

## 2010 Training Syllabus

All trainings will be held in the Conference Room at 23 Main Street unless otherwise noted  
 \*\*denotes a "new" training this year

Date	Name of Training	Time	Trainer
1/6	CPR	9:00-1:00	Kim Dotter
1/7	FIRST AID	9:00-12:00	Mae Featherman
1/13			
1/13			
1/20			
1/20	Defensive Driving Full Course	9:00-3:00	Doug Johnston
1/27			
1/27	Dual Diagnosis	12:00-4:00	Melissa Wilcox
2/3	CPR	9:00-1:00	Stacey Coyle
2/4	FIRST AID	9:00-12:00	Mae Featherman
2/10	Family Driven Services	9:00-11:00	Cathy Wolf
2/10	Client Rights	12:30-2:30	Melissa Wilcox
2/17	Stress Management	9:00-11:00	Doug Johnston
2/17	Creating Cultures of Quality	12:00-3:00	Melissa Wilcox
2/24	Communicating with the Non-Verbal Consumer	9:00-1:00	Melissa Wilcox
2/24	Defensive Driving Review	1:30-4:30	Virginia Pearce
3/3	CPR	9:00-1:00	Stacey Coyle
3/4	FIRST AID	9:00-12:00	Mae Featherman
3/10	Sexuality & Relationship Building	9:00-11:00	Melissa Wilcox
3/10	Relationship Toolbox for Consumers	12:00-4:00	Melissa Wilcox
3/17	Death and Dying	1:00-3:00	Doug Johnston
3/17			

3/24	Embracing Diversity	9:00-11:00	Virginia Pearce
3/24	Job/Life Success (new)	1:00-3:00	Virginia Pearce
3/31			
3/31			
4/7	CPR	9:00-1:00	Kim Dotter
4/8	FIRST AID	9:00-12:00	Mae Featherman
4/14	Creating Cultures of Quality	9:00-12:00	Melissa Wilcox
4/14	Writing Support Plans/Using Psychotropic PRN's	12:30-3:30	Melissa Wilcox
4/21	Professionalism	9:00-11:00	Doug Johnston
4/21	Family Driven Services	1:00-3:00	Cathy Wolf
4/28			
4/28			
5/5	CPR	9:00-1:00	Kim Dotter
5/6	FIRST AID	9:00-12:00	Mae Featherman
5/12	Review of General Medical Info/Terms	9:00-12:00	Melissa Wilcox
5/12	Defensive Driving Review	1:00-4:00	Virginia Pearce
5/19	Embracing Diversity	9:00-11:00	Virginia Pearce
5/19	Job/Life Success (new)	1:00-3:00	Virginia Pearce
5/26	Defensive Driving Full Course	9:00-3:00	Doug Johnston
5/26			
6/2	CPR	9:00-1:00	Kim Dotter
6/3	FIRST AID	9:00-12:00	Mae Featherman
6/9	Overview of Autism (new)	9:00-11:00	Jessica Brown
6/9			
6/16			
6/16			
6/23	Teambuilding	9:00-12:00	Melissa Wilcox

6/23	Incident Management/Responding to Emergencies/Substitute Decision Making Bulletin	1:00-4:00	Melissa Wilcox
6/30			
6/30			
7/7	CPR	9:00-1:00	Kim Dotter
7/8	FIRST AID	9:00-12:00	Virginia Pearce
7/14	Family Driven Services	9:00-11:00	Cathy Wolf
7/14	Intro to Mental Health Disorders (new)	12:00-3:00	Kim Dotter
7/21	Death and Dying	9:00-11:00	Doug Johnston
7/21	Stress Management	1:00-3:00	Doug Johnston
7/28	Defensive Driving Review	9:00-12:00	Virginia Pearce
7/28			
8/4	CPR	9:00-1:00	Stacey Coyle
8/5	FIRST AID	9:00-12:00	Virginia Pearce
8/11	Individual Finances/Incident Reporting	9:00-1:00	Melissa Wilcox
8/11			
8/18			
8/18	Professionalism	1:00-3:00	Doug Johnston
8/25	Embracing Diversity	9:00-11:00	Virginia Pearce
8/25	Job/Life Success (new)	1:00-3:00	Virginia Pearce
9/1	CPR	9:00-1:00	Kim Dotter
9/2	FIRST AID	9:00-12:00	Virginia Pearce
9/8			
9/8			
9/15			
9/22	Dual Diagnosis	9:00-1:00	Melissa Wilcox
9/22	Individual Finances	1:30-3:30	Melissa Wilcox

9/29			
9/29			
10/6	CPR	9:00-1:00	Kim Dotter
10/7	FIRST AID	9:00-12:00	Mae Featherman
10/13	Review of General Medication Info/Terms	9:00-12:00	Melissa Wilcox
10/13			
10/20	Defensive Driving Review	9:00-12:00	Virginia Pearce
10/20			
10/27	Embracing Diversity	9:00-11:00	Virginia Pearce
10/27	Job/Life Success (new)	1:00-3:00	Virginia Pearce
11/3	CPR	9:00-1:00	Stacey Coyle
11/4	FIRST AID	9:00-12:00	Mae Featherman
11/10	Overview of Autism (new)	9:00-11:00	Jessica Brown
11/10			
11/17			
11/17			
11/24			
11/24			

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