

STAFF DEVELOPMENT

AUGUST 2008



Summer Training Series Emergency Preparedness

Intermediate Level II Training

August 29 12:30 - 3:00 p.m.
Classroom I

BPS Update

August 25 9:30 a.m. - 12:30 p.m.
Classroom I

First Aid Training

August 20 12:30 - 4:30 p.m.



CPR Training

August 21 8:00 a.m. - 12:00 Noon

Organizational Preparation

During the planning of emergency strategies, sometimes the simple things get overlooked. Given all of the excitement and uncertainty, it is easy to forget where things are located and even the policies and procedures that need to be followed during an emergency. Making sure the residence is taken care of is the main focus of the facility's existence, but natural disaster or a facility-wide emergency can cause real problems. The only remedy is to practice preparing for several types of emergency situations. Practice is training for the real things so the small things will not be overlooked. This type of training helps the employees become proficient. There is no such thing as being too prepared. The preparation of the emergency plan, the presence of trained staff, the maintenance of emergency equipment and the practice of putting them all together through regular drills will prove very beneficial to the entire facility.

For more information on emergency preparedness, please visit <http://www.mema.state.md.us> or <http://www.redcross.org>.

Emergency Preparedness Training

August 26 12:00 Noon - 1:00 p.m.
August 28 12:00 Noon - 1:00 p.m.
Canteen Building

PEP for Supervisors

August 12 8:00 a.m. - 3:00 p.m.
Training Room I

Stress Management Tips

Change is inevitable and it's also stressful. Good and bad situations which involve change can also be stressful. Stress management techniques are a healthy way to cope with stress causing situations. The following are major changes that can cause stress: death or illness, accidents, marriage, pregnancy, divorce, job promotion or layoff, moving, money problems and retirement. All these situations are emotionally charged. They can and should not be repressed or discounted. They must be coped with using stress management tools. Next month, we will look at these tools and their importance.

Career Development

Please direct all educational interest to Marie Holley at ext. 6281.