

October 2015

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|--|---|--|--|
| | | | | 1 | 2 | 3  |
| 4 | 5 | 6 Bowel /Bladder & Infection Control Combo Class 3:30 p.m. Ruby Training | 7 Give a Tour 2 p.m. Payday Meeting 2:30 p.m. | 8 Bowel /Bladder & Infection Control Combo Class 3:30 p.m. Ruby Training | 9 | 10  |
| 11 | 12 Bowel /Bladder & Infection Control Combo Class 3:30 p.m. Ruby Training | 13 Orientation 9 a.m. Ruby Training Customer Svc #1 10:30 a.m. Ruby Training | 14 Restorative 2 p.m. Ruby Training | 15 CPR 3 p.m. Event Center Bowel /Bladder & Infection Control Combo Class 3:30 p.m. Ruby Training | 16 Teambuilding 3 p.m. Ruby Training | 17  |
| 18 | 19 Customer Service #3 10 a.m. | 20 Orientation 3 p.m. Customer Svc #1 4:30 p.m. Ruby Training | 21 Teamwork 10 a.m. Ruby Training | 22 Mentorship 101 Noon Give a Tour 2 p.m. Payday Meeting 2:30 p.m. | 23 | 24  |
| 25 | 26 | 27 | 28 | 29 | 30 | 31  |

24 Karat Classes on Relias

You are able to complete some 24 Karat Program required courses in the classroom or online on Relias. Log on to Relias the same way you would for your monthly required trainings. Use the Course Code to search for the 24 Karat class you need.

| Course Title | Course Code | Who Needs it |
|---|-----------------------|--|
| Grief Training | 24KaratGrief | Dept Heads & Nursing 18K |
| Customer Service #2 | 24KaratCS2 | All staff at 14K Level |
| Management #2 | 24KaratMgmt2 | Dept Heads & Nursing – 24K |
| Home Health & Hospice 101 | 24KaratHHHosp | Dept Heads – 14K |
| Internal Marketing & Patient Perception | 24KaratInternalMkt | Dept Heads – 18K |
| Task & Time Management | 24KaratTaskManagement | Med Aides – 14K; Dept Heads – 18K; Hsk & Laundry – 24K |
| Dementia & Behavior Modification | <i>Coming Soon!</i> | All staff at 18K Level |
| EPP 10 Karat Level | <i>Coming Soon!</i> | All staff at 10K Level |
| EPP 14 Karat Level | <i>Coming Soon!</i> | All staff at 14K Level |
| EPP 18 Karat Level | <i>Coming Soon!</i> | All staff at 18K Level |
| EPP 24 Karat Level | <i>Coming Soon!</i> | All staff at 24K Level |

CPR Notice **Each team member is asked to pay \$10 for CPR certification documents via payroll deduction. Sign up with Linda to attend a CPR class.