

Independent Living Services and Creative Living, Inc.  
February 2010 Training Calendar

**New Hire Training:**

Training will be offered both as an all day long training and broken into two evenings. All new employees will be required to attend the training within 30 days of being hired.

Current Employees are welcome to attend all or any part of the training. Current employees who attend all of the training will receive additional handouts and **will complete their twelve hours of yearly training!**

New Employee Training Dates:

- ❖ Wednesday February 17, 2010      9 a.m. – 5 p.m.                      Daytime Schedule
- ❖ Wednesday February 24, 2010      4 p.m. – 9 p.m.                      Evening Schedule – Day One
- ❖ Thursday February 25, 2010        5 p.m. – 7 p.m.                      Evening Schedule – Day Two – CPR/First Aid

New Hire Training Schedule

Topic	Daytime Schedule	Evening Schedule
Introduction History, Medical Issues, and Payroll/Documentation	9 a.m. – 10 a.m.	Day One – 4 p.m. – 5 p.m.
Is this Abuse/Ten Performance Standards Video Training on abuse, job expectations & incident reporting.	10 a.m. – 11:30 a.m.	Day One – 5 p.m. – 7 p.m.
Lunch Break	11:30 a.m. – 12:30 p.m.	
Behavior Management – Behavior Reports	12:30 p.m. – 1:15 p.m.	Day One – 7 p.m. – 8 p.m.
Ethics	1:15 p.m. – 2:00 p.m.	Day One – 8 p.m. – 9 p.m.
American Heart CPR and First Aid	2:00 p.m. – 5 p.m.	<b>Day Two – 5 p.m. – 7 p.m.</b>

**Trainings will take place in the Human Resource Office.  
You do not have to register for training. Just come to training at the scheduled time.  
Call Elissa at 329-8249 x 100 with any questions.**

**Please remember all employees are required to complete twelve hours of training by July 1, 2010. Twelve hours of training, current CPR/First Aid Certification and current negative TB skin test must be submitted to be eligible for a yearly raise. ILS tries to give a yearly raise to all employees but due to plans being at or above their maximum level certain positions are not eligible for raises.**

**Next month I will be sending out a detailed list of where everyone is on completing their training and other required paperwork. We will also begin having more trainings per month starting in March.**