Citywide Training & Development Course Schedule

October – December, 2016

Citywide Training & Development

Citywide Training & Development
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THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF HUMAN RESOURCES

Nichole M. Brandon, Director
Brooke Carnevale, Deputy Director

Citywide
Training & Development

Vision:

To be an innovative provider of relevant organizational and personal development training opportunities.

Mission:

To promote, support and increase peak performance by providing City of Columbus employees and Enterprise customers (Greater Columbus residents and businesses) training and development opportunities which enable them to reach personal, professional and organizational excellence.

Values:

Citywide Training & Development is committed to inspiring innovation, encouraging life-long learning, challenging norms, remaining accountable and seeking performance excellence.

Customized Training Requests

Busy schedules sometimes make it difficult to get away from work to attend training at 1111 E. Broad St. If this is the case, contact us so we can plan and present shorter, single-focused trainings for you at your worksite. These 60 to 90 minute sessions are a great activity for staff meetings, retreats and/or work group trainings. The opportunity to interact and then practice skills and techniques together can have a very positive effect on productivity and morale.

Call 645-2851 for more information.

Citywide Training & Development Team

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What are Training Competencies?

We are working hard to provide relevant and timely courses that City of Columbus employees find valuable for their professional development. Continuing in this effort, Citywide Training now lists training competencies associated with each course. These competencies identify specific areas participants can strengthen after successful completion of each course.

Training should no longer be looked at as a way to get "soft skills", but yet, ***relevant skills*** needed to continue to develop a competent and efficient workforce, ready to serve the residents and businesses in the City of Columbus.

Do you know a small business that may qualify to receive FREE professional development training?

- ✓ Are they a Small Business with less than 50 employees?
- ✓ Are they registered with the City of Columbus as a vendor?
- ✓ Are they a for-profit business looking for professional development opportunities for their staff?

If you answered yes to these questions, then Citywide Training & Development, part of the City of Columbus Human Resource Department, may be able to help!

For a limited time, Citywide Training & Development is offering FREE professional development seminars for small businesses and their employees. A wide range of relevant skills course are available, including:

- Communication Strategies that Work
- Advertising on Facebook
- Goal Setting for Your Success
- "No" is a Complete Sentence
- ...and so much more

For more information or to register for one of these classes, contact Kris.

Kris Cannon-Jackson, Training Coordinator | 614-645-2851 or kecannon@columbus.gov

Supervisor Development Programs

A supervisor's proficiency in leadership, interpersonal and technical skills is important for his or her success. Citywide Training and Development has designed a new three tier supervisor development program to assist specific audiences in gaining the knowledge and skills they need to make a positive impact.

"*Pre-Supervisor: Is Supervision the Right Fit for Me?"* targets potential supervisors with no prior supervisor experience. This series helps employees decide whether supervision is the right fit for them. Participants will explore realistic insights on what supervision entails, as well as the rewards and common challenges of supervision.

"New Supervisor: Setting Up for Success" is designed for supervisors promoted or hired with less than two years of experience. This series will equip new supervisors with tools and resources to be successful in their new role.

"Seasoned Supervisor: Refresh & Refocus" targets supervisors with over three years of experience. This series provides new approaches and solutions to recurring challenges, practical ways to engage employees, improve communication and build trust.

Pre-Supervisor: Is Supervision the Right Fit for Me?

Target Audience: ***Potential*** *supervisors with* ***no prior*** *supervisory experience*

Dates and Time: Tuesdays, November 1 – 29, 2016 (12:00pm – 2:00pm) Session #4425

See course descriptions on page 7.

New Supervisor: Setting Up for Success

Target Audience: ***Current*** *supervisors with* ***less than two years*** *of supervisory experience*

Dates and Time: Thursdays, August 4 – September 22 (8:00am – 12:00pm) Session #4426

Seasoned Supervisor: Refresh & Refocus

Target Audience: ***Current*** *Supervisors with* ***3 or more years*** *of supervisory experience*

Dates and Time: Wednesdays, October 12 – November 9 (1:00pm-4:00pm) Session #4427

See course descriptions on page 8.

Microsoft Office 2010 Courses				
Citywide Training & Development is dedicated to bringing you relevant courses in topics that are useful to you. The Microsoft Office Suite offers a variety of programs you need in order to make you more productive in an office environment.				
Session #	**Course**	**Date**	**Time**	**Cost**
4658	Outlook Shortcuts	Oct. 4	8:30am – 11:00am	$79
4657	Mail Merge with Word	Oct. 4	1:00pm – 4:00pm	$79
4686	Excel Basics Quick Overview**	Oct. 5	12:30pm – 4:00pm	$79
4660	Word Basics	Oct. 6	8:00am – 4:00pm	$136
4681	OneNote Basics	Oct. 12	8:30am – 11:00am	$79
4661	Excel Basics	Oct. 20	8:00am – 4:00pm	$136
4663	Computer Basics	Oct. 25	8:00am – 12:00pm	$79
4662	OneNote Intermediate	Oct. 25	1:30pm – 4:00pm	$79
4682	Excel Basics	Nov. 8	8:00am – 4:00pm	$136
4660	Word Basics	Nov. 9	8:00am – 4:00pm	$136
4685	PowerPoint Basics	Nov. 15	8:00am – 4:00pm	$136
4684	Word Intermediate	Nov. 17	8:00am – 4:00pm	$136
4655	Excel Intermediate	Dec. 6	8:00am – 4:00pm	$136

Course Descriptions can be found on page 15 – 16.

**Must have prior experience with Excel and just need a little more understanding/practice to get ready for Excel Intermediate.

CME FEDERAL CREDIT UNION

Life is good. Make it great.

Free! Open to the Public! Sign up today!

Financial Wellness series

September 28 – November 2, 2016

12:00pm – 1:00pm

Setting & Meeting Financial Goals – Sept. 28: This lunch & learn will cover setting short-term and long-term goals. Do you ever wonder where all your money goes? Well, come learn how to keep track of spending and how to categorize your expenses. It'll be easy to stay on track & be successful in saving for the future. **Location: CTD – 1111 E. Broad St., Suite LL01** Session #4711

Vacation Savings – Oct. 5: Looking to take a vacation of a lifetime, but not sure how to pay for it? This lunch & learn will provide participants with tips and tools to save and plan along the way. **Location: CTD – 1111 E. Broad St., Suite LL01** Session #4712

Power Over Debt – Oct. 12: Do you know the difference between good debt and bad debt? This session will equip you with tips and tools that will help you get and stay on track, while taking steps to financial freedom. **Location: DPU – 910 Dublin Rd**. Session #4700

Super Ways to Save – Oct. 19: This session will provide participants with lots of tips, tricks and tools to help save money. **Location: DPU – 910 Dublin Rd.** Session #4701

Auto Loans – Training & Tips – Oct. 26: Do you know how to get the best rate when buying a car? Are you looking to refinance your car? Well, this session will give you tips for getting the best rates and even tell participants things that you won't hear from a car salesman, but should. **Location: DPU – 1250 Fairwood Road** Session #4713

Preventing Identity Theft – Nov. 2: It seems like criminals are always finding crafty ways to steal other people's identity and peace of mind. But there are ways to protect yourself from identity theft. This session will provide participants with tips for staying safe and protecting your social security number and other personal information. **Location: CTD – 1111 E. Broad St., Suite LL01** Session #4702

At varying locations for YOUR convenience!
Sign-up today!

Pre-Supervisor: Is Supervision The Right Fit For Me? **Tuesdays, November 1 – November 29, 2016** **(12:00pm – 2:00pm)** **Session #4425**
Are you contemplating becoming a supervisor? Have you determined if supervision is the right fit for you? The Pre-Supervisor series is the first tier in the City's Supervisor Development Program. The specially designed courses will give you a realistic view of supervision by assessing your skills, exploring the roles, responsibilities, rewards and common challenges. By the end of this 10 hour series, you will be equipped with the insight to determine if supervision is for you. **Competency:** Leadership *Participants must attend all five sessions in sequence.*
Introduction to Supervision **Date: November 1** Potential supervisors will assess their skills as they relate to supervision; understand what supervision is; explore roles and responsibilities of supervision; discover the foundations of supervision and recognize the complexity of transitioning to becoming a supervisor.
Four C's of Successful Supervision **Date: November 8** Participants will explore the four C's of supervisors and learn how successful supervisors apply them on a daily basis.
Styles of Supervision **Date: November 15** Potential supervisors will review the types of supervisors and explore leadership styles, behavior styles, communication styles and how styles play into each type.
Management Techniques **Date: November 22** Participants will discover the positive impact coaching, engagement, crucial conversations; team building and leading by example has on productivity and morale of a work group.
Is Supervision The Right Fit for Me? **Date: November 29** Participants will receive an overview of the Civil Service Commission testing process. A post-assessment will also be administered to assist participants in their determination if supervision is the right fit for them.

Seasoned Supervisors' Series – Refresh & Refocus!
Wednesdays, October 26 – December 7, 2016
1:00pm – 4:00pm
Session #4427

Meant for supervisors with more than three years of experience, this series provides new approaches and solutions to recurring challenges. Participants will also explore practical ways to engage employees, improve communication and build trust. **Competency:** Leadership and Developing Others *Participants must attend all six sessions in sequence.*

Contract Administration and Working Effectively with Unions **Date: October 26**
Participants will gain information concerning collective bargaining contracts that govern the relationship between the City of Columbus, as the employer, and the unions that represent the employees. Explore the supervisor's role in collective bargaining; the process of arrival at a contract; the meaning of the term contract administration and the initial steps in a grievance.

Performance and Discipline: What it Really Means to Document Properly **Date: November 2**
Generating and managing fair, accurate, and non-biased documentation of employee behavior and performance is one of the most important skills all supervising managers need to develop. Doing so provides a written record of necessary support for such actions as employee promotion, disciplinary action and/or litigation. Participants will learn more about the benefits of clear and concise documentation, as well as the drawbacks of over-documentation.

Diversity and Inclusion **Date: November 9**
Discover ways to use communication to build bridges rather than barriers in dealing with others in the workplace that differ from you in ethnicity, culture, community, gender, lifestyle or age. Come discover valuable information about how we interact with others regarding various diversity concepts. In addition, explore diversity and the importance to employees; explore areas of bias, stereotyping, prejudice and discrimination; and create a plan for personal change.

Communicating with Tact and Diplomacy / Managing Difficult Conversations **Date: November 16**
At some point in a supervisor's career, he or she will be faced with a difficult or sensitive conversation. Communicating with tact and diplomacy is extremely important especially during these types of challenging conversations. Using both skills effectively can preserve relationships, build credibility, and demonstrate respect. This course examines what tact is; how to develop it; and how to use it effectively.

Employee Engagement through Coaching Conversations **Date: November 30**
Employee Engagement introduces supervisors & managers to the tools and techniques for ensuring employees feel valued & supported in their day-to-day responsibilities. Organized into four distinct categories or strategies for employee engagement, the program offers self-assessments, interactive activities, and practical knowledge for becoming an effective and influential leader.

Employee Accountability **Date: December 7**
Organizations who promote accountability are more successful and more productive. In this workshop, participants will explore what accountability is, how to promote it in their teams, and how to become more accountable to themselves and others.

Developing Your Executive Presence	**Session #: 4687**
Date: October 13, 2016	**Time:** 8:30am – 11:30am
Competencies: Self-Development	**Cost:** $59

Some people immediately command attention and respect when they walk into a room. Do you have that kind of presence? This workshop will help you to gain that type of presence by building your credibility, improving your personal appearance, honing your networking skills, and enhancing your ability to communicate effectively.

Self-Esteem & Assertiveness Skills	**Session #: 4688**
Date: October 20, 2016	**Time:** 8:00am – 12:00pm
Competencies: Self-Development	**Cost:** $69

Building your self-esteem is essential for confidence and success, and it all begins with you! Of all the judgments you make in life, none is as important as the one you make about yourself. Without some measure of self-worth, life can be enormously painful. During this course, participants will discover some simple techniques that dramatically change how they feel about themselves. Participants will discuss the importance of learning self-acceptance and asserting oneself.

Active Shooter: Run, Hide, Fight	**Session #: 4368**
Date: October 20, 2016	**Time:** 10:00am – 12:00pm
Competencies: Safety	**Cost:** $39

Following the Department of Homeland Security & FBI guidelines, the City of Columbus advises participants what to do in the unfortunate event of an active shooter. Warning: a video is shown that some may consider graphic, but it is all for educational purposes.

Goal Setting for Career Success	**Session #: 4689**
Date: October 21, 2016	**Time:** 8:30am – 11:30am
Competencies: Career Ambition	**Cost:** No Cost

This session is designed to help participants set appropriate and realistic goals for his/her desired career. Then, after goals have been set, participants will be walked through job search techniques that have proven successful for many candidates. This course requires work on a computer and internet. Participants must have basic computer knowledge prior to this class.

NEW

Overcoming a Toxic Work Environment	**Session #: 4714**
Date: October 25, 2016	**Time:** 9:00am – 11:00am
Competencies: Relationship Management	**Cost:** $39

While the dangers of a toxic work environment are well-known, it's a difficult situation to diagnosis and then overcome. However, it can be done. This course will walk participants through recognizing if their work environments are harmful and provide tips for how to stay sane in a toxic office.

NEW

Do I Have to be Politically Correct? The Pros & Cons	**Session #: 4715**
Date: October 25, 2016	**Time:** 2:00pm – 3:00pm
Competencies: Communication	**Cost:** $39

Grab your lunch & join us at your desk for the first ever CTD-hosted webinar. What is political correctness? We hear about it all the time - via the media, at work and sometimes at the gym. But do we really know what it means and how it can influence our conversations and relationships? This session will define political correctness, list the pros & cons and discuss when and how to be "PC".

Overcoming Procrastination	**Session #: 4716**
Date: October 27, 2016	**Time:** 8:30am – 12:00pm
Competencies: Time Management	**Cost:** $69

Do you have a problem getting motivated to get started on the critical things you must do during the day? Well, if you do, you're not alone. Many people face the challenge of Overcoming Procrastination. This session will help identify participant's unique barriers to getting what they need to do done, and finish with tips on overcoming the common issue.

Advertising on Facebook	**Session #: 4691**
Date: October 28, 2016	**Time:** 8:30am – 12:30pm
Competencies: Marketing	**Cost:** $89

You know that Facebook is still the social media leader – and that's why you have a Facebook business page. Now, it's time to engage your customers and gain new fans. Whether you want to increase your bottom line or raise attendance at an event (and this is just to name a few things you can do); this course is a Facebook Blueprint Guided Tour where you'll learn the best Facebook advertising practices by choosing your goals, creating an ad campaign and managing those ads. *Prerequisite: Participants must have a current Facebook business page with administrative access.*

Getting to Know YOU – MBTI for Your Career	**Session #: 4690**
Date: October 28, 2016	**Time:** 8:30am – 11:30am
Competencies: Career Ambition; Self-Development	**Cost:** No cost

This course uses the Myers-Briggs Type Indicator (MBTI) Assessment as a tool to help explore the individuality of each participant. After some intense self-discovery, participants will be able to explore careers that are best suited for their personality type.

Understanding Generational Differences for a More Cohesive Workplace	**Session #: 4717**
Date: November 1, 2016	**Time:** 8:30am – 12:00pm
Competencies: Cultural Effectiveness	**Cost:** $69

There are currently five generations in the workforce. Only a few short years ago employers who were expecting to be faced with mass retirements are now looking at accommodating workers who cannot afford to retire, or are simply healthy and happy enough they'd like to stay at work. However, with all of the different generations in the workplace, challenges arise that employees and supervisors alike need to know how to handle. Work cohesiveness between the generations is possible, and this course will help explore all of the ways to work if multiple generations.

Communication Strategies that Work	**Session #: 4720**
Date: November 3, 2016	**Time:** 8:30am – 12:00pm
Competencies: Communication	**Cost:** $69

Communication is key in all aspects of your life. It is the exchange of information between a sender and receiver. Information can be conveyed verbally, non-verbally and visually. Unclear communication at work can cause misunderstandings that can potentially cost the business important relationships, time and money. The key is to get your message across as clearly as possible. Communication strategies are the blueprints for how information can be exchanged.

Anger Management	**Session #: 8001**
Date: November 7, 14 **and** 21	**Time:** 2:30pm – 4:00pm
Competencies: Emotional Control	**Cost:** $59

During this course you will discover ways to express anger in a less destructive manner; communicate more effectively with your co-workers and family; and spot potential anger-producing situations before they escalate. *Participants must attend all 3 sessions in sequence.*

Fundamentals of Strategic Planning	**Session #: 8238**
Date: November 8 **and** 15, 2016	**Time:** 8:00am – 12:00pm both days
Competencies: Strategic Planning & Critical Evaluation	**Cost:** $119

What ensures the long-term success of an organization? Nothing! However, it has been proven that organizations (departments, divisions, sections, or even individual teams) that partake in serious strategic planning have a significant edge in being successful over those that don't. This course identifies the elements of an effective strategic planning model, gives you the tools to discover your strengths, weaknesses, opportunities and threats when setting a strategic vision, and helps you avoid common pitfalls that derail strategic plans. *Participants must attend both days in sequence.*

Overcoming Personal Negativity	**Session #: 4692**
Date: November 8, 2016	**Time:** 8:00am – 11:00am
Competencies: Emotional Control & Composure	**Cost:** $59

Challenges, losses, disappointments, and things outside our control are part of living and certainly part of the workplace. Without a plan and some coping skills, if we are not careful, we can fall into negative thinking and actions. Sometimes so much so that even when good things happen we are still stuck in the negative. In this class you will learn some skills both for staying healthy and productive when things are going right, and, also when adversity rears its head.

FMLA for HR & Payroll Professionals	**Session#: 4250**
Date: November 10, 2016	**Time:** 1:00pm – 3:00pm
Competencies: HR Expertise/Knowledge	**Cost:** $59

Are you up to date with FMLA changes? This course takes an issue that is often difficult and confusing for employees and explains procedures and provisions of the Family Medical Leave Act. Participants will identify employer and employee FMLA related obligations, as well as become acquainted with forms, benefits and leave issues.

Mastering the Interview	**Session #: 4696**
Date: November 11, 2016	**Time:** 8:30am – 12:00pm
Competencies: Career Ambition; Communication	**Cost:** No cost

The job interview is one of the key elements of the job search process. As with any skill, we can get better at it with preparation and practice. In this workshop, participants will explore how to prepare for an interview and become familiar with the types of questions to expect, as well as the questions they should be asking.

NEW

“No” is a Complete Sentence	**Session #: 4699**
Date: November 17, 2016	**Time:** 8:30am – 11:00am
Competencies: Communication; Time Management	**Cost:** $69

When you say “yes”, what are you really saying “no” to? Far too many times we neglect the important things in life, by taking on too many menial tasks. This course is designed to give participants an opportunity to review their value system and what it means to say “no”. Additionally, others may try to make you feel guilty for saying “no”, but equipped with the knowledge from this session, others’ guilt won’t get too far.

Resume Writing Workshop	**Session #: 4719**
Date: December 1, 2016	**Time:** 8:30am – 12:00pm
Competencies: Career Ambition; Communication	**Cost:** No cost

This course will help participants examine necessary components of powerful resumes. Topics that will be reviewed include Summary of Qualifications vs. Objectives; Accomplishments; Work History and many more. Participants will also review various types of resumes, including Chronological, Functional, Combination or Targeted. This session will provide opportunities to create each of these sections to compile at a later time for a powerful resume.

Defensive Driving	**Session #: 4247**
Date: December 8, 2016	**Time:** 12:00pm – 4:00pm
Competencies: Safety; Critical Evaluation	**Cost:** $59

This four-hour course motivates participants to change their behind-the-wheel behaviors and attitudes. It gives them key understanding, skills and techniques to avoid collisions and reduce future violations. The result is a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle.

NEW

“Think Win-Win” – A Lesson from 7 Habits of Highly Effective People	**Session #: 4718**
Date: December 13, 2016	**Time:** 8:00am – 11:00am
Competencies: Decision-Making; Negotiating	**Cost:** $59

This course has been based on the highly acclaimed book, The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change"

This course reviews the 4th of 7 Habits as described by esteemed author, Stephen R. Covey, who presents a holistic, integrated, principle-centered approach for solving personal and professional problems. With penetrating insights and pointed anecdotes, this is the first of several courses where we will help participants discover what Covey reveals to be a step-by-step pathway for living with fairness, integrity, service, and human dignity--principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.

Microsoft Office Course Descriptions & Requirements

Computer Basics – Learn the basics of how to operate a computer, receive a tour of Windows 7 and basic components of the internet, Internet Explorer and Google Chrome. A brief overview of the Microsoft Office suite will be given so participants will be ready for Word Basics.

Excel Basics – This is the first level of Microsoft Excel 2010 and should be taken by those new to Excel or those needing a refresher on the basics. Topics taught include: exploring the Excel environment and becoming acquainted with Spreadsheet terminology. Entering and editing text and numbers into the spreadsheet and basic spreadsheet formatting will be covered. Formula writing will include the basic math operators, methods of writing formulas, copying formulas and basic Functions will be introduced. The basic class will include creating pie charts and column charts, headers and footers, printing and worksheet manipulation.

Excel Intermediate – This seminar focuses on several different features of Excel 1) work with multiple workbooks by creating a 3-D formula; 2)Organize data on a worksheet Outlining data, consolidate data, creating subtotals, and Range Names; 3)Database features of Sort and Filter; Conditional formatting; 4)Using and creating Excel's templates; 5)Creating Pivot Tables and Charts. Participants MUST have Basic Excel knowledge and equivalent experience.

Mail Merge with Word – 2 hrs Seminar. Topics include: Letters, Labels, and Lists. Participants MUST have basic Word experience and knowledge.

OneNote Basics – Many of us carry a notebook or notepad around to take notes for business, school, or personal projects. But can you easily find — and decipher — the info you need? Is it convenient to share your notes with others? Take control with Microsoft Office OneNote 2010, the easy-to-use note-taking and information-management program where you can capture ideas and information in electronic form. Insert files or Web content in full-color, searchable format or as icons that you can click to access. Attend this seminar to learn how to say goodbye to your notepad! Participants should have a working knowledge of using a computer.

OneNote Intermediate – This course will help students expand their existing basic knowledge of OneNote to include some of its more advanced features. Topics include: How to back up OneNote files, save OneNote files in different formats, how to add shapes and images to notes, using tables in OneNote, and much more. Participants should have working knowledge of OneNote.

Outlook Shortcuts & Organizing Your Inbox—The class will focus on time saving features of the software and how to use the software to organize your day. Some topics to be included are: Organizing with Folders with Folder Rules; Search Folders; Color Categories; Search and filter for email message in the Inbox; Conversation Cleanup; Signature Blocks; Creating calendar entries from an email; Voting Buttons; Quick Steps; and Attaching Outlook Items. Attendees should have working knowledge of sending, replying, forwarding emails, as well as adding contacts and using the calendar.

PowerPoint Basics – This seminar will show participants the tools to create a basic PowerPoint presentation. Participants will create and edit individual slides; move slides in the presentation as well as create a presentation from a PowerPoint Template. Students will format slides with font, bullets, and color options and use a theme to provide consistent formatting. Students will work with graphic elements of drawing, WordArt, Pictures and ClipArt. Participants will explore how to provide consistency in their presentation using Slide Master and finalize the presentation by adding transitions, creating speaker notes and creating handouts.

Word Basics – This is the first level of Microsoft Word and should be taken by those new to Word or those needing a refresher of the basics. Topics taught: Using Word help, navigating a document; creating & editing a document; Formatting; Using proofing tools; printing documents and adding clip art.

Word Intermediate – This seminar focuses on 6 different features of word. 1) creating and Editing Word Tables; 2)document formatting through the use of Styles; 3)document formatting through the use of Outline and Columns; 4) Using the Graphic features of diagrams, drawing tools, and Smart Art; 5) Working with document revisions using Track Changes, Comments and restricting edits to the document; 6) Creating documents using Word Templates and Building Blocks. Participants must have Basic Word experience and/or equivalent knowledge.

International Public Management Association for Human Resources Certified Professional (IPMA-CP) Prep Course

The IPMA-HR Certified Professional (IPMA-CP) is the only professional credential that is public sector focused and competency-based. It is a designation that symbolizes excellence as an HR expert, a business partner, a leader and a change agent in the field of human resources.

The IPMA-CP is a unique designation for human resource professionals that adds value to your career. With an IPMA-CP, you will stand out amongst your peers because it shows a personal commitment to the profession. The IPMA-CP also shows competence in public sector human resources.

Internationally recognized, the IPMA-CP is easy to maintain, ensuring your HR skills stay up-to-date and relevant in today's marketplace. Obtaining an IPMA-CP is convenient and inexpensive.

The IPMA-CP certification is for human resources specialists/generalists/managers.

Certification Eligibility Requirements

Human resources experience must be considered at the professional/managerial level and be considered exempt under the Fair Labor Standards Act (FLSA). Participants must meet one of the following education/experience prerequisites:

- A Graduate level degree, and 2 years of HR experience, including 1 year of public-sector HR experience
- A Bachelor's degree, and 4 years of HR experience, including 1 year in public sector HR
- An Associate's degree and 6 years of HR experience, including 1 year in public sector HR, or
- No degree and 8 years of HR experience, including 1 year in public sector HR.

***Additional information on the certification and associated costs can be found at*: http://ipma-hr.org/certification.**

Those HR employees interested in pursuing this certification with the help of CTD, please send an email of interest to CTD@Columbus.gov, and we will keep you informed of the dates the classes will be held.

Citywide Training & Development

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Chester C. Christie Training Center
1111 E. Broad St., Suite LL01, Columbus, Ohio 43205
Phone: 614-645-2851 Fax: 614-645-0466
CTD@Columbus.gov Columbus.gov/CitywideTraining

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR
DEPARTMENT OF HUMAN RESOURCES

ENTERPRISE TRAINING PARTICIPANT INFORMATION (Required) Please print.

LAST NAME: _____ FIRST NAME: _____ M.I. _____

AGENCY/ORGANIZATION NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ Billing Attn to: _____

WORK FAX: _____ EMAIL: _____

CLASSES ARE FILLED ON A FIRST COME, FIRST SERVED BASIS. REGISTRATION IS NOT COMPLETE UNTIL YOU RECEIVE A CONFIRMATION LETTER VIA EMAIL WITH A PARKING PASS. FAX YOUR COMPLETED REGISTRATION FORM TO 614-645-0466 (FAX) or email it to: CTD@columbus.gov.

COURSE SELECTION

Session number	COURSE TITLE	PRIMARY REASON FOR REQUESTING COURSE	COURSE DATE AND TIME	Cost
			TOTAL	

_____
Learning Participant's Signature (Required)

Enterprise customer type:
Please complete this section.

☐ Public ☐ COC employee family

COC Employee Name: _____

How did you hear about us?

Payment Information: All forms of payment must be submitted with the registration form. Now accepting Visa, Mastercard, Discover, Checks and Money Orders, which must be made payable to the Columbus City Treasurer. Memo – Citywide Training. Once class registration is confirmed, payment is not refundable. Please (√) the appropriate box for your form(s) of payment:

☐ Check ☐ Money Order ☐ Voucher ☐ Credit Card

Please indicate if any special needs are needed:

_____

AUTHORIZATION INFORMATION: (if applicable)
Supervisor's signature indicates knowledge that this registration form will be submitted to CTD for processing and certify/acknowledge that all information is true to the best of your knowledge.

_____
PRINT SUPERVISOR NAME

_____
SUPERVISOR SIGNATURE (if applicable)

_____
SUPERVISOR WORK EMAIL ADDRESS

_____/_____
SUPERVISOR WORK PHONE & FAX NUMBER