

## NEW EMPLOYEE TRAINING CALENDAR AUGUST 2010

### **WEEK I:**

<b>DAY/DATE</b>	<b>TIME</b>	<b>CLASS</b>	<b>ROOM</b>	<b>INSTRUCTOR</b>
Monday, August 9	9:30am – 12:30pm	New Employee Orientation	Stephens Room	MaryEllen Costello
	12:30pm – 1pm	Lunch		
	1pm – 3pm	Computer Skills	Computer Lab	Don Moore
	3pm – 5pm	All Aboard The Arc	Stephens Room	Anne Cerruto
Tuesday, August 10	9am – 2:30pm	BPS Part 1 of 2	Stephens Room	Karen Price
	2:30pm – 3pm	Break		
	3pm – 5pm	Meet w/Supervisor	Assigned Department	Supervisor
Wednesday, August 11	9:30am – 12pm	Awareness/Seizure	Conf. Room B	Anne Cerruto
	12pm – 1pm	Lunch		
	1pm – 5pm	BPS Day 2 of 2	Stephens Room	Ginny Toy
Thursday, August 12	9am – 9:30am	Bloodborne	Stephens Room	Michelle Graham
	9:30am – 1:30pm	New Employee CPR/First Aid	Stephens Room	Michelle Graham
	1:30pm - 2:30pm	Lunch		
	2:30pm – 4:30pm	Professionalism	Stephens Room	Toni Webster
Friday, August 13	9:30am – 12pm	Community Inclusion	Conf. Room B	Chris Walton
	12pm – 1pm	Break		
	1pm – 5pm	Individual Planning	Conf. Room B	Chris Walton

## **WEEK II**

Monday, August 16	9:00am – 12:30pm 12:30pm-1pm 1 pm – 3pm 3pm – 5pm	Communication Skills Lunch Incident Reporting Meet w/Supervisor	Stephens Room  Conference Room B Assigned Department	Lisa McGann  Michelle Graham Supervisor
Tuesday, August 17	9:30am – 2:30pm 2:30pm – 3pm 3pm – 5pm	Med Admin Day 1 of 4 Break WHS	Computer Lab  Conf. Room B	Beth Garner  Ginny Simpson
Wednesday, August 18	9:30am – 2:30pm 2:30pm – 3pm 3pm – 5pm	Med Admin Day 2 of 4 Break Rights & Aging	Computer Lab  Conference Room B	Beth Garner  Anne Cerruto
Thursday, August 19	9:30am – 2:30pm 2:30pm – 3pm 3pm – 5pm	Med Admin Day 3 of 4 Break Drivers Safety	Computer Lab  Computer Lab	Beth Garner  Anne Cerruto
Friday, August 20	9:30am – 12:30pm 12:30pm – 1:30pm 1:30pm – 3:30pm	Med Admin Day 4 of 4 Lunch Follow up w/Supervisors	Computer Lab  Assigned Department	Beth Garner  Supervisor

### **PLEASE NOTE:**

**Medication training for new employees is a four part class. Please plan to attend all four sessions.**

**BPS training for new employees is a two part class. Please plan to attend both sessions.**

**PLEASE BE REMINDED: that training, dates, and time are subject to change and always check for the most current calendar before attending class. Staff will also be notified of training changes via email and voicemail, please check both regularly.**

## RECERTIFICATION TRAINING CALENDAR AUGUST 2010

Saturday, August 14	9am – 5pm	BPS Refresher	Stephens Room	Erica Goldman
Tuesday, August 17	4pm – 4:30pm 4:30pm – 7:30pm	Bloodborne CPR	Stephens Room Stephens Room	Elwood Roy Elwood Roy
Wednesday, August 18	4pm – 4:30pm 4:30pm -7:30pm	Bloodborne First Aid	Stephens Room Stephens Room	Elwood Roy Elwood Roy
Friday, August 20	9am – 5pm	BPS Refresher	Stephens Room	Karen Price/Ginny Toy
Saturday, August 21	9am – 9:30am 9:30am – 12:30pm 1pm – 5pm	Bloodborne First Aid CPR	Stephens Room Stephens Room Stephens Room	Elwood Roy/Shawn Smith Elwood Roy/Shawn Smith Elwood Roy/Shawn Smith
Tuesday, August 24	12pm – 4pm 9am – 12pm	Med Admin Refresher CPR	Computer Lab Stephens Room	Hollin Weaver Elwood Roy
Thursday, August 26	9am – 12pm	First Aid	Stephens Room	Elwood Roy

**PLEASE NOTE:** Any Employee needing to be recertified in both First Aid/CPR in the same year, may participate in the New Employee First Aid/CPR Training. Please remember to RSVP to the class to ensure a place.

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