

Franklin County Employees Learning and Development Calendar

March, 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>			
<p>2</p>	<p>3 *Multicultural Awareness—E210.142 9:00am-12:00pm HR- LM</p>	<p>4</p>	<p>5 Fundamentals of Computer Basics-- Word 2010 (<i>Certificate Course</i>)—E163.207 9:00am-12:00pm HR- LM</p>	<p>6</p>
<p>9 Making Your Benefits Work for You –E316.029 1:00pm–3:30pm HR- SB</p>	<p>10 Stress Management—E262.106 8:30am-11:30am HR- TF</p>	<p>11 *Violence in the Workplace –E230.126 8:30am–11:30am HR- TF</p>	<p>12 Are Your Non-Verbals Showing the Way You Think?—E251.208 9:00am-12:00pm HR- LM</p>	<p>13 *Customer Service – E285.149 8:30am–11:30am HR- TF</p>
<p>16</p>	<p>17 *Sexual Harassment Awareness –E220.141 9:00am–12:00pm HR- LM Managing Change – S311.025 1:00pm–4:00pm HR-TF</p>	<p>18 Can We Talk? Improving Communication (<i>Certificate Course</i>) – E250.042 8:30am-11:30am HR- TF</p>	<p>19 Fundamentals of Computer Basics- Outlook 2010 (<i>Certificate Course</i>)—E174.005 9:00am-12:00pm HR- LM</p>	<p>20</p>
<p>23 Making Your Benefits Work for You –E316.030 1:00pm–3:30pm HR- SB</p>	<p>24 *Ethics—E240.144 8:30am-11:30am MRB- TF</p>	<p>25 Maximize Face-to-Face Meetings With Your Staff—E221.103 9:00am-12:00pm HR- LM</p>	<p>26 Communication Skills for the Workplace (<i>Certificate Course</i>)—E268.005 8:30am-11:30am HR- TF</p>	<p>27 Communication Boot Camp—E269.007 8:30am-11:30am HR- LM</p>
<p>30</p>	<p>31</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 Learning and Development Calendar

April, 2015

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Boosting Your Self-Image and Self-Esteem— E474.001 9:00am-12:00pm HR- LM	2 *Violence in the Workplace –E230.127 8:30am – 11:30am MRB- TF	3
6 Making Your Benefits Work for You –E316.031 1:00pm–3:30pm HR- SB	7 *Multicultural Awareness—E210.143 8:30am–11:30pm MRB- TF Freedom From Burnout— E266.018 9:00am-12:00pm HR- LM	8 Valuing Generations in the Workplace— E215.023 8:30am-11:30am HR- TF	9 Fundamentals of Computer Basics- Excel 2010 (<i>Certificate Course</i>)— E175.007 9:00am-12:00pm HR- LM	10
13	14 *Ethics—E240.145 9:00am-12:00pm HR- LM	15 Understanding Your Communication Style (<i>Certificate Course</i>)— E252.112 8:30am-11:30am HR- TF	16 M.E.E.T. on Common Ground: Speaking Up for Respect in the Workplace—E437.905 9:00am-12:00pm HR- LM	17
20 Making Your Benefits Work for You –E316.032 1:00pm–3:30pm HR- SB	21 *Sexual Harassment Awareness—E220.142 9:00am–12:00pm MRB- LM	22 Time Management— E290.039 8:30am-11:30am HR- TF	23 Fundamentals of Computer Basics- PowerPoint 2010 (<i>Certificate Course</i>)— E167.055 9:00am-12:00pm HR- LM	24 Communication Strategies (<i>Certificate Course</i>)— E261.003 8:30am-11:30am HR- TF
27	28 Breaking the Cycle of Procrastination— E420.024 8:30am-11:30am HR- TF	29 **New Course** Employee Engagement- Overcoming the 3 Signs of a Miserable Job (Supervisors and Managers)—S560.001 9:00am-12:00pm HR- LM	30 *Customer Service— E285.150 8:30am –11:30am MRB- TF Intermediate Excel— E176.003 9:00am-12:00pm HR- LM	
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