

TRAINING & TALENT DEVELOPMENT - ONSITE CLASSES
2015 CALENDAR (Subject to Change)

January 30th
Can't We All Just Get Along? Conflict Resolution without the Casualties
 8:00-10:00
 Relational Development
Randy Anderson, E3 Professional Trainers

Maximum Productivity: Time Management & Time Budgeting Strategy
 10:30-12:30
 Job Specific Development
Randy Anderson, E3 Professional Trainers

JANUARY						
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JULY						
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July 9th *Required "Employment Law" Topic every 2 Years*
"Know When to Hold 'Em, Know When to Fold 'Em" - Employment Law & HR Updates for Managers - Managers Only
 8:00-12:00
 Employment Laws & Policies
Cyndi Mergele, Padgett Stratemann & Co.

July 21st
The City Organization Workshop
 8:30-12:30
 Relational *or* Job Specific Development
Tracie Chapman, Power + Systems Inc.

July 23rd
People Working Together
 8:00-12:00
 Relationship Development
Marcel Brunel, The Brunel Group

February 5th
Negotiation Skills II: Playing Poker - "1 Hour Class"
 3:30-4:30
 Relational Development
Human Resources

FEBRUARY						
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AUGUST						
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August 6th
Managing Workplace Anxiety: Got Stress? - "1 Hour Class"
 3:30-4:30
 Job Specific Development
Human Resources

August 12th
Using Mediation Techniques to Manage Drama in the Workplace: Consider All the Angles
 8:00-9:30
 Leadership *or* Relational Development
Amy Lieberman, Insight Employment Mediation

The Value of Psychic Income When Funds Are Limited - Managers Only
 10:00-12:00
 Leadership Development
Amy Lieberman, Insight Employment Mediation

March 5th
Customer Service Series *Required*
Module 3: 8:00-10:00 **Module 3:** 1:00-3:00
Module 4: 10:15-12:15 **Module 4:** 3:15-5:15
 Job Specific Development
Kevin Tutt, Tutt & Daggs

March 19th
Crucial Conversations
 9:00-12:00
 Relational Development *or* Leadership Development
Greg Stephens, Vital Smarts

Influencer (Change Methodology)
 1:00-4:00
 Leadership Development *or* Relational Development
Greg Stephens, Vital Smarts

MARCH						
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SEPTEMBER						
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September 3rd *Required*
Customer Service Series *Required*
Module 4: 8:00-10:00 **Module 4:** 1:00-3:00
Module 3: 10:15-12:15 **Module 1:** 3:15-5:15
 Job Specific Development
Kevin Tutt, Tutt & Daggs

September 17th
Crucial Accountability
 9:00-12:00
 Leadership Development *or* Relational Development
Greg Stephens, Vital Smarts

Change Anything (Career Development)
 1:00-4:00
 Job Specific Development
Greg Stephens, Vital Smarts

April 2nd *Required "Harassment" Topic every 2 Years*
Workplace Harassment I: Don't Go There! - "1 Hour Class"
 3:30-4:30
 Employment Laws & Policies
Human Resources

APRIL						
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OCTOBER						
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October 1st *Required "Ethics" Topic every 2 Years*
Business Ethics II: Moment of Truth - "1 Hour Class"
 3:30-4:30
 Employment Laws & Policies
Human Resources

October 15th
Building a Respectful Workplace I
 8:15-10:15
 Relational Development
SGR

Required "Workplace Violence / Bullying" Topic every 2 Years

Workplace Violence Awareness I
 10:30-12:30
 Employment Laws & Policies
SGR

May 7th *Required "Harassment" Topic every 2 Years*
Workplace Violence & Bullying - Assess, Develop, & Implement a Program
 8:15-10:15 – Employee Session
 8:15-12:15 – Manager Session
 Employment Laws & Policies
Kim Fox-Marchetti

May 21st *Required "Ethics" Topic every 2 Years*
Professional Ethics I
 8:15-10:15
 Employment Laws & Policies
SGR

On Your Mark, Get Set, Motivate! I - Managers Only
 10:30-12:30
 Leadership Development
SGR

MAY						
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NOVEMBER						
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November 19th *Required "Talent Acquisition" Topic every 2 Years*
Hiring for the Right Talent: Interviewing Techniques & Skills - Managers Only
 8:15-10:15 @ Council Chambers
 Leadership Development
Bob Lewis, Lewis Training & Consulting

Mentoring, Coaching & Engaging Employees - Managers Only
 10:30-12:30 @ Council Chambers
 Leadership Development
Bob Lewis, Lewis Training & Consulting

June 4th *Required*
Customer Service Series *Required*
Module 1: 8:00-10:00 **Module 1:** 1:00-3:00
Module 2: 10:15-12:15 **Module 2:** 3:15-5:15
 Job Specific Development
Kevin Tutt, Tutt & Daggs

June 18th *Required "COB Policies" Topic every 2 Years*
COB Policies & Procedures: Performance, Compensation, Grievances - "1 Hour Class"
 8:30-9:30
 Employment Laws & Policies
Human Resources

JUNE						
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DECEMBER						
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December 3rd *Required*
Customer Service Series *Required*
Module 2: 8:00-10:00 **Module 2:** 1:00-3:00
Module 1: 10:15-12:15 **Module 3:** 3:15-5:15
 Job Specific Development
Kevin Tutt, Tutt & Daggs

December 10th *Required "COB Policies" Topic every 2 Years*
COB Policies & Procedures: Standards of Conduct - "1 Hour Class"
 3:30-4:30
 Employment Laws & Policies
Human Resources