



# TRAINING CALENDAR

**OCTOBER  
2010**

Monday	Tuesday	Wednesday	Thursday	Friday	COMMENTS
				<b>1.</b> 9:00am – 4:00pm <b>“CPR and First Aid”</b> Call: Hilary ext. 4595 Radcliff Center, Garden City	
4.	5.	6.	<b>7.</b> <b>BLOOD DRIVE</b> 10:00am – 4:00pm Call: Cynthia Whisler ext.5840 or e-mail <b>Auditorium</b>	8.	
11.	<b>12.</b> 10:00am-3:00pm <b>“Retention Focused            Supervision for Direct Care            Supervisors”</b> Register on VCE Website <b>Please check VCE Website            for location</b>	13.	14.	<b>15.</b> 9:00am – 4:00pm <b>“CPR and First Aid”</b> Call: Hilary ext. 4595 Radcliff Center, Garden City	
18.	19.	20.	<b>21.</b> 10:00am-12:00pm <b>Children’s Mental Health            Grand Rounds: “Getting            Your Foot in the Door:            Techniques to Engage            Children and Families”</b> Register on VCE Website <b>Please check VCE Website            for location</b>  <b>2 CEC</b>	22.	
25.	26.	27.	28.	<b>29.</b> 9:00am – 4:00pm <b>“CPR and First Aid”</b> Call: Hilary ext. 4595 Radcliff Center, Garden City	

Contact John Sigworth x4594 to schedule small group sessions of **Spirit of Support** and **H.E.L.P.**. Each of the two presentations is 1½ hours in length.  
 Contact Chris Kaller x4297 for specific group computer needs/problems and individualized sessions.



# TRAINING CALENDAR

**NOVEMBER  
2010**

Monday	Tuesday	Wednesday	Thursday	Friday	COMMENTS
1.	2.	3.	4. 10:00am-11:30am Andre Robinson “Step Into My Shoes” Call: Hilary ext 4595 734-722-4595 <b>Auditorium</b>  1.5 CEC	5.	
8.	9. 10:00am-3:00pm “Retention Focused Supervision for Direct Care Supervisors” Register on VCE Website <b>Please check VCE Website for location</b>	10.	11. <b>Holiday!</b>	12. 9:00am – 4:00pm “CPR and First Aid” Call: Hilary ext. 4595 Radcliff Center, Garden City	
15.	16.	17.	18. 9:00am-12:00pm <b>Children’s Mental Health Grand Rounds: “Working with Children who have Co- Occurring Mental Health and Developmental Disabilities Concerns”</b> Register on VCE Website <b>Please check VCE Website for location</b>  3 CEC	19.	
22. 10:00am-11:00am 2:30pm-3:30pm Cathy Turner “Infection Control” Call: Hilary ext. 4595 or 734-722-4595 <b>Auditorium</b>	23.	24. 9:00am – 4:00pm “CPR and First Aid” Call: Hilary ext. 4595 Radcliff Center, Garden City	25. <b>Holiday!</b>	26. <b>Holiday!</b>	

Contact John Sigworth x4594 to schedule small group sessions of **Spirit of Support** and **H.E.L.P.**. Each of the two presentations is 1½ hours in length.  
Contact Chris Kaller x4297 for specific group computer needs/problems and individualized sessions.



# TRAINING CALENDAR

**DECEMBER  
2010**

Monday	Tuesday	Wednesday	Thursday	Friday	COMMENTS
		1.	2. 10:00am – 11:00am Tina Forman “ <b>CLS Contract Compliance Concerns Resolution Process</b> ” Call: Tina ext. 7693 or 734-722-7693 <b>Conference Room F</b>	3.	
6. <b>Holiday!</b>	7.	8.	9. 10:00am – 11:00am Tina Forman “ <b>Residential Provider Transfer Process</b> ” Call: Tina ext. 7693 or 734-722-7693 <b>Conference Room F</b>	10. 9:00am – 4:00pm “ <b>CPR and First Aid</b> ” Call: Hilary ext. 4595 Radcliff Center, Garden City	
13.	14. 10:00am-3:00pm “ <b>Retention Focused Supervision for Direct Care Supervisors</b> ” Register on VCE Website <b>Please check VCE Website for location</b>	15.	16.	17.	
20.	21.	22.	23.	24. <b>Holiday!</b>	
27. <b>Holiday!</b>	28.	29.	30.	31. <b>Holiday!</b>	

Contact John Sigworth x4594 to schedule small group sessions of **Spirit of Support** and **H.E.L.P.**. Each of the two presentations is 1½ hours in length.

Contact Chris Kaller x4297 for specific group computer needs/problems and individualized sessions.

**Synopses of presentations are listed in alphabetical order by title of the presentation. Following each, lists the audience to whom the information is directed and/or would be of benefit.**

**CLS Contract Compliance Concerns Resolution Process**

Training reviews the process in place to resolve concerns, problems or issues related to contractual CLS Network Providers. Learn what roles and responsibilities CLS staff and Providers have in working toward timely resolutions. This training is for CLS staff and CLS Network Providers. It is especially recommended for Personal Agents.

**Residential Provider Transfer Process**

Training reviews the process in place when a contractual home in which individuals supported by CLS live changes Residential Providers. Learn what roles and responsibilities CLS staff, Liberty Hill staff and Residential Providers have regarding a change in Residential Provider. This training is for CLS, Liberty Hill and Residential Provider staff. It would be especially helpful to CLS Personal Agents, Coaches, Contract Managers and Liberty Hill Property Management Specialists.

**Infection Control and Standard Precautions**

Would you know what to do or who to contact if you had an exposure incident at work? What is an exposure incident? Answers to these questions will be covered as well as information on microorganisms that can cause disease, how infections are spread and how to reduce the spread of infection. Standard Precautions including hand hygiene, cough etiquette, personal protection equipment and cleaning blood spills will also be covered. Information about Hepatitis, HIV, AIDS and Influenza will be included in the training. **Note:** This training will meet the annual training requirement for Infection Control.

**Trainings with Social Work  
Continuing Education Credits  
OCTOBER-DECEMBER, 2010**

**Step Into My Shoes 1.5 CEC'S**

Andre Robinson presents an honest and heartfelt look at what it is like to be someone with a disability during some tough times. Be sure and make time to attend this one!!

**Guidelines for Social Workers to follow to receive  
Continuing Education Credits for course attendance.**

- ◆ To allow enough time for registration and refreshments, participants should arrive 15 to 30 minutes prior to the scheduled start of the program
- ◆ “Grace period” up to 10 minutes after program starts. Anyone arriving more than 10 minutes after program starts may stay for the program, but will not receive CEC. **No exceptions.**
- ◆ Participants must have signed in, attended the entire course, completed an evaluation and signed out in order to receive a Certificate of Course Attendance that will verify the attainment of CEC for the program.
- ◆ Every Continuing Education Program will be monitored and participants not fulfilling the requirements listed above will not receive a certificate.
- ◆ Failure to sign in or sign out, OR being absent for more than 10 minutes per hour/60 minutes of scheduled programming, will result in forfeiture of credit for the entire course.
- ◆ We are unable to make exceptions and partial credit is not available.
- ◆ Attendance Certificates will be distributed at the end of the program when Course Evaluations are turned in.

**NOTE: Feel free to detach this page to keep as a reference.**