

## Franklin County Employees Training Calendar September, 2014

| Monday   | Tuesday  | Wednesday  | Thursday   | Friday           |
|--|--|--|--|------------------|
| <p>Theresa Ferguson – Pink<br/>Elizabeth Manns – Blue<br/>Sonya Burley – Purple</p> <p><b>*Core Class- Note: Franklin County Board of Commissioners Employees are encouraged to complete these classes by the end of their probation period.</b></p> | <p>HR = HR Training Room, 373 S. High St, 25<sup>th</sup> FL<br/>MRB = Meeting Room B, 373 S. High St, 25<sup>th</sup> FL</p>  |  |  |                  |
| <p><b>1</b></p> <p style="text-align: center;"><b>Labor Day</b></p>  | <p><b>2</b></p>  | <p><b>3</b></p> <p><b>*Multicultural Awareness—E210.136</b><br/>9:00 – 12:00 HR</p>        | <p><b>4</b></p> <p><b>*Violence in the Workplace – E230.120</b><br/>8:30 – 11:30<br/>MRB</p>   | <p><b>5</b></p>  |
| <p><b>8</b></p> <p>Making Your Benefits Work for You –E316.016<br/>1:00 – 3:30 HR</p>  | <p><b>9</b></p> <p>Mediation Skills – E224.003<br/>8:30 – 11:30 MRB<br/>M.E.E.T. on Common Ground: Speaking up for Respect in the Workplace – S437.904<br/>9:00 – 12:00 HR</p> | <p><b>10</b></p>   | <p><b>11</b></p> <p>The Supervisor As a Team Builder–S395.003<br/>9:00 – 12:00 HR<br/>Managing Change – S311.024<br/>8:30 – 11:30 MRB</p>                              | <p><b>12</b></p> |
| <p><b>15</b></p>   | <p><b>16</b></p> <p>Coaching for Improved Performance – S210.026<br/>8:30 – 11:30 HR</p>   | <p><b>17</b></p> <p><b>*Sexual Harassment Awareness – E220.135</b><br/>9:00 – 12:00 HR</p> | <p><b>18</b></p> <p><b>*Customer Service – E285.143</b><br/>9:00 – 12:00 HR<br/>Progressive Discipline<br/><b>*Supervisor Only*– S340.029</b><br/>8:30 – 11:30 MRB</p> | <p><b>19</b></p> |
| <p><b>22</b></p> <p>Making Your Benefits Work for You –E316.017<br/>1:00 – 3:30 HR</p>   | <p><b>23</b></p> <p>Walk the Line: Steps Towards Being a Great Boss – S396.003<br/>8:30 – 11:30<br/>HR</p>   | <p><b>24</b></p>   | <p><b>25</b></p> <p>Can We Talk: Improving Communication Skills – E250.039<br/>9:00 – 12:00 HR</p>   | <p><b>26</b></p> |
| <p><b>29</b></p>   | <p><b>30</b></p> <p><b>*Ethics—E240.138</b><br/>8:30-11:00pm HR</p>  |  |  |                  |

Register for our workshops at: <http://www.franklincountyohio.gov/commissioners/hr/training>

Or Call 614-525-6224 if you have questions

## Franklin County Employees Training Calendar October, 2014

| Monday   | Tuesday  | Wednesday   | Thursday  | Friday    |
|--|--|---|---|-----------|
|  |  | <b>1</b><br>Microsoft Word 2010:<br>Beginners – E163.204<br>9:00 – 12:00 HR   | <b>2</b><br>*Multicultural<br>Awareness – E210.137<br>8:30 – 11:30 MRB  | <b>3</b>  |
| Making Your Benefits<br>Work for You –<br>E316.018<br>1:00 – 3:30 HR   | <b>7</b><br>*Ethics—E240.139<br>9:00-12:00pm HR<br>People Puzzle –<br>E253.024<br>8:30 – 11:30 MRB   | <b>8</b>  | <b>9</b><br>Microsoft Excel 2010:<br>Beginners – E175.002<br>9:00 – 12:00 HR  | <b>10</b> |
| <b>13</b>  | <b>14</b><br>Stress Management –<br>E262.104<br>8:30 – 11:30 MRB                                     | <b>15</b><br>*Sexual Harassment<br>Awareness – E220.136<br>8:30 – 11:00 MRB   | <b>16</b><br>Microsoft Outlook<br>2010 – E174.002<br>9:00 – 12:00 HR  | <b>17</b> |
| <b>20</b><br>Making Your Benefits<br>Work for You –E316.019<br>1:00 – 3:30 HR  | <b>21</b><br>*Violence in the<br>Workplace – E230.121<br>9:00 – 12:00 HR                             | <b>22</b>   | <b>23</b><br>*Customer Service –<br>E285.144<br>8:30 – 11:30 MRB<br>**New Course**<br>Microsoft Excel 2010<br>Advanced – E177.001<br>9:00 – 12: 00 HR | <b>24</b> |
| <b>27</b>  | <b>28</b><br>The Successful Persons<br>Guide to Time<br>Management –<br>E302.004<br>8:30 – 11:30 MRB | <b>29</b>   | <b>30</b><br>How to Build Successful<br>Teams in the<br>Workplace—S305.010<br>8:30-11:30am<br>HR  |           |
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