

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Theresa Ferguson – Pink Elizabeth Manns – Blue Sonya Burley – Purple *Core Class- Note: Franklin County Board of Commissioners Employees are encouraged to complete these classes by the end of their probation period.</p>	<p>Josh Mitchener -- Green MRB = Meeting Room B, 373 S. High St, 25th FL HR = HR Training Room, 373 S. High St, 25th FL</p>			<p>1</p>
<p>4 Making Your Benefits Work for You –E316.033 1:00pm–3:30pm HR- SB</p>	<p>5 *Multicultural Awareness—E210.144 8:30am-11:30am MRB- TF Drama in the Workplace? Creating a Drama Free Work Zone—S500.014 9:00am-12:00pm HR- LM</p>	<p>6 Fundamentals of Computer Basics-- Word 2010 (Certificate Course) –E163.208 9:00am-12:00pm HR- LM</p>	<p>7 Fundamentals of Computer Basics—Excel 2010 (Certificate Course) –E175.008 1:00pm-4:00pm HR- LM</p>	<p>8</p>
<p>11</p>	<p>12 *Customer Service – E285.151 8:30am–11:30am HR- TF</p>	<p>13 Communication Skills for the Workplace (Certificate Course)— E268.006 8:30am-11:30am HR- TF</p>	<p>14 *Violence in the Workplace—E230.128 8:30am–11:30am MRB- TF</p>	<p>15 Speaking with Sizzle, Substance, and Style –E421.001 9:00am-12:00pm HR- LM</p>
<p>18 Making Your Benefits Work for You—E316.034 1:00pm–3:30pm HR- SB</p>	<p>19 *Sexual Harassment Awareness –E220.143 9:00am-12:00pm MRB- LM</p>	<p>20 Fundamentals of Computer Basics- Outlook 2010 (Certificate Course)—E174.006 9:00am-12:00pm HR- LM</p>	<p>21 Fundamentals of Computer Basics- Powerpoint 2010 (Certificate Course)— E167.056 1:00pm-4:00pm HR- LM</p>	<p>22 Power of Positive Reinforcement —E255.018 8:30am-11:30am HR- TF</p>
<p>25 Memorial Day Office Closed</p>	<p>26 Intermediate Excel— E176.004 9:00am-12:00pm HR- LM</p>	<p>27 Supervisor Refresher- A S212.602 1:00pm–4:00pm HR- TF</p>	<p>28 *Ethics—E240.146 8:30am-11:30am MRB- TF</p>	<p>29 Supervisor Refresher- B S212.702 1:00pm-4:00pm HR- TF</p>

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

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 *Violence in the Workplace —E230.129 8:30am–11:30am MRB- TF Employee Engagement- Overcoming the 3 Signs of a Miserable Job —S560.002 9:00am-12:00pm HR- LM	3 Supervisor Refresher- B —S212.703 1:00pm-4:00pm HR- TF	4 Can We Talk? Improving Communication (Certificate Course) —E250.043 8:30am-11:30am HR- TF	5
8 Making Your Benefits Work for You—E316.035 1:00pm–3:30pm HR- SB	9 *Multicultural Awareness— E210.145 9:00am–12:00pm HR- LM	10 Fundamentals of Computer Basics- Excel 2010 (Certificate Course)— E175.009 9:00am-12:00pm HR- LM	11 *Customer Service— E285.152 8:30am –11:30am MRB- TF Fundamentals of Computer Basics- Word 2010 (Certificate Course)— E163.209 1:00pm-4:00pm HR- LM	12 Professional Image —E465.123 8:30am-11:30am HR- TF
15 Understanding Basic Safety—E231.001 1:00pm-3:00pm HR- JM	16 *Ethics—E240.147 9:00am-12:00pm MRB- LM	17 *Sexual Harassment Awareness—E220.144 9:00am–12:00pm HR- LM	18 Intermediate Excel— E176.005 9:00am-12:00pm HR- LM	19 Supervisor Refresher- A —S212.603 1:00pm-4:00pm HR- TF
22 Making Your Benefits Work for You—E316.036 1:00pm–3:30pm HR- SB	23 Peer Today, Boss Tomorrow —S150.020 8:30am-11:30am HR- TF	24 Fundamentals of Computer Basics- PowerPoint 2010 (Certificate Course)— E167.057 9:00am-12:00pm HR- LM	25 Understanding Your Communication Style (Certificate Course)— E252.113 8:30am-11:30am MRB- TF Fundamentals of Computer Basics- Outlook 2010 (Certificate Course)— E174.007 1:00pm-4:00pm HR- LM	26
29 Understanding Basic Safety—E231.002 1:00pm-3:00pm HR- JM	30 Communication Strategies (Certificate Course)— E261.004 8:30am-11:30am HR- TF			
	Theresa Ferguson – Pink Elizabeth Manns – Blue Sonya Burley – Purple *Core Class- Franklin County Board of Commissioners Employees are encouraged to complete these classes by the end of their probation period.	Josh Mitchener -- Green	MRB = Meeting Room B, 373 S. High St, 25 th FL HR = HR Training Room, 373 S. High St, 25 th FL	

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

Or Call 614-525-6224 if you have questions