

June 2019

Training and Development

Effective: 05/14/2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3 9-4 NEO Mgrs Rm	4 9-11 Pension Q&A Cancelled 9-11 Sexual Harass Prev Gilliam 130-330 Sexual Harass Prev County Council Only City/County Bldg	5 9-10 Valuing Different Gen Mgrs Rm	6 130-330 Supv 101 Mgrs Rm	7	8
9	10	11 9-11 & 1-3 Sexual Harass Prev 5th Fl Sheriff's Conf Rm City/County Bldg	12 9-11 Interper Comm 130-330 Pension Q&A Both in Mgrs Rm	13 9-11 DCS Orientation Gilliam 9-11 EEO/ADA 130-330 Leave Admin Both in Mgrs Rm	14	15
16	17 9-4 NEO Mgrs Rm	18 9-11 Unconscious Bias Gilliam	19 9-11 Sexual Harass Prev 1st Fl Council Chambers City/County Bldg	20 9-11 Sexual Harass Prev Gilliam 2-3 Conflict Resolution Mgrs Rm	21	22
23	24 130-330 Resp in Wrkpl Gilliam	25 9-11 Workforce Plan Gilliam	26 10-12 Ethics 130-330 Sexual Harass Prev Both at Gilliam 130-330 Intv Skills Mgrs Rm	27 130-330 ER/LR Mgrs Rm 130-330 Unconscious Bias Gilliam	28	29
30	1	<p>Coaching & Counseling - Overview of case studies involving counseling and recognizing warning signs that indicate a need for intervention Mgrs/Spvrs Only</p> <p>Conflict Resolution - Overview of handling conflict/disagreements in the workplace Voluntary for All Employees</p> <p>Customer Experience - Overview of customer service in the public sector Mandatory for Mgrs/Spvrs; Open to All Employees</p> <p>EEO/ADA Employment Law - Overview of legal/policy updates on Equal Employment Opportunity & Disability Act Mandatory Mgrs/Spvrs Only</p> <p>Employee & Labor Relations (ER/LR) - Overview of the grievance and discipline process Mandatory Mgrs/Spvrs Only</p> <p>Ethics in the Workplace - Review of County Ethics Code Mandatory All Employees (every 2-3 years)</p> <p>HIPAA Compliance - Health Insurance Portability & Accountability; data privacy and security provisions safeguarding medical info Voluntary Mgrs/Spvrs</p> <p>Interpersonal Communication Skills - Overview of communication styles and etiquette Mandatory Mgrs/Spvrs Only</p> <p>Interviewing Skills for Hiring Managers - Overview of Oral Boards and selection interview process Mandatory Mgrs/Spvrs Only</p> <p>Leave Administration - Overview of FMLA and Leaves of Absence Mandatory Mgrs/Spvrs Only</p> <p>NEO - New Employee Orientation Mandatory New Employees (this is scheduled through Human Resources)</p> <p>Pension Q&A - Open forum Q&A with the Pension Staff for retirement eligible (non-uniform police) employees Voluntary</p> <p>Performance Management - Overview of performance evaluation process Mandatory Mgrs/Spvrs Only</p> <p>Public Safety Awareness - 3 hr Course Covering CPR/AED, Fire Extinguisher and Active Shooter Train. Mandatory All Front Desk (Reception) Personnel; Voluntary All Employees</p> <p>Respectful Behavior in the Workplace - Overview of Diversity, Respect, Harassment and Bullying Mandatory All Employees (every 2-3 years)</p> <p>Sexual Harassment Prevention - In 2019 Mandatory All Employees as required by State Law (every 2-3 years)</p> <p>Supervision 101 - Overview of key elements of supervision, including performance and discipline Mandatory Mgrs/Spvrs Only</p> <p>Unconscious Bias - Being conscious of our learned biases in order to make unbiased decisions Mandatory All Employees</p> <p>Valuing Different Generations - Generational differences in the workplace Voluntary for All Employees</p> <p>Workforce Planning - Ensuring managers have a continuous pool of qualified candidates for operational efficiency Manadatory Mgrs/Spvrs Only</p>				