

C 707 INSERVICE TRAINING LOG

JOB CODE: 627

POSITION: EXECUTIVE ASSISTANT I

REQ = X

DEPARTMENT: ADMINISTRATION - INTERNATIONAL

REV= 11/11/2011

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
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
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	X	

*** 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: _____

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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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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	X	

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