\_\_\_\_\_\_\_\_\_,

Welcome to CMHCM and the IPS team!!! We are very excited to have you!!!! We will discuss the plan approach for the next couple of weeks when we meet but, below is your tentative training schedule:

**Week 1**

Monday              10/31   New Employee Orientation 8:00 am –   5:00 pm HR

Tuesday              11/1     CIGMMO (EMR) Training   8:15 am – 12:00 pm HR

                                           Office Set Up/Supplies 2:00 pm -  5:00 pm        Eric

– IPS Materials

Wednesday       11/2      CIGMMO Training      8:15 am - 12:15 pm        (Computer Lab New Hire/Office Orientation   1:00 pm - 5:00 pm     Isabella Office

Thursday            11/3      Referrals Over Breakfast 7:30 am – 10:00 am     Coldwell Banker Mt. P

                                           IPS Process/ Principles    10:00 am - 5:00 pm     Office Osceola

Friday                  11/4     Essential Learning                      8:00 am - 12:00 pm    Office

                                           Office Set Up/Supplies 12:00 pm -  5:00 pm    Office

**Weekend**

**Week 2**

Monday              11/7    Observation – ES 8:00 am - 5:00 pm Clare/Gladwin

Tuesday              11/8    Retention Packet Review  8:00 am – 10:00 am   Office

                                          Consumer Mtg Observation      10:00 am - 12:00 pm    Community/Eric

                                          Q&A  12:00 pm - 5:00 pm    Office/Eric

Wednesday       11/9     Observation – ES     8:30 am - 5:00 pm  Midland

Thursday            11/10   Referrals Over Breakfast 7:30 am – 10:00 am  Coldwell Banker Mt. P

                                           Consumer Meeting        10:00 am -  2:00 pm  Community/Eric (TBD)

                                           Consumer Meeting    4:00 pm -    5:00 pm     Travel with Eric (TBD)

Friday                  11/11   Improving MI Practices/db101/ Community Exploration/Resources

8:00 am -      5:00 pm  Office/Community

**Weekend**

**Week 3**

Monday              11/14   IPS Polycom Team meeting   9:00 am – 10:00 am Team Meeting

Housekeeping –Where you are at/Q&A

Tuesday              11/15   Observation – ES        8:00 am - 5:00 pm      Clare/Gladwin

Wednesday       11/16   Observation – ES     8:30 am - 5:00 pm  Mecosta/Osceola

Thursday            11/17   Referrals Over Breakfast 7:30 am –  10:00 am   Coldwell Banker Mt. P

                                           Full Team Meeting 10:00 am - 5:00 pm Isabella

Friday                  11/18   Q & A – Consumer Meetings      9:00 am -    5:00 pm  Office/Community

**Weekend**

**Week 4**

Monday              11/21    IPS Polycom Team meeting  9:00 am – 10:00 am  Team Meeting Tuesday              11/22    1st consumer meeting (Vocational profile Eris Observe) -TBD

                                            Documentation - Expectations

Wednesday       11/23     Inventory/Progress Review 8:00 am -   5:00 pm