

Franklin County Employees Learning and Development Calendar

January, 2015

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Theresa Ferguson – Pink Elizabeth Manns – Blue Sonya Burley – Purple</p> <p>*Core Class- Note: Franklin County Board of Commissioners Employees are encouraged to complete these classes by the end of their probation period.</p>	<p>HR = HR Training Room, 373 S. High St, 25th FL MRB = Meeting Room B, 373 S. High St, 25th FL</p>			
5	6	7	8 Managing Challenging Behaviors—S255.015 8:30am-11:30am MRB- TF	9
<p>12 Making Your Benefits Work for You –E316.025 1:00pm – 3:30 HR SB</p>	<p>13 Stress Management—E262.105 8:30am-11:30am HR- TF Co-Manage Performance Using an Individual Development Plan (IDP) --S550.106 1:00pm-4:00pm HR- LM</p>	<p>14 Fundamentals of Computer Basics-- Word 2010 (Certificate Course) –E163.206 9:00am-12:00pm HR- LM</p>	<p>15 *Violence in the Workplace –E230.124 9:00am – 12:00pm HR- LM</p>	<p>16 *Multicultural Awareness—E210.140 8:30am-11:30am HR-- TF</p>
<p>19 MLK Holiday- Office Closed</p>	<p>20 *Sexual Harassment Awareness –E220.139 8:30am – 11:30am HR- TF</p>	<p>21 Working Happily From 9 to 5—E415.004 9:00am-12:00pm HR- LM</p>	<p>22 *Customer Service – E258.147 8:30am – 11:30am HR- TF</p>	<p>23 The Attitude Day Spa—E260.608 9:00am-12:00pm HR- LM</p>
<p>26 Making Your Benefits Work for You –E316.026 1:00pm – 3:30 HR SB</p>	<p>27 *Ethics—E240.142 8:30am-11:30am HR- TF How To Work As A Team --E270.026 1:00pm-4:00pm HR- LM</p>	<p>28 Fundamentals of Computer Basics- Outlook 2010 (Certificate Course)—E174.004 9:00am-12:00pm HR- LM</p>	<p>29 Valuing Generations in the Workplace—E215.022 8:30am-11:30am HR- TF</p>	30

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

Or Call 614-525-6224 if you have questions

Franklin County Employees Learning and Development Calendar

February, 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 *Multicultural Awareness—E210.141 9:00am – 12:00pm HR- LM	4 Fundamentals of Computer Basics- Excel 2010 (Certificate Course)—E175.006 9:00am-12:00pm HR- LM	5 Communication Boot Camp (Certificate Course)—E269.006 9:00pm-12:00pm HR- LM Keys to Workplace Success—E450.014 1:00pm-4:00pm HR- TF	6 Can We Talk? Improving Communication (Certificate Course)—E250.041 8:30am-11:30am HR- TF
9 Making Your Benefits Work for You –E316.027 1:00 – 3:30 HR- SB	10 Intermediate Excel—E176.001 9:00am-12:00pm HR- LM	11 Understanding Your Communication Style (Certificate Course)—E252.111 8:30am-11:30am HR- TF	12 *Ethics—E240.143 9:00am-12:00pm HR- LM Projecting a Professional Image- E465.027 1:00pm-4:00pm HR- TF	13
16	17 *Sexual Harassment Awareness—E220.140 9:00am – 12:00pm HR- LM Power of Positive Reinforcement—E255.017 1:00pm-4:00pm HR- TF	18 Fundamentals of Computer Basics- PowerPoint 2010 (Certificate Course)—E167.054 9:00am-12:00pm HR- LM	19 *Violence in the Workplace –E230.125 8:30am – 11:30am HR- TF	20 Communication Skills for the Workplace (Certificate Course)—E268.004 8:30am-11:30am HR- TF
23 Making Your Benefits Work for You –E316.028 1:00 – 3:30 HR- SB	24 Intermediate Excel—E176.002 9:00am-12:00pm HR- LM	25 Communication Strategies (Certificate Course)—E261.002 8:30am-11:30am HR- TF	26 How to Break the Cycle of Procrastination—E420.023 8:30am-11:30am HR- TF	27 *Customer Service—E285.148 9:00am – 12:00pm HR- LM
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