

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

| 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>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>                         |   |   |  |
| <b>2</b>   | <b>3</b><br>*Ethics—E240.152<br>8:30am-11:30am<br>HR- TF  | <b>4</b><br>*Multicultural Awareness—E210.150<br>8:30am-11:30am<br>MRB- LM  | <b>5</b><br>Breaking the Cycle of Procrastination<br>—E420.025<br>8:30am-11:30am<br>HR- TF  | <b>6</b><br>Dealing with Difficult People<br>—E303.004<br>8:30am-11:30am<br>HR- LM |
| <b>9</b><br>Making Your Benefits Work for You –E316.044<br>1:00pm–3:30pm<br>HR- SB   | <b>10</b><br>Fundamentals of Computer Basics-- Word 2010 ( <i>Certificate Course</i> ) –E163.212<br>8:30am-11:30am<br>HR- LM  | <b>11</b><br><b>Veteran’s Day<br/>Office Closed</b>   | <b>12</b><br>*Sexual Harassment Awareness<br>—E220.149<br>8:30am-11:30am<br>MRB- TF<br>Fundamentals of Computer Basics— Excel 2010 ( <i>Certificate Course</i> ) –E175.<br>8:30am-11:30am<br>HR- LM | <b>13</b><br>Handling Confrontation-- E296.018<br>8:30am-11:30am<br>HR- TF         |
| <b>16</b><br>Understanding Basic Safety—E231.006<br>1:00pm-3:00pm<br>HR- JM  | <b>17</b><br>*Customer Service— E285.157<br>8:30am–11:30am<br>MRB- LM   | <b>18</b><br>Communication Skills for the Workplace ( <i>Certificate Course</i> )— E268.009<br>8:30am-11:30am<br>HR- TF | <b>19</b><br>*Violence in the Workplace— E230.134<br>8:30am–11:30am<br>HR- LM   | <b>20</b><br>Respect in the Workplace —E218.019<br>8:30am-11:30am<br>HR- TF        |
| <b>23</b><br>Making Your Benefits Work for You –E316.045<br>1:00pm–3:30pm<br>HR- SB  | <b>24</b><br>Stress Management –E262.108<br>8:30am-11:30am<br>HR- TF<br>****New Class****<br>Running for Your Office: Create Positive OPS<br>—E318.001<br>1:00pm-4:00pm<br>HR- LM | <b>25</b><br>****New Class****<br>Being a Great Boss: Leadership Development<br>--S333.001<br>8:30am-11:30am<br>HR- LM  | <b>26</b><br><b>Thanksgiving Day<br/>Office Closed</b>  | <b>27</b>  |
| <b>30</b>  |   |   |   |  |

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

| Monday   | Tuesday   | Wednesday  | Thursday   | Friday  |
|--|---|--|--|---|
|  | <b>1</b><br>Supervisor Refresher-A<br>S—212.606<br>8:30am–11:30am<br>HR- TF   | <b>2</b>   | <b>3</b><br><b>*****New Class*****</b><br>Microsoft Publisher 2010:<br>Beginners<br>E178.001<br>8:30pm–11:30am<br>HR- LM   | <b>4</b><br>Fundamentals of<br>Computer Basics—<br>PowerPoint<br>E167.061<br>8:30am–11:30am<br>HR- LM |
| <b>7</b><br>Understanding Basic<br>Safety—E231.007<br>1:00pm–3:00pm<br>HR- JM          | <b>8</b><br>Can We Talk? Improving<br>Communication<br>( <i>Certificate Course</i> ) –<br>E250.046<br>8:30am–11:30am<br>HR- TF  | <b>9</b><br><b>*Ethics—E240.153</b><br><b>8:30am–11:30am</b><br>HR- LM<br>Understanding Your<br>Communication Style<br>( <i>Certificate Course</i> )—<br>E252.116<br>1:00pm–4:00pm<br>HR- TF | <b>10</b><br><b>*Multicultural</b><br><b>Awareness—E210.151</b><br><b>8:30am–11:30am</b><br>HR- TF   | <b>11</b><br>Developing Work<br>Teams<br>—S397.001<br>8:30am–11:30am<br>HR- LM                        |
| <b>14</b><br>Making Your Benefits<br>Work for You—E316.046<br>1:00pm–3:30pm<br>HR- SB  | <b>15</b><br>Supervisor Refresher-B<br>—S212.706<br>8:30am–11:30am<br>HR- TF  | <b>16</b><br>Microsoft Excel-<br>Intermediate—<br>E176.009<br>8:30am–11:30am<br>HR- LM   | <b>17</b><br><b>*Violence in the</b><br><b>Workplace—E230.135</b><br><b>8:30am–11:30am</b><br>MRB- TF<br>Microsoft Word-<br>Intermediate<br>E163.603<br>8:30am–11:30am<br>HR- LM | <b>18</b><br>Projecting a<br>Professional Image<br>—E465.124<br>8:30am–11:30am<br>HR- TF              |
| <b>21</b>  | <b>22</b><br><b>*Sexual Harassment</b><br><b>Awareness—E220.150</b><br><b>8:30am–11:30am</b><br>MRB- LM   | <b>23</b><br><b>*Customer Service—</b><br><b>E285.158</b><br><b>8:30am –11:30am</b><br>HR- LM  | <b>24</b>  | <b>25</b><br><b>Christmas Day</b><br><b>Office Closed</b>   |
| <b>28</b><br>Making Your Benefits<br>Work for You –E316.047<br>1:00pm–3:30pm<br>HR- SB | <b>29</b><br>Managing Family Leave<br>(FMLA)—S225.035<br>8:30am–11:30am<br>HR- LM   | <b>30</b>  | <b>31</b>  | <b>1</b><br><b>New Year's Day</b><br><b>Office Closed</b>   |
|  | Theresa Ferguson – Pink<br>Elizabeth Manns – Blue<br>Sonya Burley – Purple<br><b>*Core Class- Franklin County Board of Commissioners Employees are encouraged to complete these classes by the end of their probation period.</b> |  | 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                               |   |

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

Or Call 614-525-6224 if you have questions