

August 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Welcome New Employee Training 9A-4:30P	5 New Employee Training 1:30P-5:00P	6 CPR 5:30P-9:30P	7 CPI 6P-10P	8 First Aid 5:30P-9:30P	9 CPI 10:00A-6:00P
10	11	12	13 Part 1 of 3 Med Class 9:00A-3:00P	14 Part 2 of 3 Med Class 9:00A-3:00P	15 Part 3 of 3 Med Class 9:00A-3:00P	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Valley New Employee Welcome Calendar

Monday August 4, 2008

9:00am - 9:45am

New Employee Paperwork & Employee ID's

With: Audrey Rivers & Nancy DeJesus Human Resources Assistants

9:45am -10:00am

Basic Intro & Info on Post Test on Day 2

With: Binaya Basnet, Director of Operations

10:00am – 10:30am

Health Insurance Benefits

With: Dennis Murphy, Insurance Agent

10:30am – 10:45am

Employee Benefits

With: Deborah Oglesby, Payroll Administrator

10:45am – 11:00am

Break

11:00am-12:30pm

Basic Intro to People We Support & Applied Behavior Analysis

With: Matt Quinby, Behavior Specialist

12:30pm – 1:30pm

Lunch on your own (unpaid)

1:30pm- 2:30pm OSHA With: Roger Gosselin, R.N.

2:30pm - 3:30pm Emergency Procedures
With: Omar Kibodya, Program Director

3:30pm– 3:45pm Break

3:45pm – 4:30pm Fire Safety With: Nancy DeJesus, Human Resources Assistant

Tuesday August 5, 2008

1:30pm - 3:00pm Employee Handbook
With: Nancy DeJesus, Human Resources Assistant

3:00pm – 3:15pm Break

3:15pm – 4:30pm Human Rights Overview & Prevention & Reporting of Abuse
With: Emeka Unegbu, Program Director

4:30pm – 5:00pm Test Given by Nancy DeJesus, Human Resources Assistant

Wednesday August 6, 2008

5:30pm-9:30pm CPR - Fee \$8.00 this is a 1 year card
With: Kawala Mgawe, Instructor

Thursday August 7, 2008

6:00pm – 10:00pm C.P.I. Restraint Training Part 1 – Both Classes Must Be Attended
With: Matt Quinby, CPI Instructor

Friday August 8, 2008

5:30pm-9:00pm First Aid – Fee \$8.00 this is a 3 year card
With: Kawala Mgawe, Instructor

Saturday August 9, 2008

10:00am – 6:00pm C.P.I. Restraint Training Part 2 – Both Classes Must Be Attended
With: Matt Quinby, CPI Instructor

Wednesday August 13, 2008

9:00am-3:00pm

Med Class Part 1 of 3 – All classes must be attended

With Roger Gosselin, R.N.

Thursday August 14, 2008

9:00am-3:00m

Med Class Part 2 of 3 – All classes must be attended

With: Roger Gosselin, R.N.

Friday August 15, 2008

9:00am-3:00pm

Med Class Part 3 of 3 – All classes must be attended

With: Roger Gosselin, R.N.