



Employee Training Calendar
 New Hires contact Jocelyn @ x100
 Incumbents contact Camille @ x155

January 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA	Green: Foundations Blue: Special presentations including Spanish classes				1 New Year's Day Office Closed	2
3	4	5 <i>NHO (9am-5pm)</i>	6 <i>Mandt 1 (9am-5pm)</i>	7 <i>Mandt 2 (9am-5pm)</i>	8 <i>CPR & First Aid (9am-5pm)</i>	9
10	11 <i>NHO (2pm-10pm)</i>	12 <i>Mandt 1 (2pm-10pm)</i>	13 <i>Mandt 2 (2pm-10pm)</i>	14 <i>CPR & First Aid (2pm-10pm)</i>	15	16
17	18 M. L. King Jr. Day Office Closed	19 <i>NHO (9am-5pm)</i>	20 <i>Mandt 1 (9am-5pm)</i>	21 <i>Mandt 2 (9am-5pm)</i>	22	23
24 	25 <i>Foundations 1 (10am-4pm)</i>	26 <i>Foundations 2 (10am-4pm)</i>	27 Dr. Ruth Meyers (9am-5pm)	28 Sup 101: Harassment & Discrimination (1pm-3pm)	29	30



Employee Training Calendar
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February 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA	1	2 NHO (9am-5pm)	3 Mandt 1 (9am-5pm)	4 Mandt 2 (9am-5pm)	5 CPR & First Aid (9am-5pm)	6
Green: Foundations Blue: Special presentations including Spanish classes	8 NHO (2pm-10pm)	9 Mandt 1 (2pm-10pm)	10 Mandt 2 (2pm-10pm)	11 CPR & First Aid (2pm-10pm)	12	13
14	15	16	17 NHO (9am-5pm)	18 Mandt 1 (9am-5pm)	19 Mandt 2 (9am-5pm)	20 Family Mandt Training (10am-12pm)
21	22 NHO (2pm-10pm)	23 Mandt 1 (2pm-10pm)	24 Mandt 2 (2pm-10pm)	25 Foundations 1 (2pm-8pm)	26 Foundations 2 (2pm-8pm)	27 Mandt 1 (9am-5pm)
28 Mandt 2 (9am-5pm)	29 Sup 101-Interveiwing for Success (10a-12p)					



Employee Training Calendar
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March 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <i>Color Legend:</i> Yellow: <i>New Hire Orientation</i> Orange: <i>Mandt</i> Red: <i>CPR/FA</i>	2 Green: <i>Foundations</i> Blue: <i>Special presentations including Spanish classes</i>	3	4	5	6	7
8	9 <i>NHO (2pm-10pm)</i>	10 <i>Mandt 1 (2pm-10pm)</i>	11 <i>Mandt 2 (2pm-10pm)</i>	12 <i>CPR & First Aid (2pm-10pm)</i>	13	14
15	16	17 <i>NHO (9am-5pm)</i>	18 <i>Mandt 1 (9am-5pm)</i>	19 <i>Mandt 2 (9am-5pm)</i>	20 <i>CPR & First Aid (9am-5pm)</i>	21 <i>All-Staff SIR & Mandated Reporter (10am-12pm)</i>
22	23 <i>NHO (2pm-10pm)</i>	24 <i>Mandt 1 (2pm-10pm)</i>	25 <i>Mandt 2 (2pm-10pm)</i>	26	27 <i>CPR & First Aid (9am - 5pm)</i>	28
29 <i>Foundations 1 (10am-4pm)</i>	30 <i>Foundations 2 (10am-4pm)</i>	31 <i>Spanish Only Mandt 1 (9am-5pm)</i>	1 <i>Spanish Only Mandt 2 (9am-5pm)</i>	2	3	4



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April 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><i>Color Legend:</i></p> <p><i>Yellow: New Hire Orientation</i></p> <p><i>Orange: Mandt</i></p> <p><i>Red: CPR/FA</i></p>	<p><i>Green: Foundations</i></p> <p><i>Blue: Special presentations including Spanish classes</i></p>				1 <i>Spanish Only</i> <i>CPR & First Aid</i> <i>(9am-5pm)</i>	2
3	4 <i>NHO (9am-5pm)</i>	5 <i>Mandt 1 (9am-5pm)</i>	6 <i>Antelope Valley</i> <i>Mandt 1 (9am-5pm)</i> ----- <i>Mandt 2 (9am-5pm)</i>	7 <i>Antelope Valley</i> <i>Mandt 2 (9am-5pm)</i> ----- <i>CPR & First Aid</i>	8 <i>Antelope Valley</i> <i>CPR & First Aid</i> <i>(9am-5pm)</i>	9
10	11 <i>NHO (2pm-10pm)</i>	12 <i>Mandt 1 (2pm-10pm)</i>	13 <i>Mandt 2 (2pm-10pm)</i>	14 <i>CPR & First Aid</i> <i>(2pm-10pm)</i>	15	16 <i>Mandt 2 Re-cert Only</i> <i>(9am-5pm)</i>
17	18	19 <i>NHO (9am-5pm)</i>	20 <i>Mandt 1 (9am-5pm)</i>	21 <i>Mandt 2 (2pm-10pm)</i>	22	23
24	25 <i>Foundations 1</i> <i>(2pm-8pm)</i>	26 <i>Foundations 2</i> <i>(2pm-8pm)</i>	27 <i>Sup 101-Conflict</i> <i>Resolution</i> <i>(1pm-3pm)</i>	28	29	30



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May 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA	Green: Foundations Blue: Special presentations including Spanish classes	3 NHO (9am-5pm)	4 Mandt 1 (9am-5pm)	5 Mandt 2 (9am-5pm)	6 CPR & First Aid (9am-5pm)	7
8	9 NHO (2pm-10pm)	10 Mandt 1 (2pm-10pm)	11 Mandt 2 (2pm-10pm)	12 CPR & First Aid (2pm-10pm)	13	14
15	16	17 Sup 101: Harassment & Discrimination (1pm-3pm)	18 NHO (9am-5pm)	19 Mandt 1 (9am-5pm)	20 Mandt 2 (9am-5pm)	21 Mandt 1 (9am-5pm)
22 Mandt 2 (9am-5pm)	23 NHO (2pm-10pm)	24 Mandt 1 (2pm-10pm)	25 Mandt 2 (2pm-10pm)	26 Foundations 1 (10am-4pm)	27 Foundations 2 (10am-4pm)	28
29 31	30 Memorial Day Office Closed	31	27	28	29	30



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June 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA Green: Foundations Blue: Special presentations including Spanish classes			1 NHO (9am-5pm)	2 Mandt 1 (9am-5pm)	3 Mandt 2 (9am-5pm)	4 CPR & First Aid (9am-5pm)
5	6 NHO (2pm-10pm)	7 Mandt 1 (2pm-10pm)	8 Mandt 2 (2pm-10pm)	9	10	11
12	13	14 NHO (9am-5pm)	15 Mandt 1 (9am-5pm)	16 Mandt 2 (9am-5pm)	17 CPR & First Aid (9am-5pm)	18 Mandt 1 (9am-5pm)
19 Mandt 2 (9am-5pm)	20 NHO (2pm-10pm) Spanish Only Mandt 1 (9am-5pm)	21 Mandt 1 (2pm-10pm) Spanish Only Mandt 2 (9am-5pm)	22 Mandt 2 (2pm-10pm) Spanish Only CPR & First Aid	23 CPR & First Aid (2pm-10pm)	24 Special Needs Trust 2pm-4pm (Parents & Siblings)	25
26	27 Foundations 1 (2pm-8pm)	28 Foundations 2 (2pm-8pm)	29 All-Staff SIR/ Mandated Reporter (2pm-4pm)	30		



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July 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>Color Legend:</i> Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA	Green: Foundations Blue: Special presentations including Spanish classes				1	2
3	4 Independence Day Office Closed	5 NHO (9am-5pm)	6 Mandt 1 (9am-5pm)	7 Mandt 2 (9am-5pm)	8 CPR & First Aid (9am-5pm)	9 Mandt 1 (9am-5pm)
10 Mandt 2 (9am-5pm)	11 NHO (2pm-10pm)	12 Mandt 1 (2pm-10pm)	13 Mandt 2 (2pm-10pm)	14 CPR & First Aid (2pm-10pm)	15 Spanish Only CPR & First Aid (9am-5pm)	16
17	18	19	20 NHO (9am-5pm)	21 Mandt 1 (9am-5pm)	22 Mandt 2 (9am-5pm)	23 CPR & First Aid (9am-5pm)
24 31	25 Sup 101-Conflict Resolution (10am-12pm)	26 Foundations 1 (10am-4pm)	27 Foundations 2 (10am-4pm)	29	29	30



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August 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: <i>New Hire Orientation</i> Orange: <i>Mandt</i> Red: <i>CPR/FA</i>	Green: Foundations Blue: Special presentations including Spanish classes	2 <i>NHO (9am-5pm)</i>	3 <i>Mandt 1 (9am-5pm)</i>	4 <i>Mandt 2 (9am-5pm)</i>	5	6
7	8 <i>NHO (2pm-10pm)</i>	9 <i>Mandt 1 (2pm-10pm)</i>	10 <i>Mandt 2 (2pm-10pm)</i>	11 <i>CPR & First Aid (2pm-10pm)</i>	12	13 <i>Mandt 2 Re-cert Only (9am-5pm)</i>
14	15	16 <i>NHO (9am-5pm)</i>	17 <i>Mandt 1 (9am-5pm)</i>	18 <i>Mandt 2 (9am-5pm)</i>	19 <i>CPR & First Aid (9am-5pm)</i>	20
21	22	23 <i>NHO (2pm-10pm)</i>	24 <i>Mandt 1 (2pm-10pm)</i>	25 <i>Mandt 2 (2pm-10pm)</i>	26	27
28	29 <i>Foundations 1 (2pm-8pm)</i>	30 <i>Foundations 2 (2pm-8pm)</i>	31 <i>Sup 101—Cultural Competency (1pm-3pm)</i>			



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September 2016

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Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA	Green: Foundations Blue: Special presentations including Spanish classes			1 CPR & First Aid (9am-5pm)	2	3
4	5 Labor Day Office Closed	6 NHO (2pm-10pm)	7 Mandt 1 (2pm-10pm)	8 Mandt 2 (2pm-10pm)	9	10
11	12 NHO (9am-5pm)	13 Mandt 1 (9am-5pm)	14 Mandt 2 (9am-5pm)	15	16	17 CPR & First Aid (9am-5pm)
18	19 NHO (2pm-10pm)	20 Mandt 1 (2pm-10pm)	21 Mandt 2 (2pm-10pm)	22 CPR & First Aid (2pm-10pm)	23 Sup 101: Time Management (10am-12pm)	24
25	26	27 Foundations 1 (10am-4pm)	28 Foundations 2 (10am-4pm)	29	30	



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October 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA	Green: Foundations Blue: Special presentations including Spanish classes					1 Mandt 1 (9am-5pm)
2 Mandt 2 (9am-5pm)	3	4 NHO (9am-5pm)	5 Mandt 1 (9am-5pm)	6 Mandt 2 (9am-5pm)	7 CPR & First Aid (9am-5pm)	8
9	10	11 NHO (2pm-10pm)	12 Mandt 1 (2pm-10pm)	13 Mandt 2 (2pm-10pm)	14	15
16	17	18 NHO (9am-5pm)	19 Mandt 1 (9am-5pm)	20 Mandt 2 (9am-5pm) Spanish Only Mandt I (9am-5pm)	21 Spanish Only Mandt 2 (9am-5pm)	22
23 30	24 CPR & First Aid (2pm-10pm) 31	25 Foundations 1 (2pm-8pm)	26 Foundations 2 (2pm-8pm)	27 Sup 101: SIR/ Mandated Reporter (10pm-12pm)	28	29



Employee Training Calendar
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November 2016

NHO—New Hire Orientation
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Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA	Green: Foundations Blue: Special presentations including Spanish classes	1 <i>NHO (9am-5pm)</i>	2 <i>Mandt 1 (9am-5pm)</i>	3 <i>Mandt 2 (9am-5pm)</i>	4 <i>CPR & First Aid (9am-5pm)</i>	5
6	7 <i>NHO (2pm-10pm)</i>	8 <i>Mandt 1 (2pm-10pm)</i>	9 <i>Mandt 2 (2pm-10pm)</i>	10 <i>CPR & First Aid (2pm-10pm)</i>	11	12
13	14 <i>Mandt 1 (9am-5pm)</i>	15 <i>Mandt 2 (9am-5pm)</i>	16 <i>Spanish Only Mandt 1 (9am-5pm)</i>	17 <i>Spanish Only Mandt 2 (9am-5pm)</i>	18 <i>Spanish Only CPR & First Aid (9am-5pm)</i>	19
20	21	22 <i>Training Department Special Film Viewing 1st Showing (10a-11:30a) 2nd Showing (1:30p-3p)</i>	23	24 <i>Thanksgiving Day Office Closed</i>	25	26
27	28 <i>Foundations 1 (2pm-8pm)</i>	29 <i>Foundations 2 (2pm-8pm)</i>	30 <i>“New Training” Sup 101: Time Management (1pm-3pm)</i>			



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December 2016

NHO—New Hire Orientation
Sup101—Supervisor 101 Series
Mandt 1&2(recert day): (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework CH 1-3 by e-mail or US mail)
Foundations 1&2 : (days taken concurrently for new hires)
Mandt 2 (re-cert day) : (incumbents within expiration month; homework due at arrival)
Classes meet in Training Center-Suite 101
No Walk Ins—Advance Registration Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Color Legend: Yellow: New Hire Orientation Orange: Mandt Red: CPR/FA	Green: Foundations Blue: Special presentations including Spanish classes			1 CPR & First Aid (9am-5pm)	2	3
4	5 NHO (2pm-10pm)	6 Mandt 1 (2pm-10pm)	7 Mandt 2 (2pm-10pm)	8 CPR & First Aid (2pm-10pm)	9	10
11	12 NHO (9am-5pm)	13 Mandt 1 (9am-5pm)	14 Mandt 2 (9am-5pm)	15 Foundations 1 (10am-4pm)	16 Foundations 2 (10am-4pm)	17 Mandt 2 Re-cert Only (9am-5pm)
18	19 Sup 101: Harassment & Discrimination (10am-12pm)	20	21	22	23	24
25 Christmas Day	26 Christmas Day Observed	27	28	29	30	31