

# Independent Living Services Calendar

## November 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 CPR/First Aid 5:00 p.m. -6:30 p.m. 615 Robins ST	6	7 Personal Care Training 9:00 a.m. -1:30p.m. 615 Robins ST	8 Transportation Training 9:00 a.m. -1:30 p.m. 615 Robins ST	9 <b>Pay Day</b>	10
11	12	13 New Hire Training 4:00 p.m. -7:30 p.m. 615 Robins ST	14 CPR/First Aid Training 2:00 p.m. -3:30 p.m. 615 Robins ST	15 New Hire Training 9:00 a.m. -1:30 p.m. 615 Robins ST	16	17
18 <b>Timesheets Due at 12:00 p.m. Finance Office</b>	19 CPR/First Aid 5:00 p.m. -6:30 p.m. 615 Robins ST	20	21 <b>Pay Day</b>	22 <b>CLOSED</b>	23 <b>CLOSED</b>	24
25	26 Personal Care Training 4:30 p.m. -8:00 p.m. 615 Robins ST	27 <b>Board Meeting 5:00 p.m.</b>	28 Behavior Management Training 5:00 p.m.-8:00 p.m.	29 New Hire Training 9:00 a.m. -1:30 p.m. 615 Robins ST	30	



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

**Training Dates**

▪ CPR/First Aid Training	Monday, November 5	5:00 p.m. -6:30 p.m.
▪ Personal Care Training	Wednesday, November 7	9:00 a.m. -1:30 p.m.
▪ Transportation Training	Thursday, November 8	9:00 a.m. -1:30 p.m.
▪ New Hire Training	Tuesday, November 13	4:00 p.m. -7:30 p.m.
▪ CPR/First Aid Training	Wednesday, November 14	2:00 p.m. -3:30 p.m.
▪ New Hire Training	Thursday, November 15	9:00 a.m. -1:30 p.m.
▪ CPR/First Aid	Tuesday, November 19	5:00 p.m. -6:30 p.m.
▪ Personal Care Training	Monday, November 26	4:30 p.m. -8:00 p.m.
▪ Positive Behavior Management	Wednesday, November 28	5:00 p.m. – 8:00 p.m.
▪ New Hire Training	Thursday, November 29	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.

**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.**