

**Independent Living Services and Creative Living, Inc.
March / April 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 March 10, 2010 9 a.m. – 5 p.m. Daytime Schedule
- ❖ Tuesday March 16, 2010 4 p.m. – 9 p.m. Evening Schedule – Day One
- ❖ Thursday March 18, 2010 5 p.m. – 7 p.m. Evening Schedule – Day Two – CPR/First Aid
- ❖ Thursday April 1, 2010 9 a.m. – 5 p.m. Daytime Schedule
- ❖ Tuesday April 6, 2010 4 p.m. – 9 p.m. Evening Schedule – Day One
- ❖ Thursday April 8, 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	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.	Day Two – 5 p.m. – 7 p.m.

All 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.

Additional Trainings

Tuesday March 23, 2010	Autism & Temple Grandin – Training on autism and Temple Grandin perseverance and determination.	1 p.m. – 3 p.m. or 5 p.m. – 7 p.m.
Tuesday March 30, 2010	Transportation Training Module I – Training will cover vehicle, driver and passenger safety. Recommended for anyone who transports consumers and required training for all drivers.	5 p.m. – 8 p.m.
Wednesday April 14, 2010	Ethics of Touch – Training by Dave Hingsburger regarding privacy and respect issues. (Different then Ethics Training)	1 p.m. – 3 p.m. or 5 p.m. – 7 p.m.
Tuesday April 20, 2010	Puzzle Club – Training on Head Injury	1 p.m. – 4 p.m. or 5 p.m. – 8 p.m.
Wednesday April 21, 2010	Transportation Training Module II – Training will cover vehicle, driver and passenger safety. Recommended for anyone who transport consumers and required training for all drivers.	5 p.m. – 8 p.m.