

2008 Training Syllabus

Date	Name of Training	Time	Location	Instructor
1/09/08	CPR	9:00-1:00	Futures Conference Room	Kimberly Dotter
1/10/08	First Aid	9:00-1200	Futures Conference Room	Mae Knight
1/30/08	Defensive Driving	9:00-3:00	Futures Conference Room	Virginia Pearce
2/06/08	CPR	9:00-1:00	Futures Conference Room	Virginia Pearce
2/07/08	First Aid	9:00-12:00	Futures Conference Room	Virginia Pearce Lynne Pierce (co-teach)
2/13/08	Review of Medical Information	9:00-12:00	Futures Conference Room	Melissa Wilcox
2/13/08	Creating cultures of quality	1:00-4:00	Futures Conference Room	Melissa Wilcox
2/20/08	Embracing Diversity	9:00-11:00	Futures Conference Room	Virginia Pearce
2/20/08	The Juggling Act: Balancing Needs	1:00-3:00	Futures Conference Room	Virginia Pearce
2/27/08	Communication with the non-verbal consumer	9:00-1:00	Futures Conference Room	Melissa Wilcox
2/27/08	Individual Rights	2:00-4:00	Futures Conference Room	Melissa Wilcox
3/05/08	CPR	9:00-1:00	Futures Conference Room	Kimberly Dotter
3/06/08	First Aid	9:00-12:00	Futures Conference Room	Chris Beauvais
3/12/08	Positive Approaches	9:00-11:00	Futures Conference Room	Kimberly Dotter
3/12/08	Professionalism	12:00-2:00	Futures Conference Room	Doug Johnston

3/19/08	Epilepsy	9:00-11:00	Futures Conference Room	Cathy Wolf
3/20/08	Defensive Driving	9:00-3:00	Futures Conference Room	Doug Johnston
3/26/08	Sexuality & Relationships	9:00-11:00	Futures Conference Room	Melissa Wilcox
3/26/08	Theory of Mind Skills	12:00-4:00	Futures Conference Room	Melissa Wilcox
4/02/08	CPR	9:00-1:00	Futures Conference Room	Stacey Coyle
4/03/08	First Aid	9:00-12:00	Futures Conference Room	Stevena Brown
4/09/08	Death and Dying	9:00-11:00	Futures Conference Room	Doug Johnston
4/10/08	Genetic Disorders	9:00-11:00	Futures Conference Room	Mae Knight
4/16/08	Job Success	9:00-11:00	Futures Conference Room	Virginia Pearce
4/16/08	Stress Management	1:00-3:00	Futures Conference Room	Doug Johnston
4/17/08	Medications Full Course Part 1	9:00-3:00	Futures Conference Room	M. Wilcox/C. Wolf
4/18/08	Medications Full Course Part 2	9:00-3:00	Futures Conference Room	M. Wilcox/C. Wolf
4/23/08	Defensive Driving	9:00-3:00	Futures Conference Room	Virginia Pearce
5/07/08	CPR	9:00-1:00	Futures Conference Room	Stacey Coyle
5/08/08	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
5/14/08	Positive Approaches	9:00-11:00	Futures Conference Room	Kimberly Dotter
5/21/08	Job Success	9:00-11:00	Futures Conference Room	Virginia Pearce
5/21/08	Embracing Diversity	1:00-3:00	Futures Conference Room	Virginia Pearce

5/22/08	Medications Full Course Part 1	9:00-3:00	Futures Conference Room	K. Dotter/K. Robinson
5/23/08	Medications Full Course Part 2	9:00-3:00	Futures Conference Room	K. Dotter/K. Robinson
5/28/08	Professionalism	9:00-11:00	Futures Conference Room	Doug Johnston
6/04/08	CPR	9:00-1:00	Futures Conference Room	Lynne Pierce
6/05/08	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
6/11/08	Defensive Driving	9:00-3:00	Futures Conference Room	Doug Johnston
6/16/08	Medications Full Course Part 1	9:00-3:00	Futures Conference Room	M. Wilcox/B. Austin
6/18/08	Epilepsy	9:00-11:00	Futures Conference Room	Cathy Wolf
6/18/08	Death and Dying	1:00-3:00	Futures Conference Room	Doug Johnston
6/19/08	Medications Full Course Part 2	9:00-3:00	Futures Conference Room	M. Wilcox/B. Austin
6/25/08	Creating cultures of quality	9:00-12:00	Futures Conference Room	Melissa Wilcox
6/25/08	Team Building	1:00-4:00	Futures Conference Room	Melissa Wilcox
7/02/08	CPR	9:00-1:00	Futures Conference Room	Chris Beauvais
7/03/08	First Aid	9:00-12:00	Futures Conference Room	Stevena Brown
7/09/08	The Juggling Act: Balancing Needs	9:00-11:00	Futures Conference Room	Virginia Pearce
7/16/08	Stress Management	9:00-11:00	Futures Conference Room	Doug Johnston
7/17/08	Medications Full Course Part 1	9:00-3:00	Futures Conference Room	C. Wolf/K. Dotter
7/18/08	Medications Full Course Part 2	9:00-3:00	Futures Conference Room	C. Wolf/K. Dotter

7/23/08	Professionalism	1:00-3:00	Futures Conference Room	Doug Johnston
8/06/08	CPR	9:00-1:00	Futures Conference Room	Kimberly Dotter
8/07/08	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
8/14/08	Medications Full Course Part 1	9:00-3:00	Futures Conference Room	K. Robinson/B. Austin
8/15/08	Medications Full Course Part 2	9:00-3:00	Futures Conference Room	K. Robinson/B. Austin
8/20/08	Theory of Mind Skills	9:00-1:00	Futures Conference Room	Melissa Wilcox
8/27/08	Defensive Driving	9:00-3:00	Futures Conference Room	Doug Johnston
9/03/08	CPR	9:00-1:00	Futures Conference Room	Virginia Pearce
9/04/08	First Aid	9:00-12:00	Futures Conference Room	Stevena Brown
9/10/08	COPD (Chronic Obstructive Pulmonary Disease)	9:00-11:00	Futures Conference Room	Kimberly Dotter
9/15/08	Medications Full Course Part 1	9:00-3:00	Futures Conference Room	C. Wolf/M. Wilcox
9/16/08	Medications Full Course Part 2	9:00-3:00	Futures Conference Room	C. Wolf/M. Wilcox
9/17/08	Epilepsy	9:00-11:00	Futures Conference Room	Cathy Wolf
9/24/08	Death and Dying	9:00-11:00	Futures Conference Room	Doug Johnston
9/24/08	Professionalism	1:00-3:00	Futures Conference Room	Doug Johnston
10/01/08	CPR	9:00-1:00	Futures Conference Room	Kimberly Dotter
10/02/08	First Aid	9:00-12:00	Futures Conference Room	Chris Beauvais
10/15/08	Defensive Driving	9:00-3:00	Futures Conference Room	Doug Johnston

10/16/08	Medications Full Course Part 1	9:00-3:00	Futures Conference Room	K. Dotter/B. Austin
10/17/08	Medications Full Course Part 2	9:00-3:00	Futures Conference Room	K. Dotter/B. Austin
10/22/08	Genetic Disorders	9:00-11:00	Futures Conference Room	Mae Knight
11/05/08	CPR	9:00-1:00	Futures Conference Room	Lynne Pierce
11/06/08	First Aid	9:00-12:00	Futures Conference Room	Stevena Brown
11/12/08	COPD (Chronic Obstructive Pulmonary Disease)	9:00-11:00	Futures Conference Room	Kimberly Dotter

The following is a list of frequency and requirements for each staff person:

- CPR-Mandatory for each employee every year
- First Aid – Mandatory for each employee every three years
- Fire Safety – Mandatory for each employee every year
- Infection Control – Mandatory for each employee every year
- Medications – Mandatory for each employee
- Medications Recertification – Mandatory for each employee every year
- CPI Full Course – Mandatory for each employee once
- CPI Review – Mandatory for each employee every year after full course
- Defensive Driving – Mandatory for each employee starting in 2006