

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

Monday	Tuesday	Wednesday	Thursday	Friday
Theresa Ferguson – Pink Elizabeth Manns – Blue Sonya Burley – Purple	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			
*Core Class- Note: Franklin County Board of Commissioners Employees are encouraged to complete these classes by the end of their probation period.				
	1 *Ethics—E240.150 9:00am-12:00pm HR- LM	2 Diffusing Anger and Hostility —E225.038 8:30am-11:30am HR- TF	3 *Multicultural Awareness—E210.148 8:30am-11:30am MRB- TF	4 Dealing with Difficult People Without Becoming One Yourself —E303.003 9:00am-12:00pm HR- LM
7 Labor Day Office Closed	8 Violence II- The Next Step in Understanding Violence-- E235.037 8:30am-11:30am HR- TF	9 Fundamentals of Computer Basics-- Word 2010 (Certificate Course) —E163.211 9:00am-12:00pm HR- LM	10 Fundamentals of Computer Basics— Excel 2010 (Certificate Course) —E175.013 1:00pm-4:00pm HR- LM	11
14 Understanding Basic Safety—E231.005 1:00pm-3:00pm HR- JM	15 *Customer Service – E285.155 9:00am–12:00pm HR- LM	16 Verbal Self Defense— E263.006 9:00am-12:00pm HR- LM	17 Communication Skills for the Workplace (Certificate Course)— E268.008 8:30am-11:30am HR- TF	18
21 Making Your Benefits Work for You –E316.041 1:00pm–3:30pm HR- SB	22 *Sexual Harassment Awareness —E220.147 8:30am-11:30am MRB- TF	23 Fundamentals of Computer Basics— PowerPoint E167.059 9:00am-12:00pm HR- LM	24 Fundamentals of Computer Basics— Outlook E174.009 1:00pm-4:00pm HR- LM	25 Valuing Generations —E215.025 8:30am-11:30am HR- TF
28	29 M.E.E.T. on Common Ground: Lessons in Diversity—S437.907 9:00am-12:00pm HR- LM	30 Supervisor Refresher-A S—212.605 1:00pm–4:00pm HR- TF	1 *Violence in the Workplace—E230.132 8:30am–11:30am MRB- TF	2 Compassion Fatigue Awareness —S501.905 9:00am-12:00pm HR- LM

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

Monday	Tuesday	Wednesday	Thursday	Friday
5 Making Your Benefits Work for You— E316.042 1:00pm–3:30pm HR- SB	6 Can We Talk? Improving Communication <i>(Certificate Course)</i> – E250.045 8:30am-11:30am HR- TF *Ethics—E240.151 9:00am-12:00pm MRB- LM	7 Stop the Drama: Creating a Drama Free Zone —S500.015 9:00am-12:00pm HR- LM	8 *Multicultural Awareness—E210.149 8:30am–11:30am HR- TF	9
12 Columbus Day Office Closed	13 *Violence in the Workplace –E230.133 8:30am–11:30am HR- TF	14 Fundamentals of Computer Basics-Outlook 2010 <i>(Certificate Course)</i> – E174.010 9:00am-12:00pm HR- LM	15 Fundamentals of Computer Basics-PowerPoint 2010 <i>(Certificate Course)</i> – E167.060 1:00pm-4:00pm HR- LM	16 Supervisor Refresher-B —S212.705 8:30am-11:30am HR- TF
19 Making Your Benefits Work for You – E316.043 1:00pm–3:30pm HR- SB	20 *Sexual Harassment Awareness –E220.148 9:00am–12:00pm MRB- LM	21 Understanding Your Communication Style <i>(Certificate Course)</i> — E252.115 8:30am-11:30am HR- TF	22 Women’s Ways of Leadership —E490.024 9:00am-12:00pm HR- LM Stress Management —E262.107 1:00pm-4:00pm HR- TF	23
26	27 Communication Strategies <i>(Certificate Course)</i> — E261.006 8:30am-11:30am HR- TF	28 Fundamentals of Computer Basics—Excel 2010 <i>(Certificate Course)</i> —E175.014 9:00am-12:00pm HR- LM	29 *Customer Service— E285.156 8:30am –11:30am MRB- TF Intermediate Excel— E176.008 1:00pm-4:00pm HR- LM	30 Attitude Changes Everything— E307.002 9:00am-12:00pm HR- LM
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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