



# Independent Living Services Calendar

## February 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>1 Pay Day</b> Personal Care Retraining <b>(For Staff who need to be recertified only)</b> 10:00 a.m. -1:00 p.m. 615 Robins ST	2	3
4	5 CPR/First Aid 5:00 p.m. – 6:30 p.m. 615 Robins ST	6 New Hire Training 4:00 p.m. – 7:30 p.m. 615 Robins ST	7 New Hire Training 9:00 a.m. – 1:30 p.m. 615 Robins ST	8 Personal Care Training 4:30 p.m. - 8:30 p.m. 615 Robins ST	9	10
11	12	13	14 CPR/First Aid Training 2:00 p.m. – 3:30 p.m. 615 Robins St 	15 <b>Pay Day Insurance Enrollment For All ILS Staff 615 Robins ST</b> <b>9:00 a.m. and 1:00 p.m. (2 sessions)</b>	16 <b>Insurance Enrollment For All ILS Staff 615 Robins ST</b> <b>9:00 a.m. and 1:00 p.m. (2 sessions)</b>	17
18	19 <b>Administrative and Finance Offices Closed</b> 	20 <b>ILS Board Meeting</b>	21 CPR/First Aid Training 2:00 p.m. – 3:30 p.m. 615 Robins ST	22 New Hire Training 9:00 a.m. – 1:30 p.m. 615 Robins ST	23	24
25	26 CPR/First Aid 5:00 p.m. – 6:30 p.m. 615 Robins ST	27	28 Positive Behavior Management 5:00 p.m.-8:00 p.m. 615 Robins ST			

# Independent Living Services and Creative Living, Inc.

## February Training Calendar

### Training Dates

▪ Personal Care Retraining	Thursday, February 1	10:00 a.m. – 1:00 p.m.
▪ CPR/First Aid	Monday, February 5	5:00 p.m. – 6:30 p.m.
▪ New Hire Training	Tuesday, February 6	4:00 p.m. – 7:30 p.m.
▪ New Hire Training	Wednesday, February 7	9:00 a.m. -1:30 p.m.
▪ CPR/First Aid	Wednesday, February 14	2:00 p.m. -3:30 p.m.
▪ CPR/First Aid	Wednesday, February 21	2:00 p.m. – 3:30 p.m.
▪ New Hire Training	Thursday, February 22	9:00 a.m. – 1:30 p.m.
▪ CPR/First Aid	Monday, February 26	5:00 p.m. – 6:30 p.m.
▪ Positive Behavior Management	Wednesday, February 28	5:00 p.m. -8:00 p.m.

### Training Course Descriptions

**New Hire Training:** New employees are required to attend training within 30 days of hire.

**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!

**Personal Care Training:** Training required for all staff providing personal care. Training is open to all employees. Please call Tiffany at 327-5234 x 321 to confirm your attendance.

**You do not have to register for training. Just come to training at the scheduled time.  
Call Tiffany at 327-5234 x 321 with any questions.**