

February 2012 – April 2012

IMPORTANT NOTE: All sessions offered in this calendar are for staff employed by the Department of Developmental Services and CTH providers. We regret that we cannot open these sessions to other providers at this time.

Most training days begin at 9:00 am and end at 4:30 pm, except where indicated below.

Incorporated into the day is an unpaid 30 minute lunch break.

Staff attending training time sheet coding for regular time = RTRNG for overtime time = TRNG.

Day 1: on-going (Annual)

Abuse & Neglect: 9:00–11:00am, PMT Refresher: 11:00am–4:30pm (includes 30-minute unpaid lunch break).

West Region-Norwalk only

Abuse & Neglect: 7:30–9:30am, PMT Refresher: 9:30am–3:00pm (includes 30-minute unpaid lunch break).

Day 2: on-going (Annual)

Infection Control: 9:00-11:00am, Body Mechanics: 11:00am-12:30pm, CPR: 1:00-4:30pm

West Region-Norwalk only

CPR: 7:30–11:00am, Body Mechanics: 11:00am - 12:30pm, Infection Control: 1:00–3:00pm.

Day 3: on-going (Biennial – every two years) North & South Regions

Seizures, Signs, Symptoms, First Aid, Medical Appointments: 9:00am–noon, Dysphagia: 12:30–3:00pm, Nutrition: 3:00–4:30pm.

West Region only

Dysphagia: 9:00–11:30am, Nutrition: noon–1:30pm, Seizures, Signs, Symptoms, First Aid, Medical Appointments: 1:30–4:30pm.

West Region-Norwalk only

Dysphagia: 7:30–10:00am, Nutrition: 10:00am–11:30am, Seizures, Signs, Symptoms, First Aid, Medical Appointments: noon–3:00pm.

Medication Administration–(review & recertification) is 3 hours in length, and session times vary.

Day 1-5: Onboard! New Employee Orientation (NEO) Program (Monthly) Hartford (61 Woodland St. Location)

All sessions from 9:00am - 4:00pm: Introduction to the Department of DDS, Employee Professionalism, Language Line, Ethics and Confidentiality, Affirmative Action, Sexual Harassment, Employee Assistance, Abuse and Neglect (**Day 1**); PMT (**Day 2-4**); Individual Rights and Person Centered Planning(**Day 5, 1pm-4pm only**).

The Registration Process: You may register via the Learning Management System (LMS), or registrations forms may be emailed or faxed to: Email: DDS.Training@CT.gov FAX: **(860) 706-5660**

- All participants are expected to attend training for the day they are registered. If they cannot attend training, participants are expected to notify Educational Support & Staff Development via email in addition to the appropriate person(s) in the region and your immediate supervisor.
- Please be mindful of the following, when registering for classes. Registering employees too early ,will result in the registration being declined:
 - Employees should be registered for CPR classes , 60 days prior to yearly deadline
 - Employees should be registered for Med. Review classes , 90 days prior to yearly deadline
- As a courtesy, please refrain from wearing colognes, perfumes and strong scents when you attend training as some people are very sensitive. Even small amounts of applied fragrances can linger and cause distress to those who, for whatever reason, cannot tolerate various smells.

Cancellation Policy:

Any class with fewer than 10 registrations may be canceled with the exception of CPR or BLS classes. CPR must have at least 6 registrants and BLS must have at least 4 registrants. Supervisors will be notified when the class is canceled for any reason with the exception of inclement weather.

Inclement Weather Procedures:

Any changes in the class schedule due to Inclement Weather will be announced on the voice mail at the following number: **860-418-6190**. The voice mail will be updated by 2 hours prior to the start of the class.



2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Norwalk–Day 2 7:30 am-3 pm Putnam -Day 2	2	3
6 Stratford– Day 1 East Hartford – Day 2	7 Southbury – Med-Admin 10 am—1 pm Norwich – Day 2 New Haven -BLS	8 East Hartford – Day 1	9 New Haven -Day 2	10 Norwich – Day 1 Hartford- Med-Admin 9am-12 noon
13 HOLIDAY  Lincoln	14 Cheshire – Day 1 New Haven-Med-Admin 9 am—12 noon	15 East Hartford – Day 3	16 Cheshire – Med-Admin 10 am—1 pm Putnam -Day 1	17 Cheshire – Day 2
20 HOLIDAY 	21 Putnam -Day 3 Norwich – BLS 9am-4pm	22 Stratford -Med-Admin 10 am—1 pm Norwich – Day 1 New Haven -Day 3	23 Torrington – Med-Admin 10 am—1 pm Norwich -Med-Admin 9 am—12 noon New Haven -Day 1	24 Cheshire – Day 3 East Hartford – Day 2
27 Stratford– Day 2 Hartford- Med-Admin 9am-12 noon East Hartford – Day 1	28 Putnam– Med-Admin 9 am—12 noon New Haven -Day 2	29 Norwich – Day 2		



2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Willimantic –Day 3	2
5 Norwich – Day 1	6 Norwalk–Day 1 East Hartford – Day 2	7 New Haven-Med-Admin 9 am—12 noon Willimantic -Med-Admin 9 am—12 noon	8 East Hartford – Day 1 Norwich – Day 2 New Haven -BLS	9 Cheshire – Med-Admin 10 am—1 pm
12	13 Willimantic –Day 2 New Haven -Day 2	14 New Haven -Day 3 Cheshire – Day 1 East Hartford – Day 3 Norwich – BLS 9am-4pm	15 Stratford– Day 1 Hartford- Med-Admin 9am-12 noon	16
19 New Haven -Day 1	20 Norwich – Day 2	21 Southbury – Med-Admin 10 am—1 pm Norwich -Med-Admin 9 am—12 noon	22 Cheshire – Day 2 East Hartford – Day 2	23 Stratford– Day 2 Willimantic –Day 1
26	27 Torrington – Day 2 Hartford- BLS 9 am -4 pm	28 Stratford– Day 3 Norwich – Day 3	29 Hartford- Med-Admin 9am-12 noon Cheshire – BLS 9am-4pm Norwich – Day 1 New Haven -Day 2	30 Torrington – Day 1 Hartford-Day 2 East Hartford – Day 1



2012

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 East Hartford – Day 2	4	5 Norwich – Day 2	6 HOLIDAY 
9	10 East Hartford – Day 1 Norwich – BLS 9am-4pm New Haven -Day 2	11 Torrington – Med-Admin 10 am—1 pm Putnam -Day 2 New Haven-Med-Admin 9 am—12 noon	12 Stratford– Day 1 Hartford- Med-Admin 9am-12 noon Willimantic -Med-Admin 9 am—12 noon	13 Southbury – Med-Admin 10 am—1 pm
16 Putnam -Day 1	17 Cheshire – Med-Admin 10 am—1 pm	18 Stratford– Day 2 Cheshire – Day 1 New Haven -Day 3	19 Norwalk–Day 3 East Hartford – Day 3	20 Cheshire – Day 2 Norwich – Day 1
23 Stratford -Med-Admin 10 am—1 pm East Hartford – Day 1	24 New Haven -Day 1	25 Norwich – Day 2 Hartford- Med-Admin 9am-12 noon	26 Torrington – Day 3 New Haven -Day 2	27 East Hartford – Day 2
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