

Independent Living Services and Creative Living, Inc.  
November 2011 Training Calendar

**The October 20<sup>th</sup> and October 27<sup>th</sup> training has been canceled due to a scheduling conflict.**

**Training Dates**

▪ CPR / First Aid	Wednesday November 2	5:00 p.m. – 6:30 p.m.
▪ New Hire Training	Thursday November 3	4:30 p.m. – 9:00 p.m.
▪ New Hire Training	Wednesday November 9	9:00 a.m. – 2:00 p.m.
▪ CPR/First Aid	Wednesday November 9	2:00 p.m. – 3:30 p.m.
▪ CPR / First Aid	Tuesday November 15	5:00 p.m. – 6:30 p.m.
▪ New Hire Training	Wednesday November 16	4:30 p.m. – 9:00 p.m.
▪ CPR / First Aid	Wednesday November 30	5:00 p.m. – 6:30 p.m.
▪ New Hire Training	Thursday December 1	4:30 p.m. – 9:00 p.m.

**Training Course Descriptions**

**New Hire Training:** New employees are required to attend training within 30 days of hire. New Hire Training covers Payroll, History, Documentation, Mandated Reporting, Behavior Management, and Ethics. Current Employees can also attend new hire training. Current employees who attend new hire training will receive additional handouts and **will complete their twelve hours of yearly training!**

**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!

**Training is at 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.**