

# C 707 INSERVICE TRAINING LOG

JOB CODE: 633

POSITION: EXECUTIVE ASSISTANT II TO THE PRESIDENT

REQ = X

DEPARTMENT: ADMINISTRATION - INTERNATIONAL

REV= 12/23/2011

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*			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	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: \_\_\_\_\_

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

## C 707 INSERVICE TRAINING LOG

JOB CODE: 633

POSITION: EXECUTIVE ASSISTANT II TO THE PRESIDENT

REQ = X

DEPARTMENT: ADMINISTRATION - INTERNATIONAL

REV= 12/23/2011

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			

**\* 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: \_\_\_\_\_