



Employee Training Calendar
 New Hires contact Extension 100
 Incumbents contact Camille @ x155
No Walk Ins—Advance Registration

November 2019

Classes meet in Training Center-Suite 101

- NHO—New Hire Orientation
- Sup101—Supervisor 101 Series
- Mandt 1&2 : (days taken concurrently; unless within expiration month, call Camille/Rosemary to schedule Mandt 2 & receive homework Chapters 1-3 by e-mail or US mail)
- Foundations 1&2 : (taken concurrently for new hires)
- Mandt 2 (re-cert day) : (Homework required)
- CPR & First Aid
- SIR/Mandated Reporter (Abuse & Neglect)

| 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 <i>Mandt 1 (9am-5pm)</i> |
| 10 <i>Mandt 2 (9am-5pm)</i> | 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 <i>SIR/Mandated Reporter (1p-3pm)</i> | 19 <i>Foundations 1 (2pm-8pm)</i> | 20 <i>Foundations 2 (2pm-8pm)</i> | 21 <i>Antelope Valley CPR & 1 Aid</i> | 22 <i>Sup 101: Sexual Harassment & Discrimination (1p-3p)</i> | 23 |
| 24 | 25 | 26 | 27 | 28 <i>Thanksgiving Day Office Closed</i> | 29 | 30 <i>Rev. 11/19</i> |



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| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|-------------------------------------|---|--|--|--|
| 1 | 2 <i>NHO (9am-5pm)</i> | 3 <i>Mandt 1 (9am-5pm)</i> | 4 <i>Mandt 2 (9am-5pm)</i> | 5 <i>CPR & First Aid (9am-5pm)</i> | 6 | 7 <i>Mandt 2 Re-cert Only (9am-5pm)</i> |
| 8 | 9 <i>NHO (2pm-10pm)</i> | 10 <i>Mandt 1 (2pm-10pm)</i> | 11 <i>Mandt 2 (2pm-10pm) 2-day Spanish Foundations 1&2 (9am-3pm) (9am-3pm)</i> | 12 <i>CPR & First Aid (2pm-10pm) Spanish Mandated Reporter 3p-5pm</i> | 13 <i>Sup 101: Harassment (10-12p) ALL-Staff Harassment 2pm & 3pm</i> | 14 <i>Spanish Mandt 2 Re-cert Only (9am-5pm)</i> |
| 15 | 16 <i>NHO (9am-5pm)</i> <i>Mandt System Train-the-Trainer taking place in Training Room from Dec. 16 to 20th</i> | 17 <i>Mandt 1 (9am-5pm)</i> | 18 <i>Mandt 2 (9am-5pm)</i> | 19 <i>Foundations 1 (10am-4pm)</i> | 20 <i>Foundations 2 (10am-4pm)</i> | 21 |
| 22 | 23 | 24 | 25 <i>Christmas Day Office closed</i> | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | <i>Rev. 11/19</i> |