

C 707 INSERVICE TRAINING LOG

JOB CODE: 315

POSITION: LEAD- PAYROLL SPECIALIST

REQ = X

DEPARTMENT: PAYROLL

REV= 3/23/2015

INSERVICE TRAINING	REQ'D	SCHEDULED	COMPLETED
TO BE COMPLETED WITHIN 30 DAYS OF EMPLOYMENT			
Behavioral Principles & Strategies 1 (Principles of Behavior Change)	DDA		NEO
Behavioral Principles & Strategies (Parts 1-4)*	*DDA		NEO
CPR* and First Aid*	*DDA		NEO
Drug- and Alcohol-Free Workplace		X	NEO
Dysphagia Management	DDA		NEO
Fundamental Rights	DDA	X	NEO
Sexual Harassment: A New Look		X	NEO
Incident Report Writing and Client Profile Systems (CPS)	DDA		NEO
Medical Issues	DDA		NEO
Personnel Policies		X	NEO
Recognition and Prevention of Abuse - No Secrets*		X	NEO
Workplace Ethics		X	NEO
Work Place Safety*	*OSHA	X	NEO
TO BE COMPLETED WITHIN 90 DAYS OF EMPLOYMENT			
Aging Process and Special Needs of the Elderly	DDA		
Choice 1 -- Philosophy of Choice/IEP	DDA		
Choice 2 -- Implementing Training Goals	DDA		
Choice 3 -- Writing Training Goals			
Communication Skills	DDA		
Community Integration and Inclusion	DDA	X	
Driver Safety 1 -- Self Study Packet*		X	
Driver Safety 2 -- 15 Passenger Van Safety			
Driver Safety 3 -- Driving Portion		X	
Fire Safety		X	
Human Sexuality	DDA		
Introduction to Developmental Disabilities	DDA	X	
Medication Administration Observation	DDA		
Medication Technician Training Program*	*DDA		
Supporting Individuals and Families in Making Choices	DDA		

*** REQUIRES PERIODIC UPDATING OF TRAINING TO MAINTAIN CURRENT CERTIFICATIONS.**

Depending upon your position there may be additional courses that you are required to complete.

Signature: _____

Date: _____

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INSERVICE TRAINING	REQ'D	SCHEDULED	COMPLETED
SUPERVISORY TRAINING WITHIN 1 MONTH OF EMPLOYMENT			
Sexual Harassment: You make the call			
SUPERVISORY TRAINING WITHIN 4 MONTHS OF EMPLOYMENT			
Advanced Behavior Analysis			
Documenting Performance and Lab			
Legal and Effective Interviewing (or prior to interviewing)			
Legal Issues in HR			
Performance Evaluation and Lab			
Supervisory Skills			
SUPERVISORY TRAINING COMPLETED WITHIN 1 YEAR OF EMPLOYMENT			
Coaching Skills for Managers			
Diversity in the Workplace			

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Date: _____