

## NEW EMPLOYEE TRAINING CALENDAR -JANUARY 2012

DAY/DATE	TIME	CLASS	ROOM	INSTRUCTOR
Monday, January 23	9:00a – 10:30a	New Employee Orientation	Stephens Room	Michelle Ashford
	10:30a – 1:00p	All Aboard The Arc	Stephens Room	Anne Cerruto
	1:00p – 1:30p	Break		
	1:30p – 3:30p	Workplace Health and Safety & Bloodborne Pathogens	Stephens Room	Toni Webster
	3:30p – 5:00p	Incident Reporting	Stephens Room	Renellda Moore
Tuesday, January 24	9:00a – 10:30a	Arc Information Systems	Computer Lab	Terri Augustine
	10:30a – 12:00p	Defensive Driving	Computer Lab	Michelle Ashford
	12:30p – 12:30p	Break		
	12:30p – 1:00p	Professionalism	Stephens Room	Michelle Ashford
	1:00p – 5:00p	New Employee CPR & First Aid	Stephens Room	Elwood Roy
Wednesday, January 25	9:00a – 1:00p	Communication Skills	Stephens Room	Lisa McGann
	1:00p – 1:30p	Break		
	1:30p – 3:00p	Colors Training	Stephens Room	Gail Fricke
	3:00p – 5:00p	Trauma and Paraprofessional Counseling	Stephens Room	Cindy Lindgren
Thursday, January 26	9:00a – 2:00p	Behavioral Principles and Strategies (BPS) Day 1 of 2	Stephens Room	Karen Price
	2:00p – 2:30p	Break		
	2:30p – 4:00p	Community Inclusion	Stephens Room	Chassity Seymour
	4:00p – 5:00p	Individual Planning	Stephens Room	Gail Fricke
Friday, January 27	9:00a – 2:00p	Behavioral Principles and Strategies (BPS) Day 2 of 2	Stephens Room	Ginny Toy
	2:00p – 2:30p	Break		
	2:30p – 4:30p	Aging and Seizures	Stephens Room	Renellda Moore

**PLEASE NOTE:** BPS training for new employees is a two-part class. Please plan to attend both sessions.

**PLEASE NOTE:** Training dates/times are subject to change. New employees or \*current employees who have RSVPed\* will be notified of any changes.