

# C 707 INSERVICE TRAINING LOG

JOB CODE: 103

POSITION: DATA ENTRY SPECIALIST

REQ = X

DEPARTMENT: PAYROLL

REV= 11/11/2011

INSERVICE TRAINING	REQ'D	SCHEDULED	COMPLETED
<b>TO BE COMPLETED WITHIN 30 DAYS OF EMPLOYMENT</b>			
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
Harassment Is	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
<b>TO BE COMPLETED WITHIN 90 DAYS OF EMPLOYMENT</b>			
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
<b>SUPERVISORY TRAINING WITHIN 1 MONTH OF EMPLOYMENT</b>			
Sexual Harassment: You make the call			
<b>SUPERVISORY TRAINING WITHIN 4 MONTHS OF EMPLOYMENT</b>			
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			
<b>SUPERVISORY TRAINING COMPLETED WITHIN 1 YEAR OF EMPLOYMENT</b>			
Coaching Skills for Managers			
Diversity in the Workplace			

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Date: \_\_\_\_\_