

# Skills Society

Supporting the citizenship of people with disabilities

## Calendar of Required, Ongoing, In-House Training Events



**August 1, 2023 -  
July 31, 2024**

This calendar is put together to help you organize your participation in staff development. All you have to do is register and attend. If you have any questions about the calendar or about training in general, please contact the Training or Recruitment Coordinator in Human Resources at (780) 496-9686

### REGISTRATION

***Memos will be circulated before a scheduled workshop with information on how to register - you will not be able to register before the memo is circulated.***

Spaces are limited for all events and are available on a "first-come-first-served" basis. Extra Courses will be added as needed. Please watch for memos.

### WORKSHOP TIMES

Skills Society is committed to offering training at a variety of times, usually during weekdays, unless otherwise indicated. Specific times will be included in all of the workshop memos.

### CANCELLATION

Workshops may be cancelled at the discretion of the trainers due to lack of registrants. In the event of cancellation, all registrants will be notified **prior** to the event.



### **Emergency First Aid/Adult & Child CPR**

(required within 60 days of commencement)

Emergency First Aid/CPR certification is valid for 3 years. All staff must maintain valid certification. It is your responsibility to ensure that you keep your required certificates up to date. There is no recertification for Emergency First Aid/CPR. You will need to re-take the whole one-day course every 3 years. Only staff who work in designated homes require annual CPR re-certification.

### **Medication Administration**

(required within 60 days of commencement)

Medication Administration certification is valid for 3 years. All staff must maintain valid Medication Administration certification. It is your responsibility to ensure that you keep your certificate up to date. After the 3 years you will need to complete the training again.

### **The MANDT System®**

(required within 60 days of commencement)

MANDT certification is valid for 3 years. All staff must maintain valid MANDT certification. It is your responsibility to ensure that you keep your certificate up to date. After the 3 years you will need to complete the full three-day training again.

### **Keeping People Safe From Abuse**

(required within 90 days of commencement)

Keeping People Safe certification is valid for 3 years. All staff must maintain valid certification. It is your responsibility to ensure that you keep your certificate up to date. After 3 years you will need to complete the training again.

### **Skills Illustrated \*an introduction to our core values in action\***

(required within 90 days of commencement)(This Course Does Not Expire)

The Skills Illustrated is our interactive welcome to Skills Society. You'll be getting to know some of your colleagues at Skills, exploring what our core values are, what they look like in action and how you can contribute to our vision of supporting the citizenship of people with disabilities.

**August 2023**

Keeping People Safe from Abuse (9:00am-4:00pm) \_\_\_\_\_ 2

**September 2023**

FASD (9:00am-4:00pm) \_\_\_\_\_ 12

Skills Illustrated (9:30am-4:00pm) \_\_\_\_\_ 14

Medication Administration (9:00am-4:00pm) \_\_\_\_\_ 19

Emergency First Aid/CPR (9:30am-4:00pm) \_\_\_\_\_ 21

MANDT System® (9:00am-5:00pm) \_\_\_\_\_ 27 & 28

**October 2023**

Keeping People Safe from Abuse (9:00am-4:00pm) \_\_\_\_\_ 12

Emergency First Aid/CPR (9:30am-4:00pm) \_\_\_\_\_ 18

Medication Administration (9:00am-4:00pm) \_\_\_\_\_ 24

**November 2023**

MANDT System® (9:00am-5:00pm) \_\_\_\_\_ 1 & 2

A.S.I.S.T (8:30am-4:30pm) \_\_\_\_\_ 7 & 8

Medication Administration (9:00am-4:00pm) \_\_\_\_\_ 16

Emergency First Aid/CPR (9:30am-4:00pm) \_\_\_\_\_ 30

**December 2023**

Keeping People Safe from Abuse (9:00am-4:00pm) \_\_\_\_\_ 5

Skills Illustrated (9:30am-4:00pm) \_\_\_\_\_ 6

**January 2024**

MANDT System® (9:00am-5:00pm) \_\_\_\_\_ 10 & 11

Medication Administration (9:00am-4:00pm) \_\_\_\_\_ 17

Emergency First Aid/CPR (9:30am-4:00pm) \_\_\_\_\_ 23

If you are registered for training and are unable to attend due to unforeseen circumstances, you must make every reasonable effort to notify Human Resources with as much advance notice as possible.



**February 2024**

Medication Administration (9:00am-4:00pm)	6
Keeping People Safe from Abuse (9:00am-4:00pm)	8
Emergency First Aid/CPR (9:30am-4:00pm)	14
Mental Health First Aid (9:00am-4:00pm)	22 & 23

**March 2024**

MANDT System® (9:00am-5:00pm)	5 & 6
Skills Illustrated (9:30am-4:00pm)	14
Medication Administration (9:00am-4:00pm)	19
Emergency First Aid/CPR (9:30am-4:00pm)	21

**April 2024**

Medication Administration (9:00am-4:00pm)	17
Keeping People Safe from Abuse (9:00am-4:00pm)	18
Emergency First Aid/CPR (9:30am-4:00pm)	24
A.S.I.S.T (8:30am-4:30pm)	30 & May 1

**May 2024**

Medication Administration (9:00am-4:00pm)	8
Emergency First Aid/CPR (9:30am-4:00pm)	14
MANDT System® (9:00am-5:00pm)	29 & 30

**June 2024**

Keeping People Safe from Abuse (9:00am-4:00pm)	12
Emergency First Aid/CPR (9:30am-4:00pm)	19
Medication Administration (9:00am-4:00pm)	25

**July 2024**

Skills Illustrated (9:30am-4:00pm)	3
MANDT System® (9:00am-5:00pm)	16 & 17
Emergency First Aid/CPR (9:30am-4:00pm)	23
Medication Administration (9:00am-4:00pm)	31

If you are registered for training and are unable to attend due to unforeseen circumstances, you must make every reasonable effort to notify Human Resources with as much advance notice as possible.