**PSWCT Return-to-work program: webinar Schedule Planner** 2017-2018

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| |  |  | | --- | --- | | Project/Events | 2017 Return to work program | | Organizer | suzanne Metz, rtw manager | | **Use this webinar schedule to plan and assign program tasks to HR team members. If you can’t attend webinars or need prior recordings or materials, call Suzanne Metz (425) 917-7660 or E-mail at** [**smetz@psesd.org**](mailto:smetz@psesd.org)**.** |
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| |  |  |  | | --- | --- | --- | | Project Phase | date | time | | First annual program review | Archived | Call for copies | | your draft rtw program | Archived | Thursday 11:00 am | | supervisors’ role for rtw | July 20th | Thursday 11:00 am | | Employee training & packets | July 27th | Thursday 11:00 am | | link RTW with safety | August 10th | Thursday 11:00 am | | providers & vendors | August 24th | Thursday 11:00 am | | |  |  |  | | --- | --- | --- | | who is responsible? | Planned? | done? | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| July | August | September | October | November | December |
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| January | February | March | April | May | June |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | 31 |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 |  | |  |  |  |  |  |  |  | |