

## 2009 Training Syllabus

<b>Date</b>	<b>Name of Training</b>	<b>Time</b>	<b>Location</b>	<b>Instructor</b>
1/13	Anxiety, Bipolar, & Borderline Personality Disorders	9:00-12:30	Futures Conference Room	HCQU, Kim Cerrone
1/21 & 1/22	Medications Administration Full Course	9:00-3:00	Futures Conference Room	Cathy Wolf & Patty Porter
2/04	CPR	9:00-1:00	Futures Conference Room	Kimberly Dotter
2/05	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
2/10	Balanced Nutrition, Food & Drug Interaction, Gluten & Casein Free Diets, GERD	9:00-12:30	Futures Conference Room	HCQU, Kim Cerrone
2/11	Creating Cultures of Quality	9:00-12:00	Futures Conference Room	Melissa Wilcox
2/11	Client Rights	12:30-2:30	Futures Conference Room	Melissa Wilcox
2/18	Defensive Driving – Full Course	9:00-3:00	Futures Conference Room	Doug Johnston
2/25	Communicating with Non-Verbal Consumers	9:00-1:00	Futures Conference Room	Melissa Wilcox
2/25	Review of General Medical Information	1:30-3:30	Futures Conference Room	Melissa Wilcox
3/04	CPR	9:00-1:00	Futures Conference Room	Stacey Coyle
3/05	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
3/10	Empowering Staff in Medical Emergencies, Communicating with Healthcare Professionals, Communicating with Nonverbal Individuals	9:00-12:30	Futures Conference Room	HCQU, Kim Cerrone
3/11 & 3/12	Medications Administration Full Course	9:00-3:00	Futures Conference Room	Melissa Wilcox & Kimberly Dotter
3/18	Professionalism	9:00-11:00	Futures Conference Room	Doug Johnston
3/18	Anger Management	1:00-3:00	Futures Conference Room	Doug Johnston
3/25	Sexuality & Relationship Building	9:00-11:00	Futures Conference Room	Melissa Wilcox
3/25	Relationship Toolbox for Consumers	12:00-4:00	Futures Conference Room	Melissa Wilcox
4/01	CPR	9:00-1:00	Futures Conference Room	Virginia Pearce
4/02	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
4/08	Trauma and Abuse	9:00-1:00	Futures Conference Room	Melissa Wilcox

4/08	Dual Diagnosis	1:30-3:30	Futures Conference Room	Melissa Wilcox
4/15	Death and Dying	9:00-11:00	Futures Conference Room	Doug Johnston
4/16	Embracing Diversity	9:00-11:00	Futures Conference Room	Virginia Pearce
4/22	Defensive Driving Review	9:00-12:00	Futures Conference Room	Virginia Pearce
4/29	Job Success	9:00-11:00	Futures Conference Room	Virginia Pearce
4/29	Juggling Act (Balancing Work, Life, and Personal Needs)	1:00-3:00	Futures Conference Room	Virginia Pearce
5/06	CPR	9:00-1:00	Futures Conference Room	Kimberly Dotter
5/07	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
5/13 & 5/14	Medications Administration Full Course	9:00-3:00	Futures Conference Room	Patty Porter & Bonnie Crispell
5/20	Defensive Driving Full Course	9:00-3:00	Futures Conference Room	Doug Johnston
5/27	Dual Diagnosis	9:00-1:00	Futures Conference Room	Melissa Wilcox
5/27	Awareness/Experiential Training	1:30-4:30	Futures Conference Room	Melissa Wilcox
6/03	CPR	9:00-1:00	Futures Conference Room	Virginia Pearce
6/04	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
6/10	Death and Dying	9:00-11:00	Futures Conference Room	Doug Johnston
6/11	Defensive Driving Review	9:00-12:00	Futures Conference Room	Virginia Pearce
6/17	Creating Cultures of Quality	9:00-12:00	Futures Conference Room	Melissa Wilcox
6/17	Writing Support Plans/Using Psychotropic PRN's	12:30-3:30	Futures Conference Room	Melissa Wilcox
6/24	Team Building	9:00-12:00	Futures Conference Room	Melissa Wilcox
6/24	Teaching Social/Emotional Skills	1:00-3:00	Futures Conference Room	Melissa Wilcox
7/01	CPR	9:00-1:00	Futures Conference Room	
7/02	First Aid	9:00-12:00	Futures Conference Room	
7/08	Anger Management	1:00-3:00	Futures Conference Room	Doug Johnston
7/15	Embracing Diversity	9:00-11:00	Futures Conference Room	Virginia Pearce

7/15	Job Success	11:30-1:30	Futures Conference Room	Virginia Pearce
7/15	Juggling Act (Balancing Work, Life, and Personal Needs	2:00-4:00	Futures Conference Room	Virginia Pearce
7/22	Defensive Driving Full Course	9:00-3:00	Futures Conference Room	Doug Johnston
8/05	CPR	9:00-1:00	Futures Conference Room	Kimberly Dotter
8/06	First Aid	9:00-12:00	Futures Conference Room	Virginia Pearce
8/12	Individual Finances/Incident Reporting	9:00-1:00	Futures Conference Room	Melissa Wilcox
8/26	Professionalism	9:00-11:00	Futures Conference Room	Doug Johnston
9/02	CPR	9:00-1:00	Futures Conference Room	
9/03	First Aid	9:00-12:00	Futures Conference Room	
9/23	Death and Dying	9:00-11:00	Futures Conference Room	Doug Johnston
9/23	Anger Management	1:00-3:00	Futures Conference Room	Doug Johnston
9/30	Defensive Driving Review	1:00-4:00	Futures Conference Room	Virginia Pearce
10/07	CPR	9:00-1:00	Futures Conference Room	Kimberly Dotter
10/08	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
10/14	Embracing Diversity	9:00-11:00	Futures Conference Room	Virginia Pearce
10/14	Juggling Act (Balancing Work, Life, and Personal Needs	11:30-1:30	Futures Conference Room	Virginia Pearce
10/14	Job Success	2:00-4:00	Futures Conference Room	Virginia Pearce
10/21	Defensive Driving Full Course	9:00-3:00	Futures Conference Room	Doug Johnston
11/04	CPR	9:00-1:00	Futures Conference Room	Stacey Coyle
11/05	First Aid	9:00-12:00	Futures Conference Room	Mae Knight
11/11	Relationship Toolbox for Consumers	9:00-1:00	Futures Conference Room	Melissa Wilcox
11/11	Writing Support Plans/Utilizing Psychiatric PRN's	1:30-3:30	Futures Conference Room	Melissa Wilcox
11/18	Trauma and Abuse	9:00-1:00	Futures Conference Room	Melissa Wilcox
11/25	Dual Diagnosis	9:00-1:00	Futures Conference Room	Melissa Wilcox

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 Full Course – Mandatory for each employee first year

Medications Recertification – Mandatory for each employee every year thereafter

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