

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

**Valley New Employee Welcome Calendar**

**Monday July 14, 2008**

9:00am - 9:45am

**New Employee Paperwork & Employee ID's**

**With: Audrey Rivers & Nancy DeJesus Human Resources Assistant**

9:45am -10:00am

**Basic Intro & Info on Post Test at end of day 2**

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, Behavioral 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 July 15, 2008

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

3:00pm - 3:15pm Break

3:15p.m. – 4:30p.m. 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 July 16, 2008

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

Thursday July 17, 2008

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

Friday July 18, 2008

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

Saturday July 19, 2008

10:00am – 6:00pm

C.P.I. Restraint Training Part 2 – Both Classes Must Be Attended

With: Jeff Skowron, CPI Instructor

**New Employees will be required to attend Med Classes the same month they are hired.**

Wednesday July 23, 2008

9:00am-3:00pm

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

With: Roger Gosselin, R.N.

Thursday July 24, 2008

9:00am-3:00pm

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

With: Roger Gosselin, R.N.

Friday July 25, 2008

9:00am-3:00pm

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

With: Roger Gosselin, R.N.