

New Employee Orientation/Basic Training Course Content

	Week 1	Week 2	Week 3	Week 4
	<u>Mon:</u> Noon – 5 <u>Tue-Thurs:</u> 8 – 5 <u>Fri:</u> 8 - 1	No Classes at Academy	<u>Mon-Thurs:</u> 8 – 5 <u>Fri:</u> 8 - 1	<u>Mon-Thurs:</u> 8 – 5 <u>Fri:</u> 8 - 1
	All OYA Employees and Teachers required		All Direct Care Staff (Facility and Field) required	All Direct Care Staff (Facility and Field) required
Monday	<ul style="list-style-type: none"> OYA Agency Overview OYA Vision, Mission and Values Contraband Overview OYA-Harassment & Violence Free Workplace OYA-Employee Services Overview Payroll for OYA Employees 		OYA <i>Direct Care Staff</i> 40-hr <i>“On-the-Job-Training”</i>	<ul style="list-style-type: none"> Facility Observation Debrief CPI Verbal De-escalation Skills
Tuesday	<ul style="list-style-type: none"> Hepatitis/HIV Overview Blood/Airborne Pathogens What is Cognitive Behavior and Why Do We Use It? 		<ul style="list-style-type: none"> Food Handler’s Certificate CPR-1st Aid-AED Medication Administration Policy 	<ul style="list-style-type: none"> Report Writing Prison Rape Elimination Act (PREA) Outlook Basics
Wednesday	<ul style="list-style-type: none"> Youth Rights and Legal Liability Boundaries/Ethics & Standards OYA Principles of Conduct Electronic Information System Policy Overview OYA Bulletin (Employee News) Fire Suppression MSDS-Lockout Tagout 		<ul style="list-style-type: none"> Contraband and Searches – Preserving the Chain of Evidence Responsivity; Behavior Shaping and Cognitive Behavior tools 	<ul style="list-style-type: none"> Suicide Prevention - 8-Hrs
Thursday	<ul style="list-style-type: none"> Introduction to Cultural Competency & Office of Minority Services Mandatory Child Abuse Reporting Adolescent Development 		<ul style="list-style-type: none"> Adolescent Drug and Alcohol Issues Personal Protection Level 2 	<ul style="list-style-type: none"> Cognitive Behavior, Teaching Skills and Group Process Assisting with Physical Intervention
Friday	<ul style="list-style-type: none"> Personal Protection Level 1 		<ul style="list-style-type: none"> Gang Recognition Religion/Spirituality Policy 	<ul style="list-style-type: none"> New Employee/Basic Training Review, Exam and Graduation