

January 2012

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	3 8A-Mantoux Given (1) 8:15-8:30A- Introductions 8:30-9:30- Overview of TRC 9:30-10:30- OSHA 10:45-11:15- Staff Assist. 11:15-12P- Time Sheets 12-1P- Welcome Lunch 1P-2:15P- Preventing Harrs. 2:15-3:15- Corp. Compliance 3:30- 5P- Benefits	4 8-9:15- Confidentiality 9:15-10:15- People First 10:30-11:30- Code of Ethics 11:30A-12P- Lunch 12P-3:15- Promoting Positive Relationships/Identifying & Reporting Abuse, Neglect Mistreatment 3:30-5P- Human Growth & Char. Of D. D.	5 8A- Mantoux Read (1) 8:15A-9:30A- Ergonomics 9:30A-11- Intro to Therap 11:15A-12:15P-Driver Safety 12:15-12:45- Lunch 12:45-1:45-Work Practices 1:45- 2:45- Feeding Tech. 3P-4P- Caring for people 4-5P- Head injury protocol	6 New Hires Train at Worksite
9 8A- Mantoux Given (2) 8A-8:30- Staff Debrief 8:30A-11:30- First Aid/CPR 11:30A-12P- LUNCH 12P-1:30P- WC Tie Down/Lift 1:45P-5P- Fire Safety	10 8A-9:30A- Overview of Mental Health 9:30-5P- SCIP-R (Day 1)	11 8A- Mantoux Read (2) 8A-5P- SCIP-R (Day 2) 8:30-10:30A- Hepatitis Clinic	12 New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher	13 New Hires Train at Worksite
16 8A-3P- Medication Administration Training	17 9:30A-1:30P- SCIP-R/CPR Refresher (Dunkirk) 8A-3P- Medication Administration Training	18 8A-3P- Medication Administration Training	19 8A-3P- Medication Administration Training	20 8A-3P- Medication Administration Training
23 9A-11:30A- Diabetic Management 8A-5P-Internal Supervisory Training	24 3P-8P- SCIP-R/CPR Refresher 8A-4P- Internal Supervisory Training	25 9A-1P- SCIP-R/CPR Refresher 8A-4P-Internal Supervisory Training	26 8A-4P- Internal Supervisory Training	27 9A-1P- SCIP-R/CPR Refresher 8A-4P- Internal Supervisory Training
30 8A- Mantoux Given (1) 8:15-8:30A- Introductions 8:30-9:30- Overview of TRC 9:30-10:30- OSHA 10:45-11:15- Staff Assist. 11:15-12P- Time Sheets 12-1P- Welcome Lunch 1P-2:15P- Preventing Harrs. 2:15-3:15- Corp. Compliance 3:30- 5P- Benefits	31 8-9:15- Confidentiality 9:15-10:15- People First 10:30-11:30- Code of Ethics 11:30A-12P- Lunch 12P-3:15- Promoting Positive Relationships/Identifying & Reporting Abuse, Neglect Mistreatment 3:30-5P- Human Growth & Char. Of D. D.			

Staff Development: All Training will take place at Staff Training unless otherwise noted

January 9- FUN-Damentals of Med Passing	9AM-11AM
January 9- Intro to computers (Limit 7)	9AM-11AM
January 10- Basic Microsoft Word (Limit 7)	9AM-11AM
January 10- Basic Microsoft Excel (Limit 7)	12:30P-2:30P
January 12- Intro to TBI	8A-10A
January 12- Intro to Dementia	10:30A-12:30P
January 16- Teaching the Adult Learner (Day 1)	9AM-1PM
January 18- Giving Meaning to What We Do	9AM-11AM
January 19- Customer Service	9AM-11AM
January 19- Intro to NADSP Credentialing	1PM- 2:30PM
January 20- MAPS (Session 1 of 3) Lakeshore Conference Room	1PM-4PM
January 23- Observation Skills	9AM-11AM
January 30- Teaching the Adult Learner (Day 2)	9AM-11AM

To Sign up for Training, Call Rosanne Bertram 485-7231
 Calendar can also be viewed online at www.trctraining.com

March 2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher	New Hires Train at Worksite
5	6	7	8	9
8A- Mantoux Given 8A-8:30- Staff Debrief 8:30A-11:30- First Aid/CPR 11:30A-12P- LUNCH 12P-1:30P- WC Tie Down/Lift 1:45P-5P- Fire Safety	8A-9:30A- Overview of Mental Health 9:30-5P- SCIP-R (Day 1)	Mantoux Read 8A-5P- SCIP-R (Day 2) 8:30-10:30- Hepatitis Clinic	New Hires Train at Worksite	New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher
12	13	14	15	16
8A-3P- Medication Administration Training	8A-3P- Medication Administration Training 9:30A-1:30P- SCIP-R/CPR Refresher (Dunkirk)	8A-3P- Medication Administration Training 4P-5P- Overview with with Executive Director	8A-3P- Medication Administration Training	8A-3P- Medication Administration Training
19	20	21	22	23
9A-11:30A- Diabetic Management 8A-4P-Internal Supervisory Training	3P-8P- SCIP-R/CPR Refresher 8A-4P- Internal Supervisory Training	8A-5P-Internal Supervisory Training	8A-4P- Internal Supervisory Training	8A-4P- Internal Supervisory Training
26	27	28	29	30
8A- Mantoux Given (1) 8:15-8:30A- Introductions 8:30-9:30- Overview of TRC 9:30-10:30- OSHA 10:45-11:15- Staff Assist. 11:15-12P- Time Sheets 12-1P- Welcome Lunch 1P-2:15P- Preventing Harrs. 2:15-3:15- Corp. Compliance 3:30- 5P- Benefits	8-9:15- Confidentiality 9:15-10:15- People First 10:30-11:30- Code of Ethics 11:30A-12P- Lunch 12P-3:15- Promoting Positive Relationships/Identifying & Reporting Abuse, Neglect Mistreatment 3:30-5P- Human Growth & Char. Of D. D.	8A- Mantoux Read (1) 8:15A-9:30A- Ergonomics 9:30A-11- Intro to Therap 11:15A-12:15P-Driver Safety 12:15-12:45- Lunch 12:45-1:45-Work Practices 1:45- 2:45- Feeding Tech. 3P-4P- Caring for people 4-5P- Head injury protocol	New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher	New Hires Train at Worksite

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March 16- MAPS- (Session 3 of 3) Lakeshore Conference Room	1PM-4PM
March 21- Ethics and Boundaries	9AM-11AM
March 21- Teamwork	1PM- 3PM
March 22- Growing Old Gracefully	9AM-11AM

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April 2012

Monday	Tuesday	Wednesday	Thursday	Friday
2 8A- Mantoux Given (2) 8A-8:30- Staff Debrief 8:30A-11:30- First Aid/CPR 11:30A-12P- LUNCH 12P-1:30P- WC Tie Down/Lift 1:45P-5P- Fire Safety	3 8A-9:30A- Overview of Mental Health 9:30-5P- SCIP-R (Day 1)	4 8A- Mantoux Read (2) 8A-5P- SCIP-R (Day 2) 8:30-10:30- Hepatitis Clinic	5 New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher	6 Good Friday Holiday
9 9A-1P- SCIP-R/CPR Refresher	10 9:30A-1:30P- SCIP-R/CPR Refresher (Dunkirk)	11 9A-1P- SCIP-R/CPR Refresher	12	13
16 8A-3P- Medication Administration Training	17 8A-3P- Medication Administration Training	18 8A-3P- Medication Administration Training	19 8A-3P- Medication Administration Training	20 8A-3P- Medication Administration Training
23 9A-11:30A- Diabetic Management 8A-4P-Internal Supervisory Training	24 3P-8P- SCIP/CPR Refresher 8A-4P- Internal Supervisory Training	25 8A-5P-Internal Supervisory Training	26 8A-4P- Internal Supervisory Training	27 8A-4P- Internal Supervisory Training
30 8A- Mantoux Given (1) 8:15-8:30A- Introductions 8:30-9:30- Overview of TRC 9:30-10:30- OSHA 10:45-11:15- Staff Assist. 11:15-12P- Time Sheets 12-1P- Welcome Lunch 1P-2:15P- Preventing Harris. 2:15-3:15- Corp. Compliance 3:30- 5P- Benefits				

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Sign Language Basics 1- April 3, 5, 10, 12, 17, 19, 24, 26 and May 1 2PM-4PM MJRC 3rd Floor Classroom

April 9- Teaching the Adult Learner (Day 1)	9AM-1PM
April 9- FUN-Damentals of Med Passing	9AM-11AM
April 9- Basic Microsoft Word	1PM-3PM
April 10- Intro to TBI	8A-10A
April 10- Intro to Dementia	10:30A-12:30P
April 11- Basic Microsoft Excel	9AM-11AM
April 12- End of Life Care	9AM-11AM
April 12- Teaching People with Developmental Disabilities	1PM-3PM
April 12- Intro to NADSP Credentialing	1PM- 2:30PM
April 13- Teaching the Adult Learner (Day 2)	9AM-11AM
April 20- Person Centered Planning (Session 1 of 6) Conference Room B Dunham Ave	1PM-4PM
April 25- Observation Skills	9AM-11AM

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May 2012

Monday	Tuesday	Wednesday	Thursday	Friday
	1 8-9:15- Confidentiality 9:15-10:15- People First 10:30-11:30- Code of Ethics 11:30A-12P- Lunch 12P-3:15- Promoting Positive Relationships/Identifying & Reporting Abuse, Neglect Mistreatment 3:30-5P- Human Growth & Char. Of D. D.	2 8A- Mantoux Read (1) 8:15A-9:30A- Ergonomics 9:30A-11- Intro to Therap 11:15A-12:15P-Driver Safety 12:15-12:45- Lunch 12:45-1:45-Work Practices 1:45- 2:45- Feeding Tech. 3P-4P- Caring for people 4-5P- Head injury protocol	3 New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher	4 New Hires Train at Worksite
7 8A- Mantoux Given (2) 8A-8:30- Staff Debrief 8:30A-11:30- First Aid/CPR 11:30A-12P- LUNCH 12P-1:30P- WC Tie Down/Lift 1:45P-5P- Fire Safety	8 8A-9:30A- Overview of Mental Health 9:30-5P- SCIP-R (Day 1)	9 8A- Mantoux Read (2) 8A-5P- SCIP-R (Day 2) 8:30-10:30A- Hepatitis Clinic	10 New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher	11 New Hires Train at Worksite
14 8A-3P- Medication Administration Training 8A-4P-Internal Supervisory Training	15 8A-3P- Medication Administration Training 9:30A-1:30P- SCIP-R/CPR Refresher (Dunkirk) 3P-8P- SCIP-R/CPR 8A-4P- Internal Supervisory Training	16 8A-3P- Medication Administration Training 8A-5P-Internal Supervisory Training	17 8A-3P- Medication Administration Training 8A-4P- Internal Supervisory Training	18 8A-3P- Medication Administration Training 8A-4P- Internal Supervisory Training
21 8A-Mantoux Given (1) 8:15-8:30A- Introductions 8:30-9:30- Overview of TRC 9:30-10:30- OSHA 10:45-11:15- Staff Assist. 11:15-12P- Time Sheets 12-1P- Welcome Lunch 1P-2:15P- Preventing Hars. 2:15-3:15- Corp. Compliance 3:30- 5P- Benefits	22 8-9:15- Confidentiality 9:15-10:15- People First 10:30-11:30- Code of Ethics 11:30A-12P- Lunch 12P-3:15- Promoting Positive Relationships/Identifying & Reporting Abuse, Neglect Mistreatment 3:30-5P- Human Growth & Char. Of D. D.	23 8A- Mantoux Read (1) 8:15A-9:30A- Ergonomics 9:30A-11- Intro to Therap 11:15A-12:15P-Driver Safety 12:15-12:45- Lunch 12:45-1:45-Work Practices 1:45- 2:45- Feeding Tech. 3P-4P- Caring for people 4-5P- Head injury protocol	24 New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher	25 New Hires Train at Worksite
28 Memorial Day	29 8A- Mantoux Given (2) 8A-8:30- Staff Debrief 8:30A-11:30- First Aid/CPR 11:30A-12P- LUNCH 12P-1:30P- WC Tie Down/Lift 130P-3P- Mental Health 3:15-5:15P- Fire Safety	30 8A-9:30A- Overview of Mental Health 9:30-5P- SCIP-R (Day 1)	31 8A- Mantoux Read (2) 8A-5P- SCIP-R (Day 2)	 9A-11:30A- Diabetic Management 5/23/12



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N	Michael J. Raymond Center (3rd Floor Classroom)	2PM-4PM
N	Michael J. Raymond Center (3rd Floor Classroom)	2PM-4PM
N	Michael J. Raymond Center (3rd Floor Classroom)	2PM-4PM
N	f	1PM-3PM
N	Michael J. Raymond Center (3rd Floor Classroom)	2PM-4PM
N	Michael J. Raymond Center (3rd Floor Classroom)	2PM-4PM
N	Michael J. Raymond Center (3rd Floor Classroom)	2PM-4PM
N	May 18- Person Centered Planning (Session 2 of 6) Conference Room B Dunham Ave	1PM-4PM
N	May 24- Customer Service	9AM-11AM

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June 2012

Monday	Tuesday	Wednesday	Thursday	Friday
				1 New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher
4 8A-3P- Medication Administration Training	5 8A-3P- Medication Administration Training 9:30A-2P- SCIP-R/CPR Refresher (Dunkirk)	6 8A-3P- Medication Administration Training	7 8A-3P- Medication Administration Training	8 8A-3P- Medication Administration Training
11 9A-11:30A- Diabetic Management 8A-4P-Internal Supervisory Training	12 3P-8P- SCIP-R/CPR Refresher 8A-4P- Internal Supervisory Training	13 8A-5P-Internal Supervisory Training	14 9A-1P- SCIP-R/CPR Refresher 8A-4P- Internal Supervisory Training	15 8A-4P- Internal Supervisory Training
18 8A- Mantoux Given(1) 8:15-8:30A- Introductions 8:30-9:30- Overview of TRC 9:30-10:30- OSHA 10:45-11:15- Staff Assist. 11:15-12P- Time Sheets 12-1P- Welcome Lunch 1P-2:15P- Preventing Hars. 2:15-3:15- Corp. Compliance 3:30- 5P- Benefits	19 8-9:15- Confidentiality 9:15-10:15- People First 10:30-11:30- Code of Ethics 11:30A-12P- Lunch 12P-3:15- Promoting Positive Relationships/Identifying & Reporting Abuse, Neglect 3:30-5P- Human Growth & Char. Of D. D.	20 Mamtoux Read (1) 8:15A-9:30A- Ergonomics 9:30A-11- Intro to Therap 11:15A-12:15P-Driver Safety 12:15-12:45- Lunch 12:45-1:45-Work Practices 1:45- 2:45- Feeding Tech. 3P-4P- Caring for people 4-5P- Head injury protocol	21 New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher	22 New Hires Train at Worksite
25 8A- Mantoux Given (2) 8A-8:30- Staff Debrief 8:30A-11:30- First Aid/CPR 11:30A-12P- LUNCH 12P-1:30P- WC Tie Down/Lift 1:45P-5P- Fire Safety	26 8A-9:30A- Overview of Mental Health 9:30-5P- SCIP-R (Day 1)	27 8A- Mantoux Read (2) 8A-5P- SCIP-R (Day 2) 8:30-10:30A- Hepatitis Clinic	28 New Hires Train at Worksite	29 New Hires Train at Worksite <div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">4P-5P- Overview w/Exec. Director</div>

Staff Development: All Training will take place at Staff Training unless otherwise noted

June 4- Teaching the Adult Learner (Day 1)	9AM-12PM
June 7- Teaching the Adult Learner (Day 2)	9AM-12PM
June 11- Giving Meaning to What We Do	9AM-11AM
June 12- Documentation for Healthcare	9AM-11AM
June 12- Introduction to Computers	9AM-10AM
June 13- Overview of Traumatic Brain Injuries	10AM-12PM
June 13- Overview of Dementia	1PM-3PM
June 14- Person Centered Planning (Session 3 of 6) Conference Room B Dunham Ave	1PM-4PM
June 13- How I Impact TRC	9AM-10:30AM

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