



# May 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 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
April 29	April 30 Annual Refresher (BBP, HIPAA, etc...) 5pm-7pm (Instructor: Alli Sgroi)	1 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert)	2 New Employee Orientation 8:30am-5pm <b>PAYDAY!</b>	3 Med Admin – Level 1 (Part 2 of 2) 8:30am-5pm (Instructor: Claire Meinert)  <i>Time &amp; Mileage Due 9am</i>	4 <b>CPR/First Aid</b> 9am-12:30pm (Instructor: Rob Cowell)	5
6	7 <b>Mandt</b> 9am-5pm (Instructor: Rob Cowell)	8 Med Refresher 9am-1pm (Instructor: Claire Meinert)	9 <b>CPR/First Aid</b> 5pm-8:30pm (Instructor: Alli Sgroi)	10 Being Part of the Willows Way Team (Core) 9am-12pm  Positive Supports (Core) 12:30pm-3:30pm  <i>Time &amp; Mileage Due 9am</i>	11	12
13 	14 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert)	15 Annual Refresher (BBP, HIPAA, etc...) 9am-11am (Instructor: Rob Cowell)	16 Med Admin – Level 1 (Part 2 of 2) 8:30am-5pm (Instructor: Claire Meinert)  <b>PAYDAY!</b>	17 New Employee Orientation 8:30am-5pm  <i>Time &amp; Mileage Due 9am</i>	18 ISL Nurse-Delegated Trainings* 8:45am-1:00pm (Instructor: Claire Meinert) *Epi-pen only 8:45am–9:00am)	19
20	21 Annual Refresher (BBP, HIPAA, etc...) 5pm-7pm (Instructor: Rob Cowell)	22 Health and Safety (Core) 9am-12pm  Person-Centered Planning (Core) 12:30pm-3:30pm	23 <b>CPR/First Aid</b> 5pm-8:30pm (Instructor: Alli Sgroi)	24 <b>Mandt</b> 9am-5pm (Instructor: Rob Cowell)  <i>Time &amp; Mileage Due 9am</i>	25 <b>Back Safety (Transfers/Lifts)</b> 9:30am-11:30am (Inst: Summit Safety)  <b>Seizure Disorders</b> 11:30am-12:30pm (May also be completed online; make appointment with Rob).	26
27	28  Willows Way offices are closed.	29 Med Admin – Level 1 (Part 1 of 2) 8:30am-5pm (Instructor: Claire Meinert)	30 New Employee Orientation 8:30am-5pm  <b>PAYDAY!</b>	31 Med Admin – Level 1 (Part 2 of 2) 8:30am-5pm (Instructor: Claire Meinert)  <i>Time &amp; Mileage Due 9am</i>	June 1 Med Refresher 9am-1pm (Instructor: Claire Meinert)	June 2 <b>MANDT</b> 9am – 5 pm (Instructor: Alli Sgroi)