28 CPR/First Aid 4pm-7:30pm (Instructor: Rob Cowell)	Nov. 29  Willows Way Holiday Party PAYDAY!	Nov. 30 <i>Time &amp; Mileage Due 9am</i>	1 Mandt 10am-6pm (Instructor: Duane Mathis)	2
3	4 ISL Nurse-Delegated Trainings* 12pm-3:15pm (Instructor: Claire Meinert) *Epi-pen only 12pm – 12:15pm)	5 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert)	6 New Employee Orientation 9am-5pm	7 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert) <i>Time &amp; Mileage Due 9am</i>	8 Being Part of the Willows Way Team (Core) 9am-12pm  Positive Supports (Core) 12:30pm-3:30pm	9
10	11 Annual Refresher (BBP, HIPAA, etc...) 9am-11am	12 Med Refresher 9am-1pm (Instructor: Claire Meinert)	13 CPR/First Aid 5pm-8:30pm (Instructor: Alli Sgroi) PAYDAY!	14 ISL Nurse-Delegated Trainings* 8:45am-12pm (Instructor: Claire Meinert) *Epi-pen only 8:45am – 9am) <i>Time &amp; Mileage Due 9am</i>	15	16
17	18 New Employee Orientation 9am-5pm	19 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert)	20 Mandt 10am-6pm (Instructor: Duane Mathis)	21 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert)  <i>Time &amp; Mileage Due 9am</i>	22 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 Rob).	23 Mandt 10am-6pm (Instructor: Alli Sgroi)
24	25  Willows Way Offices are closed.	26	27 Annual Refresher (BBP, HIPAA, etc...) 5pm-7pm  PAYDAY!	28 CPR/First Aid 9am-12:30pm (Instructor: Rob Cowell)  <i>Time &amp; Mileage Due 9am</i>	29 Health and Safety (Core) 9am-12pm  Person-Centered Planning (Core) 12:30pm-3:30pm	30