Citywide Training & Development

Fall Quarter Course Catalog

October - December 2026

Jerry Hammond Center
1111 East Broad Street, Lower Level 01
Chester C. Christie Training Center
Columbus, Ohio 43205
614-645-8294 | CTD@columbus.gov

ctd
CITYWIDE
TRAINING & DEVELOPMENT

TABLE OF CONTENTS

Page 1	1-on-1 Professional Development Services	Pages 9 - 11	November Session Descriptions
Page 2	Management Skills	Page 12	December Calendar
Page 3	October Calendar	Pages 13 - 14	December Session Descriptions
Pages 4 - 7	October Session Descriptions	Page 15	**How to Register** and Information Regarding **Special Pricing for Family Members**
Page 8	November Calendar		

Hello!
We're glad you're here!

If you haven't met us yet, we're Citywide Training & Development! We are a resource that the City of Columbus offers to employees who wish to participate in training on a wide range of subjects, whether in-person at our Jerry Hammond Building location, via Webex, or on their own time using self-guided courses in the Training Gateway. Now that you know what we do, we'd like to introduce the people who make it happen:

DREMA KIRKLING
TRAINING MANAGER
EST 2012

- Myers Briggs Type Indicator (MBTI)
- True Colors
- Supervisory Skills
- Management
- Leadership

ANDRIA WILLIAMS
LEARNING SOLUTIONS ARCHITECT
EST 2009

- Verbal De-escalation
- Rising Above Anger
- Communication
- Neurodiversity
- Best Practice Development

KANISHA DILLARD
EXECUTIVE LEADERSHIP DEVELOPMENT COACH
EST 2022

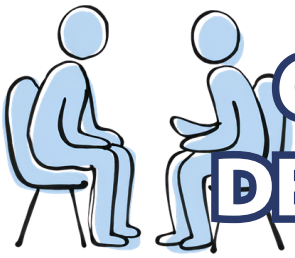
- Confidence
- Highly Effective Teams
- Coaching
- Interviewing
- Advanced Goal Setting

JARED MORRISON
TRAINING COORDINATOR
EST 2024

- Emotional Intelligence
- Intentional Communication
- Trust Edge
- Connection & Team Building
- Facilitation Skills

ELISSA LEACH
OFFICE ASSISTANT 3
EST 2024

- Training Gateway
- Excel
- Smartsheet
- Tableau
- OpenForms



ONE-ON-ONE PROFESSIONAL DEVELOPMENT OPPORTUNITIES

PUBLIC SPEAKING MASTERCLASS

Elevate Your Executive Presence

Are you **tired of feeling anxious before a major presentation or speaking in a meeting**?

Great ideas often get lost due to poor delivery or anxiety. **Let us help you manage your thoughts and command a room** with an individualized, strategic approach tailored to your career goals, personality, and voice.

Working around your schedule, meet with a coach for up to six 45-minute to 1-hour sessions, virtual & in-person.

You'll see the following outcomes:

Tailored Strategy	Focusing entirely on your specific growth areas.
Anxiety Mastery	Learn proven, highly actionable techniques to channel nervous energy into calm authority, thereby increasing your confidence.
Immediate Feedback	Get real-time, constructive adjustments on your actual, upcoming presentations and meetings.
Dynamic Delivery	Master vocal variety, strategic pausing, and commanding body language.

Please find more information and submit your interest using the link below:

Click this text to open Smartsheet interest form

COACHING

Identify Your Strengths

Citywide Training & Development's personalized coaching program is **designed for and available to all City of Columbus employees at all organizational levels**.

Our Certified Executive & Leadership Development Coaches partner with individuals in a **thought-provoking and creative process that inspires them to maximize their professional potential** by unlocking previously untapped sources of imagination, productivity and professional development.

"I doubted my fit for my current role. Coaching helped me talk it out and realize I have strengths I didn't admit. I always felt better about myself after a session with [my coach]. He also offered suggestions for ways to improve work life."

"I recommend this coaching to anyone who finds themselves needing a little structure and motivation to be great. No matter if you are new to your position, just getting established or a long time City worker like me, you can find your spark with a few coaching sessions! … Make the commitment to do it, you'll be glad you did."

Click this text to view an informational video about one-on-one coaching in Training Gateway and submit your application today!

The Coach-Approach Leader

To meet high demand while maintaining the integrity of small cohorts, we are offering both morning & afternoon sessions of The Coach-Approach Leader this quarter!

AM: 9:00 AM - 11:00 AM - **1 open seat**
PM: 1:30 PM - 3:30 PM - 6 open seats

Audience	Any people-leader who supervises or manages direct reports as part of their daily duties.
Attendance	**All 4 in-person sessions required:** October 20 & 27, November 3 & 10
Focus	**Replace telling with powerful asking** Utilize intentional communication to foster trust and clarity. **Build trust through empathy, curiosity, and partnership** Engage your team in ways that you never imagined were possible. **Spark ownership, innovation and accountability on your team** Learn to grow together. **Turn everyday conversations into growth moments** Inspire your team to succeed. **Create a culture where people think boldly, act confidently and learn continuously** Empower individuals to make lasting, positive change.
Register	**Read more information & submit your interest using this Smartsheet form:** https://app.smartsheet.com/b/form/99d8883fcf594a8e885796191c4f4c3d **Manager approval is required.**

"I like being able to do activities that take the items learned and apply them to real scenarios. It has helped as I navigate managing & coaching."

"I really appreciate Kanisha's ability to build trust with us as a cohort. It really made a difference."

"This course has been helpful for me building confidence as a manager."

OCTOBER 2026

All sessions are held at the Citywide Training & Development training center located in the lower level of the Jerry Hammond building at 1111 East Broad Street, 43205 unless otherwise indicated using the key below:

Webex Webinar

Fire Training Academy 3639 Parsons Avenue, 43207

Monday	Tuesday	Wednesday	Thursday	Friday
Click here to log in and register for courses			1	2
			Verbal De-Escalation Skills/Techniques 9:00 AM - 11:00 AM	
5	6	7	8	9
Maternal & Infant Health presented by CelebrateOne 12:00 PM - 1:00 PM	**The Management Container: Supervisor Success Series Part 3** 9:30 AM - 12:00 PM			
	Power Skills Advantage 11:00 AM - 12:00 PM			
	The Leadership Pivot: Choosing the Right Style for the Situation 1:00 PM - 3:00 PM			
12	13	14	15	16
Indigenous Peoples' Day	**The Management Container: Supervisor Success Series Part 4** 9:30 AM - 12:00 PM	**Establishing Your Financial Goals and Dreams** 12:00 PM - 1:00 PM		
19	20	21	22	23
	The Coach-Approach Leader Cohort Part 1 **AM:** 9:00 AM - 11:00 AM **PM:** 1:30 PM - 3:30 PM	**Triple P Seminar 1: The Power of Positive Parenting** 11:30 AM - 1:00 PM	**Defensive Driving** 12:00 PM - 3:00 PM	
	Save-A-Life Training 1:00 PM - 3:00 PM			
26	27	28	29	30
	The Coach-Approach Leader Cohort Part 2 **AM:** 9:00 AM - 11:00 AM **PM:** 1:30 PM - 3:30 PM	**Women's Health presented by the Health Engagement Nurses** 12:30 PM - 1:30 PM	**Leveraging Neurodiversity in the Workplace** 2:00 PM - 3:00 PM **In-Person & Virtual**	**Halogen Performance Management Training** 9:00 AM - 10:00 AM

Verbal De-Escalation Skills/Techniques

Thursday, October 1, 2026 9:00 AM - 11:00 AM **Customer Service Skills**

Public sector employees may deal with a customer displaying difficult, hostile, or non-compliant behavior from time to time. An employee's response to the defensive behavior is often the key to de-escalating the interaction.

This interactive workshop teaches you the importance of self-control; explores how to recognize nonverbal signals in yourself and the customer; and demonstrates proven verbal de-escalation techniques. Participants will put their de-escalation skills to practice in realistic scenarios.

Maternal & Infant Health presented by CelebrateOne WEBINAR

Monday, October 5, 2026 12:00 PM - 1:00 PM **Health & Wellness**

This webinar will provide a foundational understanding of maternal health, including challenges individuals and families may experience during pregnancy and postpartum periods. We will explore why maternal health matters and the impacts on families, the workspace, and our communities.

There will also be a review of available resources. The goal is to increase awareness, equip employees with practical knowledge and empower them to take better care of themselves.

The Management Container: Supervisor Success Series Part 3

Tuesday, October 6, 2026 12:00 PM - 1:00 PM **Supervisory Skills Series**

Session 3: Conflict can be the dread of so many. In this session, participants will understand the definition of conflict, how to recognize it, dispel myths about conflict, analyze positives and negatives of conflict, understand different styles to approach conflict, and practice working

Power Skills Advantage WEBINAR

Tuesday, October 6, 2026 11:00 AM - 12:00 PM **Professional Growth**

Ready to level up how you communicate, collaborate, and show up at work?

In this webinar, you will learn power skills to help you stay adaptable, connect authentically, and handle tough moments with confidence. You'll walk away with tools you can apply the same day, including:

- A communication technique that instantly reduces misunderstandings
- A simple emotional intelligence technique for handling pressure with ease
- A collaboration method that builds trust and credibility
- A reframing tool to stay adaptable amid change

The Leadership Pivot: Choosing the Right Style for the Situation

Tuesday, October 6, 2026 1:00 PM - 3:00 PM **Professional Growth**

Leaders have the opportunity to cultivate an understanding of various leadership styles and to determine when it's time to pivot and chose the most effective style for any given situation, individual or team.

The Management Container: Supervisor Success Series - Session 4 of 4

Tuesday, October 13, 2026 9:30 AM - 12:00 PM **Supervisory Skills Series**

Session 1: Participants will complete the EQ-i2.0 prior to registration and receive their report in session 1. The session will explain the EQ-i2.0 model for emotional intelligence (EQ), include individual and group activities to apply EQ, discuss EQ for managers, and include an action plan for improving aspects of participants' own EQ.

NEW Establishing Your Financial Goals and Dreams with Huntington Financial Advisors

Wednesday, October 14, 2026 12:00 PM - 1:00 PM **Financial Wellness**

This is an education seminar, not an analytical presentation. Two Branch Advisors, Ben Charles and Jeff Lawler, guide attendees through the financial goal-setting process, using statistics such as 80% of U.S. pre-retiree households being financially unprepared for retirement and 20% of Americans spending more time planning vacations than managing their finances.

The presentation follows a three-part behavioral framework:

- Have a plan
- Save early, save often — including the benefits of compounding, capturing the full employer match, and understanding account types ranging from 401(k)s and IRAs to 529 plans
- Invest for growth — covering stocks, bonds, cash, asset allocation, and the principle that “it’s time, not timing”

Save-A-Life Training

Not available to family members

Tuesday, October 20, 2026 9:00 AM - 11:00 AM **At Fire Training Academy**

The Save-a-Life training includes compression only CPR for adults and infants, relief of choking for infants, usage of an AED, basic first aid skills including bleeding control, usage of Narcan, signs and symptoms of heart attack, stroke, seizures, and diabetic emergencies. This is an uncertified course.

The Coach-Approach Leader Cohort Part 1 of 4

Tuesday, October 20, 2026 **AM Session** 9:00 AM - 11:00 AM **PM Session** 1:30 PM - 3:30 PM **Supervisory Skills Series**

Step into the Coach-Approach Leader Cohort - your opportunity to shift from being the one with all the answers to the leader who unlocks answers in others. Attendance Requirement: This is a four-session cohort experience.

Attendance at all four sessions is required (10/20, 10/27, 11/3, 11/10).

NEW Triple P Seminar 1: The Power of Positive Parenting WEBINAR

Wednesday, October 21, 2026 11:30 AM - 1:00 PM **Health & Wellness**

The Positive Parenting Program is for parents and caregivers of children ages 0–12 who want guidance on supporting their child's growth. You'll get practical ideas, connect with other parents, and get support with parenting challenges. Each session runs about 60 minutes plus 30 minutes for questions.

Topics include:
- Having a loving, safe and interesting environment
- Having a positive learning environment
- Using assertive discipline
- Having realistic expectations
- Taking care of yourself as a parent

Presented by Columbus Public Health

Defensive Driving

Thursday, October 22, 2026 12:00 PM - 3:00 PM **Safety**

This 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.

The Coach-Approach Leader Cohort Part 2 of 4

Tuesday, October 27, 2026 **AM Session** 9:00 AM - 11:00 AM **PM Session** 1:30 PM - 3:30 PM **Supervisory Skills Series**

Step into the Coach-Approach Leader Cohort - your opportunity to shift from being the one with all the answers to the leader who unlocks answers in others. Attendance Requirement: This is a four-session cohort experience. Attendance at all four sessions is required (10/20, 10/27, 11/3, 11/10).

NEW Women's Health Presented by the Health Engagement Nurses

Not available to family members

Wednesday, October 28, 2026 12:30 PM - 1:30 PM

Health & Wellness

Join us for an informative Lunch & Learn hosted by your Health Engagement Nurses dedicated to supporting and empowering women's health across every decade of life. What we'll cover:

- Preventive care and screenings
- Healthy lifestyles
- Mental Well being
- Navigating healthcare benefits and programing

Feel free to bring your lunch while enjoying a sweet treat on us!

Leveraging Neurodiversity in the Workplace WEBINAR & In-Person

Thursday, October 29, 2026 2:00 PM - 3:00 PM

Personal & Professional Development

This course will introduce neurodiversity and its importance for managers, but it is open to all. It will demonstrate how organizations can improve workplace practices to be more inclusive for neurodivergent individuals, and ultimately, better support all employees.

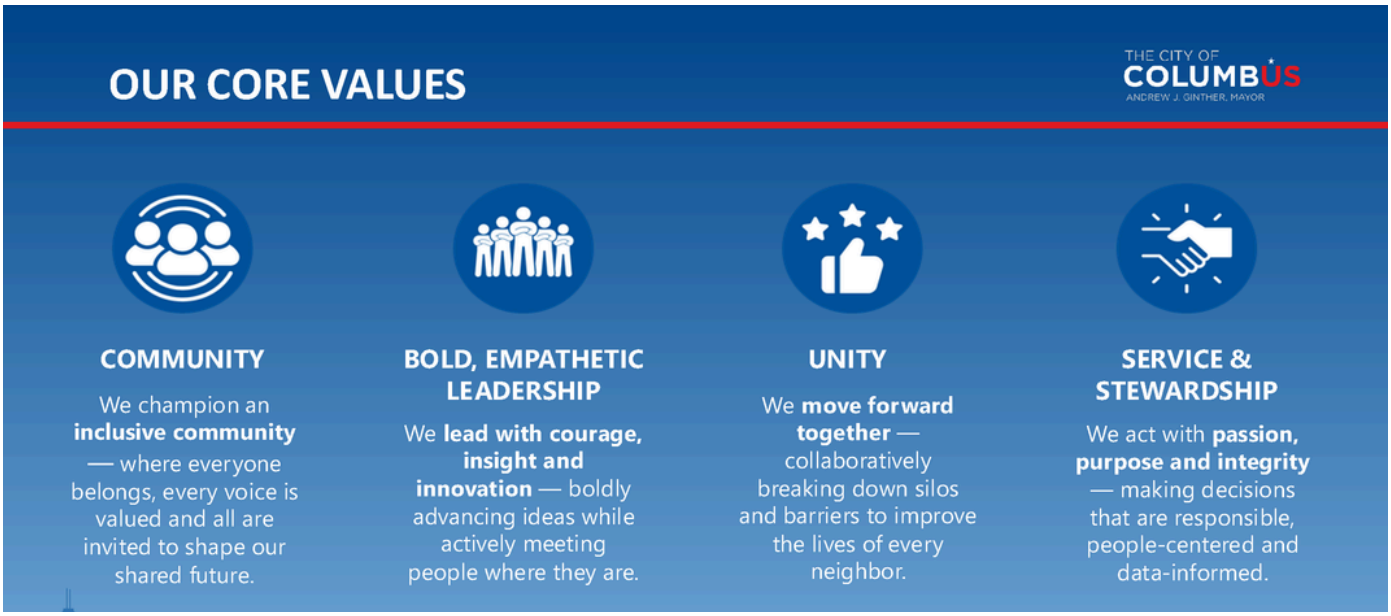
Halogen Performance Management Training

Not available to family members

Friday, October 30, 2026 9:00 AM - 10:00 AM

Professional Growth

What is Halogen? Do you need help navigating within the system? This hands-on course is designed to introduce and assist MCP and HACP employees to Halogen and offers actual practice working in the system. This course also provides helpful hints, tips, and tricks for getting the most out of the Halogen experience. Participants are encouraged to bring questions and problems to discuss during the class while live in Halogen for individual assistance. Target Audience: MCP/HACP Managers & Employees (FT & PT, excludes Auditor and Attorney)



NOVEMBER 2026

All sessions are held at the Citywide Training & Development training center located in the lower level of the Jerry Hammond building at 1111 East Broad Street, 43205 unless otherwise indicated using the key below:

Webex Webinar

Fire Training Academy
3639 Parsons Avenue, 43207

Please see the pages following the calendar for course descriptions and further details. We hope to see you soon!

Monday	Tuesday	Wednesday	Thursday	Friday
2	**3**	**4**	**5**	**6**
	The Coach-Approach Leader Cohort Part 3 **AM:** 9:00 AM - 11:00 AM **PM:** 1:30 PM - 3:30 PM	**Drug-Free Safety Program (DFSP) Supervisor** 9:00 AM - 11:00 AM	**Performance Appraisals for AFSCME, CWA & FOP-OLC** 8:30 AM - 12:30 PM **Staying Positive During the Holidays with EAP** 12:00 PM - 1:00 PM	
	Unity in Action: Resolving Conflict with Coworkers 2:00 PM - 3:00 PM	**The Intersections of Us: Identity, Power, and Justice** 1:00 PM - 2:30 PM	**True Colors** 1:00 PM - 3:00 PM	
9	**10**	**11**	**12**	**13**
	The Coach-Approach Leader Cohort Part 4 **AM:** 9:00 AM - 11:00 AM **PM:** 1:30 PM - 3:30 PM	**Veterans Day** 		
16	**17**	**18**	**19**	**20**
Men's Health Presented by the Wellness Team 12:00 PM - 1:00 PM	**Career Development: Mastering the Interview** 10:00 AM - 11:15 AM **Career Development: Vocabulary Bling** 1:00 PM - 2:30 PM	**Triple P Seminar 2: Raising Confident, Competent Children** 11:30 AM - 1:00 PM		**Halogen Performance Management Training** 9:00 AM - 10:00 AM
23	**24**	**25**	**26**	**27**
	Resume Refresh 1:30 PM - 2:45 PM		**Thanksgiving Day** 	

Click here to log in and register for courses

The Coach-Approach Leader Cohort Part 3 of 4

Tuesday, November 3, 2026 **AM Session** 9:00 AM - 11:00 AM **PM Session** 1:30 PM - 3:30 PM **Supervisory Skills Series**

Step into the Coach-Approach Leader Cohort - your opportunity to shift from being the one with all the answers to the leader who unlocks answers in others. Attendance Requirement: This is a four-session cohort experience. Attendance at all four sessions is required (10/20, 10/27, 11/3, 11/10).

Unity in Action: Resolving Conflict with Coworkers WEBINAR

Tuesday, November 3, 2026 2:00 PM - 3:00 PM **Personal & Professoinal Development**

Getting along with coworkers can be tricky—but possible. This course guides you on how to work through conflict with coworkers to achieve positive outcomes. You'll discover why workplace conflict can be a good thing, how to have a difficult conversation, and how to seek help when progress is at a standstill.

Drug-Free Safety Program (DFSP) Supervisor

Not available to family members

Wednesday, November 4, 2026 9:00 AM - 11:00 AM **Supervisory Skills & Safety**

Mandatory course for supervisors to ensure a Drug-Free Safe work environment.

The Intersections of Us: Identity, Power, and Justice

Not available to family members

Wednesday, November 4, 2026 1:00 PM - 2:30 PM **Personal Growth and Belonging**

This 90 minute training introduces city employees to the concept of intersectionality and its relevance to public service. Participants will explore how overlapping identities—such as race, gender, language, ability, and socioeconomic status—interact with systems of power and privilege to shape individual experiences and access to resources.

Through real-world examples, reflection activities, and practical applications, they will gain tools to better understand diverse perspectives and make more informed, equitable decisions in their roles. Lastly, by the end of the training, participants will be better equipped to apply an intersectional lens to their work, helping to ensure that city services and workplaces are inclusive, accessible, and equitable for all residents.

True Colors

Thursday, November 5, 2026 1:00 PM - 3:00 PM **Personal & Professional Growth**

Each of us has our own style, preferences and ways of operating. So how can we all work together? This interactive, information-packed Personal Success Workshop helps participants explore their own distinctive personality strengths and stressors, learn to respect and appreciate differences in the ways people function and lays the foundation for relationship building, effective communication and team building.

Performance Appraisals for AFSCME, CWA & FOP-OLC

Not available to family members

Thursday, November 5, 2026 8:30 AM - 12:30 PM

Supervisory Skills

As a supervisor, it’s necessary to understand our Performance Appraisal System. Explore the system for rating AFSCME, CWA and FOP-OLC employees and learn to develop performance standards and document/reinforce daily performance. This course also offers guidelines for conducting an objective performance review and actual practice preparing the performance appraisal form.

Target Audience: Supervisors and Managers of AFSCME, CWA and FOP-OLC employees.

NEW Staying Positive During the Holidays with Your EAP

Thursday, November 5, 2026 12:00 PM - 1:00 PM

Health & Wellness

The holiday season can be a joyful time, but it can also bring added stress, busy schedules, financial pressures, and emotional challenges. Join EAP for an engaging session focused on practical ways to maintain a positive mindset and protect our well-being throughout the holiday season.

Participants will learn strategies for managing stress, setting health boundaries, navigating difficult situations, and finding moments of peace and gratitude. Walk away with simple tools to help you enjoy the holidays while taking care of your mind, body, and spirit.

The Coach-Approach Leader Cohort Part 4 of 4

Tuesday, November 10, 2026 **AM Session** 9:00 AM - 11:00 AM
PM Session 1:30 PM - 3:30 PM

Supervisory Skills Series

Step into the Coach-Approach Leader Cohort - your opportunity to shift from being the one with all the answers to the leader who unlocks answers in others. Attendance Requirement: This is a four-session cohort experience. Attendance at all four sessions is required (10/20, 10/27, 11/3, 11/10).

NEW Men's Health Presented by the Wellness Team

Not available to family members

Monday, November 16, 2026 12:00 PM - 1:00 PM

Health & Wellness

Men’s Health Lunch & Learn Join us for an informative Lunch & Learn hosted by your Health Engagement Nurses and Registered Dietician dedicated to supporting and empowering men's health. What we'll cover:

- Preventive care and screenings
- Healthy eating
- Mental Well being
- Navigating healthcare benefits and programing

Feel free to bring your lunch while enjoying a treat on us!

Career Development: Mastering the Interview WEBINAR

Tuesday, November 17, 2026 10:00 AM - 11:15 AM **Professional Growth**

The 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. This insightful workshop explores how to prepare for an interview and become familiar with the types of questions to expect, as well as the questions job candidates should think about asking.

Career Development: Vocabulary Bling

Tuesday, November 17, 2026 1:00 PM - 2:30 PM **Professional Development**

Turn your everyday words into professional language with Vocabulary Bling! Participants will be empowered to formulate their own with professional summaries for resume building, confidence for interviewing and professional networking.

NEW Triple P Seminar 2: Raising Confident, Competent Children WEBINAR

Wednesday, November 18, 2026 11:30 AM - 1:00 PM **Health & Wellness**

The Positive Parenting Program is for parents and caregivers of children ages 0–12 who want guidance on supporting their child's growth. You'll get practical ideas, connect with other parents, and get support with parenting challenges. Each session runs about 60 minutes plus 30 minutes for questions. Topics include:

- Showing respect to others
- Being considerate
- Having good communication and social skills
- Having healthy self-esteem
- Being a good problem solver
- Becoming independent

Presented by Columbus Public Health

Halogen Performance Management Training

Not available to family members

Friday, November 20, 2026 9:00 AM - 10:00 AM **Professional Growth**

What is Halogen? Do you need help navigating within the system? This hands-on course is designed to introduce and assist MCP and HACP employees to Halogen and offers actual practice working in the system. Participants are encouraged to bring questions and problems to discuss during the class while live in Halogen for individual assistance. Target Audience: MCP/HACP Managers & Employees (FT & PT, excludes Auditor and Attorney)

Resume Refresh WEBINAR

Tuesday, November 24, 2026 1:30 PM - 2:45 PM **Professional Growth**

Move past the basics and elevate your impact by turning generic job duties into data-driven accomplishments. Learn to choose powerful vocabulary, bypass Applicant Tracking Systems (ATS) with targeted keywords, and use AI tools responsibly for formatting without losing your personal voice.

DECEMBER 2026

All sessions are held at the Citywide Training & Development training center located in the lower level of the Jerry Hammond building at 1111 East Broad Street, 43205 unless otherwise indicated using the key below:

Webex Webinar

Fire Training Academy
3639 Parsons Avenue, 43207

Monday	Tuesday	Wednesday	Thursday	Friday
Click here to log in and register for courses	**1**	**2**	**3**	**4**
	The Power of Yet: Developing A Growth Mindset 2:00 PM - 3:00 PM		**Handling Stress, Pressure, and Burnout** 2:00 PM - 3:00 PM	
7	**8**	**9**	**10**	**11**
	Pronouns: A Guided Conversation 9:00 AM - 10:30 AM **From Doubt to Dare - Unleash Your Confidence** 10:00 AM - 11:00 AM			
14	**15**	**16**	**17**	**18**
	Career Development: Mastering the Interview 1:00 PM - 3:00 PM	**Triple P Seminar 3: Raising Resilient Children** 11:30 AM - 1:00 PM **Staying Healthy Through the Holidays presented by the Wellness Team** 12:00 PM - 1:00 PM		**Halogen Performance Management Training** 9:00 AM - 10:00 AM
23	**24**	**25**	**26**	**27**
		Christmas Day		
28	**29**	**30**	**31**	

The Power of Yet: Developing A Growth Mindset WEBINAR

Tuesday, December 1, 2026 2:00 PM - 3:00 PM **Personal & Professional Development**

Developing a growth mindset allows you to realize potential, increase resilience, and achieve success. A growth mindset can unlock your capacity to learn, grow, and thrive—regardless of your current abilities or skill level. Participants will learn about the differences between a fixed mindset versus a growth mindset; explore how a growth mindset can benefit you and your team; and uncover specific strategies to develop a growth mindset expanding your possibilities.

NEW Handling Stress, Pressure, and Burnout WEBINAR

Thursday, December 3, 2026 2:00 PM - 3:00 PM **Personal & Professional Development**

Ever feel stressed at work? How do you react to high-pressure situations? Is burnout a threat to your well-being and productivity? This course will help you define stress, pressure, and burnout, recognizing the unique ways they show up for you. You'll also get valuable strategies to manage the effects of stress, pressure, and burnout. By the end of the webinar, you'll have a clearer understanding of how these forces affect you—and what you can do about it.

Pronouns: A Guided Conversation

Tuesday, December 8, 2026 9:00 AM - 10:30 AM **Personal Growth & Belonging**

Pronouns are the words we use to describe someone when we don't use or don't yet know their name. Using the right pronouns to refer to a person can be one of the easiest ways to build rapport, show respect, and affirm someone. This training expands on LGBTQIA+ basic terminology, encourages confidence normalizing correct pronoun use, and promotes safe, open dialogue. The City of Columbus's LGBTQIA+ Employee Resource Group (ALL OUT) and Co-leader, B, invite you to join our guided Safe Space conversation. All are welcome.

From Doubt to Dare - Unleash Your Confidence WEBINAR

Tuesday, December 8, 2026 10:00 AM - 11:00 AM **Personal & Professional Development**

Ready to boost your self-assurance? Build confidence with strategies to excel. Learn mental strategies for lasting confidence, physical cues to boost confidence, excel in diverse situations and

Career Development: Mastering the Interview

Tuesday, December 15, 2026 1:00 PM - 3:00 PM **Personal & Professional Development**

The 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. This insightful workshop explores how to prepare for an interview and become familiar with the types of questions to expect, as well as the questions job candidates should think about asking.

NEW Triple P Seminar 3: Raising Resilient Children WEBINAR

Wednesday, December 16, 2026 11:30 AM - 1:00 PM **Health & Wellness**

The Positive Parenting Program is for parents and caregivers of children ages 0–12 who want guidance on supporting their child's growth. You'll get practical ideas, connect with other parents, and get support with parenting challenges. Each session runs about 60 minutes plus 30 minutes for questions. Topics include:

- Recognize and accept feelings
- Express feelings appropriately
- Have a positive outlook, including being optimistic, interested and content
- Develop effective ways of coping
- Manage strong emotions and unpleasant situations
- Cope with stressful life events

Presented by Columbus Public Health

NEW Staying Healthy Through the Holidays presented by the Wellness Team

Wednesday, December 16, 2026 12:00 PM - 1:00 PM **Health & Wellness**

Join us for an informative Lunch & Learn hosted by your Health Engagement Nurses and Registered Dietician dedicated to supporting staying healthy through the holidays. What we'll cover:

- Maintain, don't gain during the holidays
- Managing holiday stress physically and mentally

Feel free to bring your lunch and receive a small giveaway for coming!

Halogen Performance Management Training

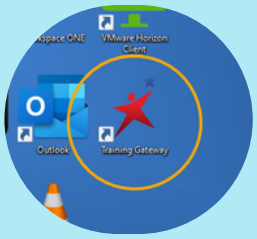
Not available to family members

Friday, December 18, 2026 9:00 AM - 10:00 AM **Professional Growth**

What is Halogen? Do you need help navigating within the system? This hands-on course is designed to introduce and assist MCP and HACP employees to Halogen and offers actual practice working in the system. This course also provides helpful hints, tips, and tricks for getting the most out of the Halogen experience. Participants are encouraged to bring questions and problems to discuss during the class while live in Halogen for individual assistance. Target Audience: MCP/HACP Managers & Employees (FT & PT, excludes Auditor and Attorney)

How to Register for the Sessions in this Catalog

Three Ways to Get to the Training Gateway



1. Double-click the shortcut that is present on the desktops of most City employee computers

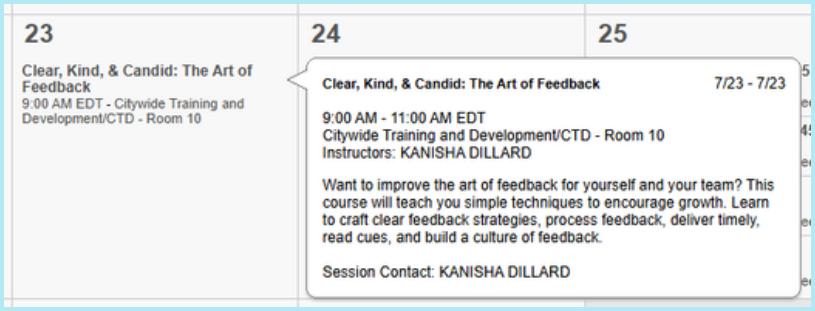
2. Click Here to open Training Gateway

3. Type or copy and paste this URL into the address bar of your web browser: https://cityofcolumbus.csod.com/login/

Using the Events Calendar to Register

1. After logging in, click the EVENTS CALENDAR button to view the calendar,

2. Click the title of the session on the calendar or hover the pointer over it to show a bubble with more information,



3. Click the Request button.

4. If the training requires approval from your manager (most in-person sessions do), they will receive an email notifying them of your request and either approve or deny it. When it's approved, you will receive an email notifying you of your registration and give next steps.

5. Email us at ctd@columbus.gov if you have any questions!

Employee Family Rates & Information Exclusive discounted training rates for eligible employee family members	
Who qualifies as a family member of a City of Columbus employee?	Parent, spouse, sibling, child or dependent, niece, or nephew
General Virtual Sessions	$24.50
Microsoft Virtual Sessions	$29.50
In-Person General Sessions	$39.50
In-Person Microsoft Sessions	$64.50

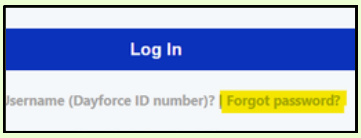
Please click this text to register a family member for sessions at CTD

If you have questions or need assistance, please email CTD@columbus.gov

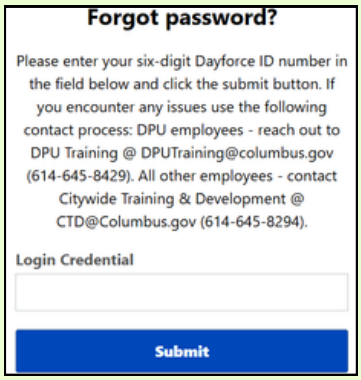
Forgot Your Password ?

1. Click 'Forgot Password',
2. You will be prompted to enter your Dayforce ID,
3. Answer your security question correctly,
4. Change your password and meet criteria.

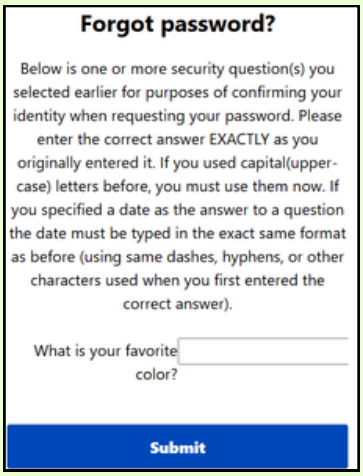
1.



2.



3.



4.

Having trouble? Please email your Dayforce ID to us at ctd@columbus.gov and tell us that you need your password reset and we will send you a password reset link ASAP!