



Employee Training Calendar
 New Hires contact Extension 100
 Incumbents contact Camille @ x155

April 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|--|--|---|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 Online SIR/Mandated Reporter (10a-12p) | 7 Online Mandt 1 (2pm-5pm) | 8 Online Mandt 2 (2pm-5pm) | 9 Online First Aid Only (2pm-5pm) | 10 Online All-Staff Harassment Prevention (2p-4p) | 11 |
| 12 | 13 Online -All-Staff Time Management Working from home (1pm-3pm) | 14 | 15 Online Mandt 1 (10am-1pm) | 16 Online Mandt 2 (10am-1pm) | 17 Online First Aid Only (10am-1pm) | 18 |
| 19 | 20 Online All-Staff Harass- ment Prevention (10am-12pm) | 21 Online Mandt 1 (2pm-5pm) | 22 Online Mandt 2 (2pm-5pm) | 23 Online Foundations 1 (10am-1pm) | 24 Online Foundations 1 (10am-1pm) | 25 |
| 26 | 27 | 28 Online SIR/Mandated Reporter (1pm-3p) | 29 | 30 | | |



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May 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|--|-------------------------------------|---|---|---|--|
| | | | | | 1 | 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 <i>Mandt I (9am –5pm)</i> |
| 17 <i>Mandt 2 (9am –5pm)</i> | 18 <i>Spanish Mandt Re-cert (1-Day only) (9am-5pm)</i> | 19 | 20 <i>NHO (9am-5pm)</i> | 21 <i>Mandt 1 (9am-5pm)</i> | 22 <i>Mandt 2 (9am-5pm)</i> | 23 |
| 24 31 | 25 <i>Memorial Day Office Closed</i> | 26 | 27 <i>Foundations 1 (2pm-8pm)</i> | 28 <i>Foundations 2 (2pm-8pm)</i> | 29 | 30 |



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June 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---------------------------------|--|---|---|---|--|
| | 1 | 2 | 3 <i>Spanish Mandt 1 (9am-5pm)</i> | 4 <i>Spanish Mandt 2 (9am-5pm)</i> | 5 <i>Spanish CPR & First Aid (9am-5pm)</i> | 6 |
| 7 | 8 | 9 <i>NHO (9am-5pm)</i> | 10 <i>Mandt 1 (9am-5pm)</i> | 11 <i>Mandt 2 (9am-5pm)</i> | 12 <i>CPR & First Aid (9am-5pm)</i> | 13 <i>Mandt 1 (9am-5pm)</i> |
| 14 <i>Mandt 2 (9am-5pm)</i> | 15 <i>NHO (2pm-10pm)</i> | 16 <i>Mandt 1 (2pm-10pm)</i> | 17 <i>Mandt 2 (2pm-10pm)</i> | 18 <i>CPR & First Aid (2pm-10pm)</i> | 19 | 20 <i>CPR & First Aid (9am-5pm)</i> |
| 21 | 22 | 23 | 24 <i>NHO (9am-5pm)</i> | 25 <i>Mandt 1 (9am-5pm)</i> | 26 <i>Mandt 2 (9am-5pm)</i> | 27 <i>Foundations 1 (10am-4pm)</i> |
| 28 <i>Foundations 2 (10am-4pm)</i> | 29 | 30 <i>Sup 101: Performance Evaluations (10-12p)</i> | | | | |



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July 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------------------------------------|--|--|-------------------------------------|---|---|---|
| | | | 1 | 2 | 3 <i>Independence Day Observed Office closed</i> | 4 |
| 5 | 6 | 7 <i>NHO (9am-5pm)</i> | 8 <i>Mandt 1 (9am-5pm)</i> | 9 <i>Mandt 2 (9am-5pm)</i> | 10 <i>CPR & First Aid (9am-5pm)</i> | 11 <i>Mandt 1 (9am-5pm)</i> |
| 12 <i>Mandt 2 (9am-5pm)</i> | 13 <i>NHO (2pm-10pm)</i> | 14 <i>Mandt 1 (2pm-10pm)</i> | 15 <i>Mandt 2 (2pm-10pm)</i> | 16 <i>CPR & First Aid (2pm-10pm)</i> | 17 | 18 <i>Healthy FAMILY Relationships (10am-12pm)</i> |
| 19 | 20 | 21 | 22 <i>NHO (9am-5pm)</i> | 23 <i>Mandt 1 (9am-5pm)</i> | 24 <i>Mandt 2 (9am-5pm)</i> | 25 <i>CPR & First Aid (9am-5pm)</i> |
| 26 | 27 <i>Foundations 1 (2pm-8pm)</i> | 28 <i>Foundations 2 (2pm-8pm)</i> | 29 | 30 | 31 | |



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August 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|---------------------------------------|--|--|---|--|---|
| 2 | 3 | 4 <i>NHO</i> <i>(9am-5pm)</i> | 5 <i>Mandt 1</i> <i>(9am-5pm)</i> | 6 <i>Mandt 2</i> <i>(9am-5pm)</i> | 7 <i>CPR & First Aid</i> <i>(9am-5pm)</i> | 8 |
| 9 | 10 <i>NHO</i> <i>(2pm-10pm)</i> | 11 <i>Mandt 1</i> <i>(2pm-10pm)</i> | 12 <i>Mandt 2</i> <i>(2pm-10pm)</i> | 13 <i>CPR & First Aid</i> <i>(2pm-10pm)</i> | 14 | 15 <i>Mandt 1</i> <i>(9am-5pm)</i> |
| 16 <i>Mandt 2</i> <i>(9am-5pm)</i> | 17 | 18 | 19 <i>NHO</i> <i>(9am-5pm)</i> | 20 <i>Mandt 1</i> <i>(9am-5pm)</i> | 21 <i>Mandt 2</i> <i>(9am-5pm)</i> | 22 <i>CPR & First Aid</i> <i>(9am-5pm)</i> |
| 23 | 24 | 25 <i>Spanish Foundations 1</i> <i>(2pm to 8pm)</i> | 26 <i>Spanish Foundations 2</i> <i>(2pm to 8pm)</i> | 27 | 28 <i>Sup 101: Performance Evaluations</i> <i>(3pm-5pm)</i> | 29 <i>Foundations 1</i> <i>(10am-4pm)</i> |
| 30 <i>Foundations 2</i> <i>(10am-4pm)</i> | 31 | | | | | |



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September 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------------------------------|---|---|------------------------------------|--|--|-----------------------------------|
| | | 1 <i>NHO</i> (2pm-10pm) | 2 <i>Mandt 1</i> (2pm-10pm) | 3 <i>Mandt 2</i> (2pm-10pm) | 4 | 5 |
| 6 | 7 Labor Day office closed | 8 <i>NHO</i> (9am-5pm) | 9 <i>Mandt 1</i> (9am-5pm) | 10 <i>Mandt 2</i> (9am-5pm) | 11 <i>CPR & First Aid</i> (9am-5pm) | 12 Mandt 1 (9am-5pm) |
| 13 Mandt 2 (9am-5pm) | 14 <i>NHO</i> (2pm-10pm) | 15 <i>Mandt 1</i> (2pm-10pm) | 16 <i>Mandt 2</i> (2pm-10pm) | 17 <i>CPR & First Aid</i> (2pm-10pm) | 18 Spanish CPR & First Aid (9am-5pm) | 19 |
| 20 | 21 Spanish Mandt 1 (9am-5pm) | 22 Spanish Mandt 2 (9am-5pm) | 23 | 24 Foundations 1 (9am-3pm) | 25 Foundations 2 (9am-3pm) SIR/Mandated Reporter (3-5p) | 26 |
| 27 | 28 | 29 | 30 | | | |



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October 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--|--|--|--|--|---|
| | | | | 1 <i>Mandt 1 (9am-5pm)</i> | 2 <i>Mandt 2 (9am-5pm)</i> | 3 |
| 4 | 5 <i>NHO (2pm-10pm)</i> | 6 <i>Mandt 1 (2pm-10pm)</i> | 7 <i>Mandt 2 (2pm-10pm)</i> | 8 <i>CPR & First Aid (2pm-10pm)</i> | 9 | 10 <i>Mandt 1 (9am-5pm)</i> |
| 11 <i>Mandt 2 (9am-5pm)</i> | 12 | 13 <i>NHO (9am-5pm)</i> | 14 <i>Mandt 1 (9am-5pm)</i> | 15 <i>Mandt 2 (9am-5pm)</i> | 16 <i>CPR & First Aid (9am-5pm)</i> | 17 |
| 18 | 19 | 20 <i>NHO (2pm-10pm)</i> | 21 <i>Mandt 1 (2pm-10pm)</i> | 22 <i>Mandt 2 (2pm-10pm)</i> | 23 | 24 <i>CPR & First Aid (9am-5pm)</i> |
| 25 | 26 <i>Sup 101: Conflict Resolution (10am-12pm)</i> | 27 <i>Foundations 1 (2pm to 8pm)</i> | 28 <i>Foundations 2 (2pm to 8pm)</i> | 29 | 30 | 31 |



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November 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|------------------------|-----------------------------|-----------------------------|---|------------------------------|--|
| 1 | 2 | NHO (9am-5pm) | Mandt 1 (9am-5pm) | Mandt 2 (9am-5pm) | CPR & First Aid (9am-5pm) | Mandt 1 (9am-5pm) |
| 8 Mandt 2 (9am-5pm) | 9 NHO (2pm-10pm) | 10 Mandt 1 (2pm-10pm) | 11 Mandt 2 (2pm-10pm) | 12 CPR & First Aid (2pm-10pm) | 13 | 14 Foundations 1 (10am-4pm) |
| 15 Foundations 2 (10am-4pm) | 16 | 17 NHO (9am-5pm) | 18 Mandt 1 (9am-5pm) | 19 Mandt 2 (9am-5pm) | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 Thanksgiving Day Office Closed | 27 | 28 |
| 29 | 30 | | | | | |



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December 2020

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup 101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently)
- Foundations 1&2 : (taken concurrently)
- Mandt Re-cert : 1 day training (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)
- Required Sexual Harassment Prevention

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--------------------------------|------------------------------------|------------------------------------|---|---|--|
| | | 1 <i>NHO</i> (9am-5pm) | 2 <i>Mandt 1</i> (9am-5pm) | 3 <i>Mandt 2</i> (9am-5pm) | 4 <i>CPR & First Aid</i> (9am-5pm) | 5 Spanish Mandt 2 (Tarea Requerida) Re-cert Only (9am-5pm) |
| 6 | 7 <i>NHO</i> (9am-5pm) | 8 <i>Mandt 1</i> (9am-5pm) | 9 <i>Mandt 2</i> (9am-5pm) | 10 Spanish Foundations 1 (9am-3pm) | 11 Spanish Foundations 2 (9-3) Spanish Mandated Reporter 3p-5pm | 12 Mandt 2 (Homework Required) Re-cert Only (9am-5pm) |
| 13 | 14 <i>NHO</i> (2pm-10pm) | 15 <i>Mandt 1</i> (2pm-10pm) | 16 <i>Mandt 2</i> (2pm-10pm) | 17 Foundations 1 (10am-4pm) | 18 Foundations 2 (10am-4pm) | 19 CPR & First Aid (9am-5pm) |
| 20 | 21 | 22 | 23 | 24 | 25 Christmas Day | 26 |
| 27 | 28 | 29 | 30 | 31 | | |