

# Independent Living Services Calendar

## December 2018

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

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

**Training Dates**

▪ Transportation Training	Thursday, December 6	9:00 a.m. -1:00 p.m.
▪ Personal Care Training	Thursday, December 6	4:30 p.m.-8:00 p.m.
▪ CPR/First Aid	Monday, December 10	5:00 p.m.- 6:30 p.m.
▪ New Hire Training	Tuesday, December 11	4:00 p.m. -7:30 p.m.
▪ Positive Behavior Management	Wednesday, December 12	5:00 p.m. -8:00 p.m.
▪ New Hire Training	Thursday, December 13	9:00 a.m. – 1:30 p.m.
▪ CPR/First Aid	Monday, December 17	10:00 a.m. – 11:30 a.m.
▪ Personal Care Retraining	Wednesday, December 19	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.

**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.**