

September 2019

Training and Development

Effective: 08/19/2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 9/12,9/16,9/26,9/30 Unconscious Bias Paramedics Recert Only 9/24,9/25,9/26-SHP Sch Crossing Guard Only	2 HOLIDAY	3 1-3 Ethics Gilliam	4	5 9-11 Unconscious Bias Council Chambers City/County Bld 130-330 Supv 101 Mgrs Rm	6	7
8	9 9-4 NEO - Mgrs Rm 130-330 Sexual Harass Prevention - Gilliam	10	11 9-11 Perf Mgmt Mgrs Rm	12 9-11 Leave Adm - Mgrs Rm 1-3 Unconscious Bias Paramedics Recert Only Public Safety HQ-Fusion Ctr	13	14
15	16 1-3 Unconscious Bias Paramedics Recert Only Public Safty HQ-Snow CR	17 9-11 Unconscious Bias Mgrs-Rm Cancelled 8-1030 PD Academy Recruits Public Safety Building	18	19 930-330 Soc Sec Seminars 930-1030, 1130-1230, 130-230 Gilliam 130-330 Workforce Plan Mgrs Rm	20	21
22	23 9-4 NEO Mgrs Rm	24 10-12 Sexual Harass Prevention Sch Crossing Guard Only Gilliam	25 10-12 Sexual Harass Prevention Sch Crossing Guard Only Gilliam	26 10-12 Sexual Harass Prevention Sch Crossing Guard Only Gilliam 130-330 ER/LR - Mgrs Rm 1-3 Unconscious Bias Paramedics Recert Only Public Safety HQ-Fusion Ctr.	27	28
29	30 1-3 Unconscious Bias Paramedics Recert Only Public Safty HQ-Fusion Ctr	1	2	3	4	5
6	7 EEO/ADA Employment Law - Overview of legal/policy updates on Equal Employment Opportunity & Americans with Disabilities Act Mandatory Mgrs/Spvrs Only Employee & Labor Relations (ER/LR) - Overview of the grievance and discipline process Mandatory Mgrs/Spvrs Only Ethics in the Workplace - Review of County Ethics Code Mandatory All Employees Interpersonal Communication Skills - Overview of communication styles and etiquette Mandatory Mgrs/Spvrs Only Interviewing Skills for Hiring Managers - Overview of Oral Boards and selection interview process Mandatory Mgrs/Spvrs Only Leave Administration - Overview of FMLA and Leaves of Absence Mandatory Mgrs/Spvrs Only NEO - New Employee Orientation Mandatory New Employees Performance Management - Overview of performance evaluation process Mandatory Mgrs/Spvrs Only Public Safety Awareness - 3 hr Course covering CPR/AED, Fire Extinguisher and Active Shooter Train. Mandatory All Front Desk (Reception) Personnel; Voluntary All Employees Respectful Behavior in the Workplace - Overview of Diversity, Respect, Harassment and Bullying Mandatory for All Employees Sexual Harassment Prevention - In 2019 Mandatory All Employees as required by State Law (every 2-3 years) Social Security Seminar - Overview of Social Security Retirement Benefits Voluntary for all Employees Supervision 101 - Overview of key elements of supervision, including performance and discipline Mandatory Mgrs/Spvrs Only Unconscious Bias - Being conscious of our learned biases in order to make unbiased decisions Mandatory All Employees Workforce Planning - Ensuring managers have a continuous pool of qualified candidates for operational efficiency Mandatory Mgrs/Spvrs Only					