

Independent Living Services Calendar

July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Time Sheets are due By 12:00 p.m.	3	4 CLOSED 	5	6 Pay Day	7	8
9	10	11	12 Transportation Training 9:30 a.m. - 1:30 p.m. 615 Robins ST	13	14	15
16	17	18 CPR/First Aid Training 5:00 p.m. - 6:30 p.m. 615 Robins ST	19 Staff Retraining 9:00 a.m. – 1:30 p.m. 615 Robins ST	20 Pay Day Personal Care Training 4:00 p.m. – 8:30 p.m. 615 Robins ST	21	22
23	24	25 New Hire Training 4:00 p.m. – 7:30 p.m. 615 Robins ST	26 Positive Behavior Management 5:00 p.m. – 8:00 p.m. 615 Robins ST	27 New Hire Training 9:00 a.m. – 1:30 p.m. CPR/First Aid 2:00 p.m. – 3:30 p.m. 615 Robins ST	28	29
30	31					

Independent Living Services and Creative Living, Inc.
July Training Calendar

Training Dates

▪ Transportation Training	Wednesday, July 12	9:30 a.m. – 1:30 p.m.
▪ CPR/First Aid	Tuesday, July 18	5:00 p.m. – 6:30 p.m.
▪ Staff Retraining	Wednesday, July 19	9:00 a.m. -1:30 p.m.
▪ Personal Care Training	Thursday, July 20	2:00 p.m. – 3:30 p.m.
▪ New Hire Training	Tuesday, July 25	4:00 p.m. – 7:30 p.m.
▪ Positive Behavior Management	Wednesday, July 26	5:00 p.m. -8:00 p.m.
▪ New Hire Training	Thursday, July 27	9:00 a.m. -1:30 p.m.

Training Course Descriptions

New Hire Training: New employees are required to attend training within 30 days of hire. Training includes the history of ILS and also licensing requirements. The information that staff will be trained on will help new staff effectively perform their job duties.

Staff Retraining: Current Employees will attend this training to enhance skills that they have already been trained in during the duration on their employment. We will review licensing requirements and also retrain them on day to day activities that will help them improved their job performances.

CPR / First Aid: All employees are required to be certified in CPR/First Aid. This training requires moving around & practicing techniques. This training requires moving around, please dress comfortably!

Personal Care Training: Training required for all staff providing personal care. Training is open to all employees. Please call Tiffany at 327-5234 x 321 to confirm your attendance.

Positive Behavior Management: This training gives practical ways to deal with individuals when they are having behavior problems/crisis. Practicing interventions is part of this training so attendees must be able to move about and practice restraints. **This training requires moving around, please dress comfortably.**

You do not have to register for training. Just come to training at the scheduled time.

Call Tiffany at 327-5234 x 321 with any questions.