





Independent Living Services Calendar

March 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Personal Care Recertification Training 9:00a.m. -11:00 a.m. 615 Robins ST	4 Orientation Training 9:00 a.m. – 1:30 p.m. 615 Robins ST	5 Orientation Training 4:00 p.m. -7:30 p.m. 615 Robins ST	6	7
8 Time Change 	9	10 CPR/First Aid 5:00 p.m. -6:30 p.m. 615 Robins ST	11 Transportation Training 9:00 a.m. -12:00 p.m. 615 Robins ST	12 Personal Care Training 10:00 a.m. – 1:00 p.m. 615 Robins ST (must confirm attendance)	13 Pay Day	14
15	16	17 Personal Care Training 4:30 p.m. -8:00 p.m. 615 Robins ST (must confirm attendance) 	18 ILS Job Fair 9:00 a.m. – 1:00 p.m. 615 Robins ST 	19 Transportation Retraining 10:00 a.m. -12:30 p.m. 615 Robins ST (must confirm attendance) 	20	21
22	23	24 Personal Care Recertification Training 4:00 p.m. – 6:00 p.m. 615 Robins ST	25 Orientation Training 9:00 a.m. - 1:30 p.m. CPR/First Aid 2:00 p.m. – 3:30 p.m. 615 Robins ST	26 Transportation Retraining 10:00 a.m. -12:30 p.m. 615 Robins ST (must confirm attendance)	27 Pay Day	28
29	30 CPR/First Aid 10:00 a.m. – 11:30 p.m. 615 Robins ST	31				

Training Course Descriptions

Orientation: New employees are required to attend training within 30 days of hire.

Transportation Training: This training is required for all Transportation Staff. It is training that gives policies and procedures for driving ILS vehicles and personal vehicles and also a road test is given to all participants and must be passed in order to operate the ILS vehicles. This training must be recertified every 2 years and must be taken in order to continue to drive an ILS vehicle. Staff will need to confirm attendance with Tiffany Baker 501-327-5234 ext. 321 or email Tiffany@indliving.org

CPR / First Aid: All employees are required to be certified in CPR/First Aid. The certification expires every 2 years as must be recertified. 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. You must recertify every year in order to provide Personal Care. Please confirm your attendance with Tiffany at 327-5234 x 321 or email:Tiffany@indliving.org.

Positive Behavior Management: PBM training gives practical ways to deal with individuals when they are having behavior problems/crisis. **This training requires moving around, please dress comfortably.**

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