


# Independent Living Services Calendar

## December 2017

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

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

**Training Dates**

▪ Personal Care Training	Monday, December 4	4:30 p.m. – 8:30 p.m.
▪ CPR/First Aid	Tuesday, December 5	5:00 p.m. – 6:30 p.m.
▪ Transportation Training	Wednesday, December 6	9:30 p.m. – 1:30 p.m.
▪ CPR/First Aid	Monday, December 11	2:00 p.m. – 3:30 p.m.
▪ Profiles Retraining	Wednesday, December 12	4:00 p.m. – 7:30 p.m.
▪ New Hire Training	Wednesday, December 13	9:00 a.m. – 1:30 p.m.
▪ New Hire Training	Thursday, December 14	4:00 p.m. – 7:30 p.m.
▪ Personal Care Retraining	Monday, December 18, 2017	10:00 a.m. – 1:00 p.m.
▪ CPR/First Aid	Wednesday, December 20	2:00 p.m. – 3:30 p.m.

**Training Course Descriptions**

**New Hire Training:** New employees are required to attend training within 30 days of hire.

**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.

**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.**