



Training Tips and Expectations

- Sign up for classes by contacting your Supervisor or Manager.
- If you need to cancel, inform your Supervisor or Manager as well as the training department if you are able as far in advance as possible.
- Dress code for all courses in all locations is business casual with the exception of CPR/FA, MANDT day 2, and MANDT Recert in which dress is casual.
- Trainers will allow you into a course a maximum of 10 minutes late if an alternate has not been assigned to your spot already. It is important to arrive on-time for weekend classes because the doors to the exterior of the community offices are locked on the weekends. Anyone later than 10 minutes will not be allowed in the class and will need to inform their Supervisor and reschedule.
- Bring something to write with, a highlighter for provided materials, and something to write notes on to be prepared for training.
- The use of cell phones, laptops, tablets, and any other mobile electronic device are prohibited during class. Cell phones are to be turned off during training. If you must have your cell phone on (i.e. staff that are on-call), please silence your cell-phone, and take emergency phone calls only outside of the training classroom.
- Staff that take excessive breaks outside of the planned break times may miss important information necessary to receive credit for that training. Therefore, staff that take excessive breaks may be asked to leave the training and will have to inform their Supervisor and reschedule to take the full class again.
- All of the agency's locations are smoke-free.
- Outside training certifications must be approved by the training department prior to taking a recertification class.
- New Hire staff that do not complete their trainings within 60 days of employment may be subject to suspension and/or termination.
- Staff that do not remain current in their trainings may be subject to suspension and/or termination.

