

# January 2012

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

## February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1 Mantoux Read (1)</b> 8:15A-9:30A- Ergonomics 9:30A-11- Intro to Therap 11:15A-12:15P-Driver Safety <b>12:15-12:45- Lunch</b> 12:45-1:45-Work Practices 1:45- 2:45- Feeding Tech. 3P-4P- Caring for people 4-5P- Head injury protocol	<b>2</b> New Hires Train at Worksite	<b>3</b> New Hires Train at Worksite 9A-1P- SCIP-R/CPR Refresher
<b>6 8A- Mantoux Given (2)</b> 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	<b>7</b> 8A-9:30A- Overview of Mental Health 9:30-5P- SCIP-R (Day 1)	<b>8 8A- Mantoux Read (2)</b> 8A-5P- SCIP-R (Day 2) 8:30-10:30A- Hepatitis Clinic	<b>9</b> New Hires Train at Worksite	<b>10</b> New Hires Train at worksite 9A-1P- SCIP-R/CPR Refresher
<b>13</b> 8A-3P- Medication Administration Training 8A-4P-Internal Supervisory Training	<b>14</b> 8A-3P- Medication Administration Training 9:30A-1:30P- SCIP-R/CPR Refresher (Dunkirk) 8A-4P- Internal Supervisory Training	<b>15</b> 8A-3P- Medication Administration Training 8A-5P-Internal Supervisory Training	<b>16</b> 8A-3P- Medication Administration Training 8A-4P- Internal Supervisory Training	<b>17</b> 8A-3P- Medication Administration Training
<b>20</b> President Day	<b>21</b> 3P-8P- SCIP-R/CPR	<b>22</b> 9A-11:30A- Diabetic Management	<b>23</b> 9A-1P- SCIP-R/CPR	<b>24</b>
<b>27 8A-Mantoux Given (1)</b> 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 <b>12-1P- Welcome Lunch</b> 1P-2:15P- Preventing Hars. 2:15-3:15- Corp. Compliance 3:30- 5P- Benefits	<b>28</b> 8-9:15- Confidentiality 9:15-10:15- People First 10:30-11:30- Code of Ethics <b>11:30A-12P- Lunch</b> 12P-3:15- Promoting Positive Relationships/Identifying & Reporting Abuse, Neglect & Mistreatment 3:30-5P- Human Growth & Char. Of D. D.	<b>29 8A- Mantoux Read (1)</b> 8:15A-9:30A- Ergonomics 9:30A-11- Intro to Therap 11:15A-12:15P-Driver Safety <b>12:15-12:45- Lunch</b> 12:45-1:45-Work Practices 1:45- 2:45- Feeding Tech. 3P-4P- Caring for people 4-5P- Head injury protocol		

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February 17- MAPS (Session 2 of 3) Lakeshore Conference Room	1PM-4PM
February 21- Disorders of Aging	9AM-11AM
February 21-Osteoperosis	1PM-3PM
February 21- Time Management	9AM-10:30AM
February 22- Quality Improvement	9AM-11AM
February 23- Documentation for Healthcare	9AM-11AM

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# 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
<b>8A- Mantoux Given</b> 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)	<b>Mantoux Read</b> 8A-5P- SCIP-R (Day 2)	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 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
<b>8A- Mantoux Given (1)</b> 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 <b>12-1P- Welcome Lunch</b> 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 <b>11:30A-12P- Lunch</b> 12P-3:15- Promoting Positive Relationships/Identifying & Reporting Abuse, Neglect 3:30-5P- Human Growth & Char. Of D. D.	<b>8A- Mantoux Read (1)</b> 8:15A-9:30A- Ergonomics 9:30A-11- Intro to Therap 11:15A-12:15P-Driver Safety <b>12:15-12:45- Lunch</b> 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

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

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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