

**Franklin County Employees Learning and Development Calendar  
July, 2015**

| Monday   | Tuesday   | Wednesday   | Thursday   | Friday  |
|--|---|---|--|---|
| <p>Theresa Ferguson – Pink<br/>Elizabeth Manns – Blue<br/>Sonya Burley – Purple</p>  | <p>Josh Mitchener -- Green<br/>MRB = Meeting Room B, 373 S. High St, 25<sup>th</sup> FL<br/>HR = HR Training Room, 373 S. High St, 25<sup>th</sup> FL</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> |   |   |  |   |
|  |   | <b>1</b>  | <b>2</b>   | <b>3</b><br><b>Independence Day-<br/>Office Closed</b>  |
| <p><b>6</b><br/>Understanding Basic Safety—E231.003<br/>1:00pm-3:00pm<br/>HR- <b>JM</b></p>  | <p><b>7</b><br/>Managing Challenging Behaviors –S255.016<br/>8:30am-11:30am<br/>HR- <b>TF</b></p>   | <p><b>8</b><br/>Fundamentals of Computer Basics-- Word 2010 (<b>Certificate Course</b>) –E163.210<br/>1:00pm-4:00pm<br/>HR- <b>LM</b></p> | <p><b>9</b><br/>Fundamentals of Computer Basics—Excel 2010 (<b>Certificate Course</b>) –E175.010<br/>9:00am-12:00pm<br/>HR- <b>LM</b><br/><b>*Multicultural Awareness—E210.146</b><br/>8:30am-11:30am<br/><b>MRB- TF</b></p> | <p><b>10</b><br/>Intermediate PowerPoint— E167.251<br/>9:00am-12:00pm<br/>HR- <b>LM</b></p>         |
| <p><b>13</b><br/>Making Your Benefits Work for You –E316.037<br/>1:00pm–3:30pm<br/>HR- <b>SB</b></p>   | <p><b>14</b><br/><b>*Customer Service – E285.153</b><br/>9:00am–12:00pm<br/>HR- <b>LM</b></p>   | <p><b>15</b><br/>Communication Skills for the Workplace (<b>Certificate Course</b>)— E268.007<br/>8:30am-11:30am<br/>HR- <b>TF</b></p>    | <p><b>16</b><br/><b>*Violence in the Workplace –E230.130</b><br/>8:30am–11:30am<br/>HR- <b>TF</b></p>  | <p><b>17</b></p>  |
| <p><b>20</b></p>   | <p><b>21</b><br/><b>*Sexual Harassment Awareness –E220.145</b><br/>8:30am-11:30am<br/>HR- <b>TF</b></p>   | <p><b>22</b><br/>Intermediate Excel— E176.006<br/>1:00pm-4:00pm<br/>HR- <b>LM</b></p>   | <p><b>23</b><br/>Intermediate Word— E163.602<br/>9:00am-12:00pm<br/>HR- <b>LM</b></p>  | <p><b>24</b><br/>Power of Positive Reinforcement —E255.019<br/>8:30am-11:30am<br/>HR- <b>TF</b></p> |
| <p><b>27</b><br/>Making Your Benefits Work for You–E316.038<br/>1:00pm–3:30pm<br/>HR- <b>SB</b></p>  | <p><b>28</b><br/><b>*Ethics—E240.148</b><br/>9:00am-12:00pm<br/><b>MRB- LM</b></p>  | <p><b>29</b><br/>Supervisor Refresher--A S212.604<br/>1:00pm–4:00pm<br/>HR- <b>TF</b></p>   | <p><b>30</b><br/>Valuing Generations — E215.024<br/>8:30am-11:30am<br/>HR- <b>TF</b><br/>Taking Control of Your Workday<br/>–E417.001<br/>1:00pm-4:00pm<br/>HR- <b>LM</b></p>  | <p><b>31</b></p>  |

**Franklin County Employees Learning and Development Calendar  
August, 2015**

| Monday  | Tuesday   | Wednesday  | Thursday  | Friday  |
|---|---|--|---|---|
| <b>3</b><br>Understanding Basic Safety—E231.004<br>1:00pm-3:00pm<br>HR- <b>JM</b>   | <b>4</b><br>Can We Talk? Improving Communication ( <b>Certificate Course</b> )—E250.044<br>8:30am-11:30am<br>HR- <b>TF</b><br>M.E.E.T. on Common Grounds: Lessons in Diversity—S437.906<br>1:00pm-4:00pm<br>HR- <b>LM</b> | <b>5</b><br><b>*Ethics—E240.149</b><br><b>9:00am-12:00pm</b><br>HR- <b>LM</b><br><br>Supervisor Refresher-B—S212.704<br>1:00pm-4:00pm<br>HR- <b>TF</b>                       | <b>6</b><br><b>*Violence in the Workplace —E230.131</b><br><b>8:30am-11:30am</b><br>MRB- <b>TF</b>                                      | <b>7</b><br>Managing Employee Engagement—S560.003<br>9:00am-12:00pm<br>HR- <b>LM</b>                            |
| <b>10</b><br>Making Your Benefits Work for You—E316.039<br>1:00pm-3:30pm<br>HR- <b>SB</b>   | <b>11</b><br><b>*Multicultural Awareness—E210.147</b><br><b>8:30am-11:30am</b><br>HR- <b>TF</b>   | <b>12</b><br>Fundamentals of Computer Basics- Outlook 2010 ( <b>Certificate Course</b> )—E174.008<br>1:00pm-4:00pm<br>HR- <b>LM</b>  | <b>13</b><br>Fundamentals of Computer Basics- PowerPoint 2010 ( <b>Certificate Course</b> )—E167.058<br>9:00am-12:00pm<br>HR- <b>LM</b> | <b>14</b>   |
| <b>17</b>   | <b>18</b><br>Understanding Your Communication Style ( <b>Certificate Course</b> )—E252.114<br>8:30am-11:30am<br>HR- <b>TF</b>   | <b>19</b><br><b>*Sexual Harassment Awareness —E220.146</b><br><b>9:00am-12:00pm</b><br>HR- <b>LM</b><br>Peer Today, Boss Tomorrow—S150.021<br>1:00pm-4:00pm<br>HR- <b>TF</b> | <b>20</b><br>Non-Verbal Communication for Success —E254.025<br>9:00am-12:00pm<br>HR- <b>LM</b>  | <b>21</b><br>Communication Strategies ( <b>Certificate Course</b> )—E261.005<br>8:30am-11:30am<br>HR- <b>TF</b> |
| <b>24</b><br>Making Your Benefits Work for You —E316.040<br>1:00pm-3:30pm<br>HR- <b>SB</b>  | <b>25</b><br><b>*Customer Service—E285.154</b><br><b>8:30am-11:30am</b><br>MRB- <b>TF</b>   | <b>26</b><br>Intermediate Word—E163.603<br>1:00pm-4:00pm<br>HR- <b>LM</b>  | <b>27</b><br>Intermediate Excel—E176.007<br>1:00pm-4:00pm<br>HR- <b>LM</b>  | <b>28</b>   |
| <b>31</b>   |   |  |   |   |
| Theresa Ferguson – Pink<br>Elizabeth Manns – Blue<br>Sonya Burley – Purple  |   | Josh Mitchener -- Green<br>MRB = Meeting Room B, 373 S. High St, 25 <sup>th</sup> FL<br>HR = HR Training Room, 373 S. High St, 25 <sup>th</sup> FL                           |   |   |
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Register for our workshops at: <http://www.franklincountyohio.gov/commissioners/hr/training>

Or Call 614-525-6224 if you have questions