

# August 2019

# Training and Development

Effective: 08/19/2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
<b>Cancelled Training Sessions</b> 08/06 - Workforce Planning 08/08 - Sexual Harassment Prevention 08/08 - ER/LR 08/13 - Leave Admin 08/13 - Sexual Harassment Prevention						
4	5	6	7	8	9	10
		9-11 Workforce Plan Mgrs Rm - <b>Cancelled</b>		9-11 Sexual Harass Prev Gilliam <b>Cancelled</b> 130-330 ER/LR <b>Cancelled</b> Mgrs Rm	9-11 Unconscious Bias Gilliam	
11	12	13	14	15	16	17
	9-4 NEO Mgrs Rm	9-11 Leave Admin <b>Cancelled</b> Gilliam 130-330 Sexual Harass Prev Gilliam <b>Cancelled</b>	9-11 EEO/ADA Mgrs Rm 9-11 Resp in Wrkpl Gilliam	130-330 Unconscious Bias Gilliam		
18	19	20	21	22	23	24
		130-330 Sexual Harass Prev Gilliam		9-11 Intpers Comm Mgrs Rm 10-12 Ethics Gilliam	9-11 Unconscious Bias Gilliam	
25	26	27	28	29	30	31
	9-4 NEO Mgrs Rm	9-11 Sexual Harass Prev Gilliam	9-11 Intv Skills Lg Exec Conf Rm 2nd Fl - Government Ctr			
1	2	<b>EEO/ADA Employment Law</b> - Overview of legal/policy updates on Equal Employment Opportunity & Disability Act <b>Mandatory Mgrs/Spvrs Only</b> <b>Employee &amp; Labor Relations (ER/LR)</b> - Overview of the grievance and discipline process <b>Mandatory Mgrs/Spvrs Only</b> <b>Ethics in the Workplace</b> - Review of County Ethics Code <b>Mandatory All Employees</b> <b>Interpersonal Communication Skills</b> - Overview of communication styles and etiquette <b>Mgrs/Spvrs Only</b> <b>Interviewing Skills for Hiring Managers</b> - Overview of Oral Boards and selection interview process <b>Mandatory Mgrs/Spvrs Only</b> <b>Leave Administration</b> - Overview of FMLA and Leaves of Absence <b>Mandatory Mgrs/Spvrs Only</b> <b>NEO</b> - New Employee Orientation <b>Mandatory New Employees</b> <b>Performance Management</b> - Overview of performance evaluation process <b>Mandatory Mgrs/Spvrs Only</b> <b>Respectful Behavior in the Workplace</b> - Overview of Diversity, Respect, Harassment and Bullying Policies <b>Mandatory All Employees</b> <b>Sexual Harassment Prevention</b> - <b>In 2019 Mandatory All Employees as required by State Law (every 2-3 years)</b> <b>Supervision 101</b> - Overview of key elements of supervision, including performance and discipline <b>Mandatory Mgrs/Spvrs Only</b> <b>Unconscious Bias</b> - Being conscious of our learned biases in order to make unbiased decisions <b>Mandatory All Employees</b> <b>Workforce Planning (Succession)</b> - Ensuring managers have a continuous pool of qualified candidates for operational efficiency <b>Mandatory Mgrs/Spvrs Only</b>				