In-service Training Log – Parkway

Date: 5.17.2023

NOTE: INFORMATION IN GRAY SHADED AREAS MUST BE TYPED IN

Training Time	Trainer Name	Training ID	Area	Content/Description
.50	Kennedy Smith			Site-Specific Updates Employee Handbook Review Roles/Responsibilities Communication

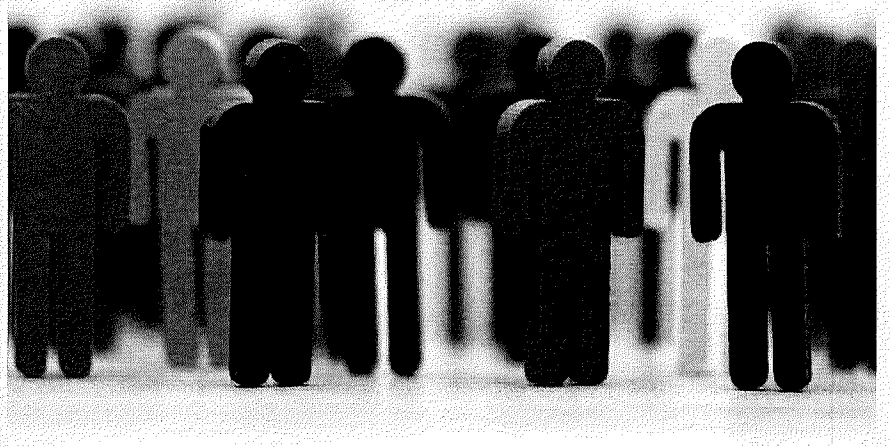
Make up Date	Initial	EE ID	Name
	JM		Jaime Meyer
	✓		Cindi Stucky
	✓		Ilene Lubick
	✓		John Gebhardt
	✓		Pamala Davis
5/23	T.S		TJ Sargent
	✓		Nikki Kereluk
	✓		Dainaja Ranson

Make up Date	Initial	EE ID	Name
		✓	Dan Popp
		✓	Renee Schmidt
		✓	Nancy Snyder
		✓	Dolly Stein
		✓	Dave Turner
		✓	Anna Wrich
		✓	Sandy Greenly
		✓	Doua Yang
5/22/23	TB		TYLER BONGARD

Make Up Date	Initial		**Manager/Admin**
			Kelley, Cortney
	KN		Norwick, Kennedy
			Gunderson, Jessica

Other *Attendees*			

PAI-Parkway Team Meeting



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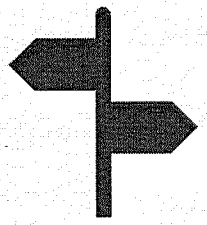
Welcome



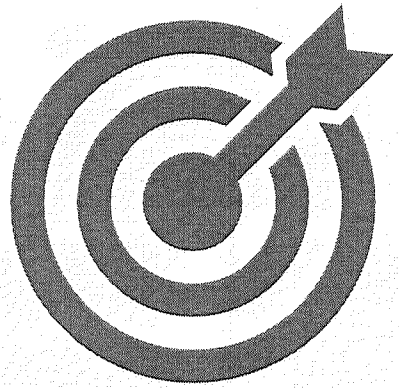
Sign In

Introductions

A moment of gratitude

Agenda

Welcome
Site-Specific Updates
Employee Handbook Review
Roles/Responsibilities
Communication
Wrap Up



Site-Specific Updates

- Jerry
- Room switches
- Fridges
- Phones

Kaleena to Blue

Haven to Blue

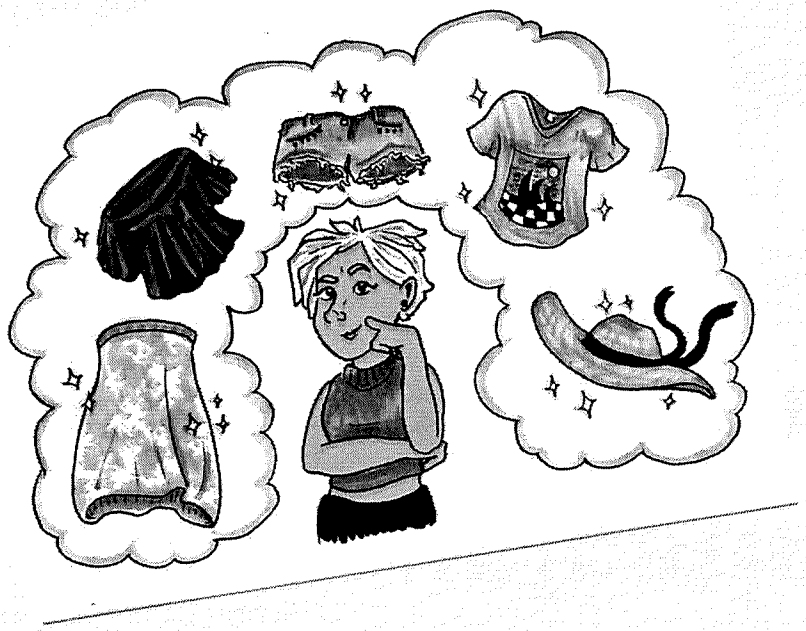
Adam to Red

April to Orange

Eli to Purple

Britney back to Yellow

Jack to Yellow



Appearance and Grooming

PAI employees should maintain a professional image. It is important that you exemplify and enhance the company's image through your conduct and dress. Your clothing should be appropriate for the work being done and reflect positively on PAI

We ask that you report to work clean and free of odors. Due to the potential for allergic reactions among co-workers and clients, perfume, colognes, and highly fragranced lotions should be avoided. Safety should be kept in mind when wearing jewelry or accessories.

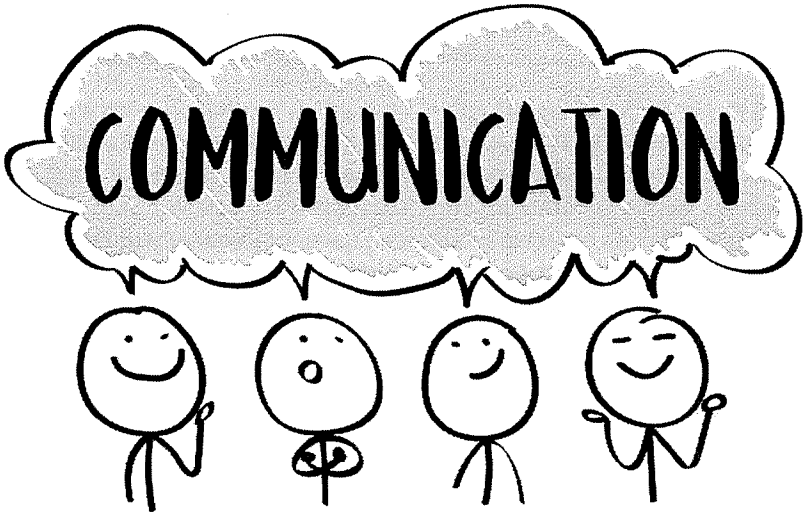
Clothing should be neat, in good condition and free of holes. Clothing with visible slogans or pictures that violate the harassment policy, are sexually suggestive, promote violence or profanity are not allowed. If you have visible tattoos that meet these criteria, you should keep them covered at work.

Shoes must have a stable base of support, closed toes, and flat soles. All types of clothing that are of questionable suitability in a work environment are discouraged. These include but are not limited to clothing that reveals too much bare skin or cleavage due to lack of coverage or sheerness, i.e., tank tops, undershirts, halter tops, tube tops, crop tops, low slung pants, sweat pants, shorts or skirts more than three inches above the knee and clothing that exposes undergarments. These are examples of clothing that are considered unacceptable at PAI, but it is not an all-inclusive list. Any clothing that fails to amply and discreetly cover all body areas when sitting, stretching, bending or lifting is not allowed.

If you work as a job coach, you will be required to conform to the dress policy of the establishment. Staff representing the company must look professional and modest in a business casual atmosphere. If you are making business calls, attending meetings with outside agencies, or have visitor greeting duties in your job description you are expected to wear professional attire.

PAI reserves the right to determine what constitutes acceptable attire. We encourage you to error on the side of reserve when choosing clothing for work. If your personal appearance is deemed to be below standard, you may be counseled up to and including termination.

Communication: Who do I go to?



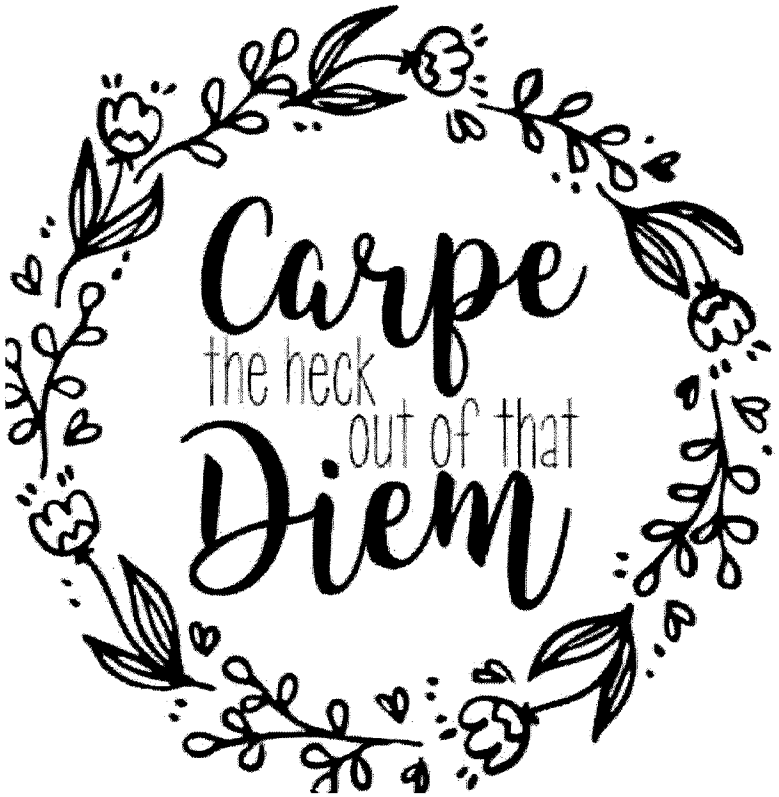
Anything room related - the Lead needs to know
if you update a Supervisor. Please give your lead a heads up!

Examples:
A participant needs a lunch, money for an outing, briefs, meds, change of clothes, etc. - you can call the Supervisor, but make sure to let the room Lead know as well

Go to the room Lead with ideas about the room - group activity ideas, outing concerns, prompting and redirection clarification, etc.

Next week: UKG training

Wrap Up

Is there information you would like to provided at next meeting?

Any final thoughts?