



New Staff Building Blocks

Monthly New Hire 101 Training Program Year 2015/2016

Location: Whiteaker Head Start Cafeteria, Whiteaker Head Start Computer Lab – 21 N Grand Street, Eugene

Phone: 541-762-8334 x210 for Reception

Date: Fridays, Aug. 14, Sept. 4, Sept. 18, Oct. 9, Oct. 23, Nov. 6, Nov. 20, Dec. 4, 2015, Jan. 22, Feb. 5, Feb. 19, Mar. 4, Apr. 1, May 6, 2016 (The May dates are Tentative)

Time	Session	Trainer	Title
8:00-9:45	Onboard Presentation	Bonnie Clark	HR Specialist
9:45-10:00	<i><u>Break</u></i>		
10:00-12:00	Mandatory Reporting	Karla Snell	Family Community Engagement Consultant
12:00-12:45	Celebration	<i><u>Lunch</u></i>	
12:45-1:45	CACFP/Nutrition Training	Vanessa Marvin	Food Service Manager
1:45-2:45	Health/Bloodborne Pathogens	Jean Sperry	Nutritional Health Specialist
2:45-3:00	<i><u>Break</u></i>		
3:00-4:15	Bus Monitor	Dee Chrisman	Transportation Manager

Please remember to sign the training roster for each session

Trainers, please send completed training rosters to HR

Trainers, please remind staff to complete online timecard for training hours, those attending the EWS training will be given instruction/assistance.