



Welcome to the Office of Aging and Adult Services (OAAS) LOCET Training Workshop



Workshop Rules

- Sign-In – (please check name spelling)- Don't sign-in for someone else
- Restrooms are located right outside door to your left (Vending Machine & ATM located near restrooms)

Workshop Rules

Updated
02/07/11

- Building Security
- Breaks (Smoking in designated areas only)

Workshop Rules

Updated
02/07/11

- Turn off all mobile phones, or set them to vibrate
- Use index cards to jot down questions & place in “Questions” box located on registration table

Workshop Rules

Updated
02/07/11

- Parking ticket validation - Write your name on ticket, place in “Parking Ticket” box located on registration table
- Pick up validated tickets from registration table during break time

Workshop Rules

Updated
02/07/11

- Handout materials – Each training participant should have their own set of handout materials that were posted on OAAS Website (www.oaas.dhh.louisiana.gov)

Workshop Rules

- Designate one person to pick up your training certificates at the conclusion of training

Workshop Rules

- Complete evaluation form at conclusion of this training & leave it on the registration table

Workshop Rules

- Enjoy the workshop!

