

Independent Living Services and Creative Living, Inc.  
July / August 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:**

- ❖ Thursday July 15, 2010                      9 a.m. – 5 p.m.                      Daytime Schedule
- ❖ Thursday July 22, 2010                      4 p.m. – 8 p.m.                      Evening Schedule – Day One
- ❖ Wednesday July 21, 2010                      5 p.m. – 7 p.m.                      Evening Schedule – Day Two – CPR/First Aid
- ❖ Tuesday August 10, 2010                      4 p.m. – 9 p.m.                      Evening Schedule – Day One
- ❖ Wednesday August 11, 2010                      5 p.m. – 7 p.m.                      Evening Schedule – Day Two – CPR/First Aid
- ❖ Wednesday August 11, 2010                      9 a.m. – 5 p.m.                      Daytime Schedule
- ❖ Wednesday August 25, 2010                      9 a.m. – 5 p.m.                      Daytime Schedule
- ❖ Tuesday August 24, 2010                      5 p.m. – 7 p.m.                      Evening Schedule – Day Two – CPR/First Aid
- ❖ Thursday August 26, 2010                      4:30 p.m. – 8:30 p.m.                      Evening Schedule – Day One

**New Hire Training Schedule**

Topic	Daytime Schedule	Evening Schedule
History, Time Sheets, Documentation, Abuse & Reporting	9 a.m. – Noon	Day One – 4 p.m. – 6 p.m.
Behavior Mgmt – Behavior Reports and Ethics	Noon – 2 p.m.	Day One – 6 p.m. – 8 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>

**New Hire 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.**

**Transportation Training will take place at Conway Apartments. Call 327-0723 for directions.**

Attendance at all three modules of Transportation training is recommended for anyone who transports consumers and required training for all drivers yearly.

Tuesday August 17, 2010	Transportation Training Module II – Driver Safety training covers defensive driving and total process to keep both the driver and the passengers safe. It is recommended for anyone who drives a company vehicle.	5 p.m. – 8 p.m.
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