

Citywide Training & Development Spring Quarter Course Catalog April - June 2025



**City of Columbus
Employees**

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF
HUMAN RESOURCES

Christopher C. Moses, Director

Citywide Training & Development
Chester C. Christie Training Center
1111 E Broad St. Suite, LL01
Columbus, Ohio 43205
Phone: 614-645-8294

Training Gateway: <https://cityofcolumbus.csod.com>
CTD@columbus.gov

[https://www.columbus.gov/Government/
Departments/Citywide-Training-Development](https://www.columbus.gov/Government/Departments/Citywide-Training-Development)

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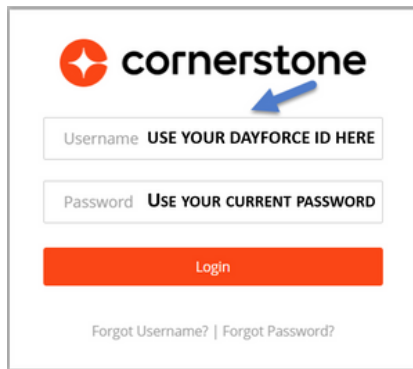
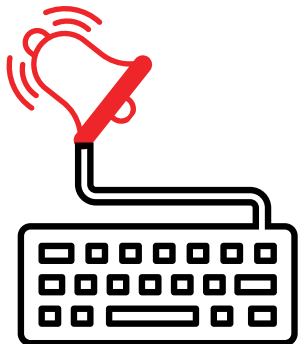
OPTUM Courses



[Register Here](#)

Sign up for all courses using the Training Gateway/Cornerstone.

All employees use their six-digit Dayforce ID in the Training Gateway/Cornerstone username field.



- If you use a browser to save your passwords, your current password will NOT change; but you may need to update your browser information with the new username.
- Click here to visit Dayforce >> [What's my Dayforce ID number?](#) or reach out to your HR officer.

Contact CTD@Columbus.gov or call 614-645-8294 if you require technical assistance.

Question of the Day *Can a family member attend the offered courses?*

YES! Special pricing is below - refer them to Columbus.gov link and to download the family catalog.

Family of City of Columbus Employees
(Mother, Father, Sister, Brother, Son, Daughter, Niece, & Nephew)
General Virtual Sessions - \$24.50 each
Microsoft Virtual Sessions - \$29.50 each
In-Person General Sessions - \$39.50 each
In-Person Microsoft Sessions - \$64.50 each



Mapping Your Career

SUPERVISOR SERIES!

NEW SUPERVISOR SERIES

New Supervisors (curriculum) series is designed for those with 2 years or less of experience in their roles. All experience levels are welcome.

Learning to Manage - April 1, 2025, 9am-11am - In-person

Supervisor Communication Skills - April 8, 2025, 9am-11am - In-person

Conflict Resolution & Bullying in the Workplace - April 15, 2025, 9am-11am - In-person

Performance Appraisals and Documentation - April 22, 2025, 9am-11am - In-person

Contract Administration: Working with Unions - April 29, 2025, 9am-11am - In-person

Employee Engagement through Coaching - May 6, 2025, 9am-11am - In-person

Implicit Bias - May 13, 2025, 9am-11am - In-person

Drug-Free Safety for Supervisors - May 29, 2025, 2pm-4pm - In-person

Accident Analysis - E-Learning

Anti-Harassment and Sexual Harassment (Employee & Supervisor Version) - E-Learning

We offer 3 levels of supervisor series: Pre-Supervisor, New Supervisor, and Seasoned Supervisor. See the information below on how to find the series, what they include, and who each is designed for.

You can request the entire series, or each session individually!

INSTRUCTIONS to find each series:

1. CLICK the links below for each series (each header below is linked to the series).
2. In the search bar, enter which series you are searching for: Pre-Supervisor, New Supervisor, or Seasoned Supervisor.
3. Wait for approval from your manager.
 - Some employees will be automatically approved.
 - Follow up with your manager if you haven't been approved within one week of requesting the series.
4. After approval - Open the series curriculum.
5. Locate *each* event/class and click the 'Select Session' button to choose the dates above.
6. If there are no available dates for the course, select the 'Request/Notify Me' button.
7. Complete the online course as your schedule permits.

PRE-SUPERVISOR SERIES

The Pre-Supervisor curriculum is a series of classes that 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 9-hour series, you will be equipped with the insight to determine if supervision is for you.

SEASONED SUPERVISOR SERIES

Designed for supervisors with more than three years of experience, this series (curriculum) provides new approaches and solutions to recurring challenges. Participants will also explore practical ways to engage employees, improve communication and build trust. Competency learned: Leadership & Developing Others.

These series do not have sessions scheduled in spring 2025.

Search each session and select "Notify Me" button.

You will receive an email when the next session is added.



[Register Here](#)

New Supervisor: Learning to Manage | Tuesday, April 1 | 9:00 AM - 11:00 AM | In-person

For current supervisors with less than two (2) years of supervisory experience. Making the transition from doing work yourself to managing others can feel overwhelming. How do you set yourself up for success? This course is designed to help minimize the stress and walk participants through management principles by targeting five specific areas. Participants will learn to successfully handle staff, projects, performance, conflict and even accountability, while continuously improving as a supervisor.

Verbal De-Escalation Skills/Techniques | Thursday, April 3 | 9:00 AM -11:00 AM | In-person

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.

New Supervisor: Supervisor Communication Skills | Tuesday, April 8 | 9:00 AM - 11:00 AM | In-person

In general, there are four basic purposes of communication: to inform, to persuade, to ask a question, or to learn. It's as important to know what you don't want as it is to know what you do want. This course covers the importance of assertive speaking; techniques for holding others accountable; and creating and practicing equitable compromise.

Defensive Driving | Wednesday, April 9 | 9:00 AM - 12:00 PM | In-Person

This three-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.

Developing High Performance Teams | Wednesday, April 9 | 9:00 AM – 11:00 AM | In-Person

Success as a manager is heavily influenced by how well your team operates and what kind of results they achieve. Is your team able to solve problems? Can they resolve conflict? Are they enthusiastic and motivated to do their best? Do they work well together? This workshop is designed for participants who want to develop their team leadership skills and unleash the talent of their individual team members.

How to Rise Above Anger in one hour! | Wednesday, April 9 | 2:00 PM – 3:00 PM | Virtual

This one hour quick reference is designed to help give you the basic tools to deal with your anger or help another with their anger. At the end of this workshop, you will understand the tools to: Recognize how anger affects your body, your mind, and your behavior. Review the five-step method to break old patterns and replace them with a model for assertive anger. Understand the use of an anger log to identify your hot buttons and triggers. Reflect on your own emotions when faced with other peoples' anger. Identify ways to help other people safely manage some of their repressed or expressed anger. Understand ways to communicate with others in a constructive, assertive manner.

Emotional Intelligence: Enhance Your Life and Work | Thursday, April 10 | 9:00 AM – 11:00 AM | In-person

Emotions are part of life and play a role in communicating and decision making. This session will help participants understand dynamics of emotions and social intelligence to improve decision making, communicating, & working with others.

Leadership Development Coaching Info Session | Thursday, April 10 | 10:00 AM – 11:00 AM | Virtual

Our personalized coaching program is available for City of Columbus employees at all organizational levels! Equipped with certification in Executive Leadership Development and Strengths, It is our pleasure to 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 leadership. More information will be provided during this info session, so don't miss it!



[Register Here](#)

Introduction to Computers and Microsoft Office | Tuesday, April 15 | 1:00 PM – 4:00 PM | In-Person

Introduces the basic features of Microsoft Office by developing familiarity with Word, Excel and Outlook. This course is for participants who have very little computer experience and limited knowledge of Microsoft Office. It should be taken prior to enrollment in Microsoft Basic courses.

New Supervisor: Conflict Resolution & Bullying in the Workplace | Tuesday, April 15 | 9:00 AM – 11:00 AM | In-person

This course provides supervisors with the knowledge to recognize causes of workplace conflict, how to facilitate resolution of conflict and how to manage the relationships once the conflict has been resolved. This course also touches on preventing bullying in the workplace.

Trust Edge: The Case for Trust & Clarity | Thursday, April 17 | 1:00 PM – 3:00 PM | In-Person

Deeper relationships, faster results, stronger outcomes. Everything of value is built on trust. In this workshop, you will learn how trust is the real currency of life and that trust is not a soft skill. Then, dive into Clarity and walk away with practical tools for both strategic and communication clarity.

Dealing with Imposter Syndrome | Thursday, April 17 | 2:00 PM - 3:00 PM | Virtual

"Imposter Syndrome" is a common concept describing high-achieving individuals who are marked by an inability to internalize their accomplishments and have a persistent fear of being exposed as a "fraud". This is not a new phenomenon; however, it has become more prevalent among millennials and those as they experience success on varying levels. This session will be interactive to help participants overcome these feelings and walk away with tips for remaining strong when you're questioning their abilities and success.

Training Gateway Permissions for HR Staff | Thursday, April 17 | 2:00 PM - 3:00 PM | Virtual

You must request HR - Level permissions via email to Andria Williams (ALWilliams@Columbus.gov) at least three (3) days prior to attending this session. This training addresses your new level of HR permissions in the Training Gateway/Cornerstone. We will discuss: any gateway questions based on your role, permission views, assigning courses using the Learning Assignment Tool, withdrawing a user from a course, removing a course from a transcript, giving credit for attending a session, and reporting.

CTD CPR AED: Adult, Child, Infant AHA | Tuesday, April 22 | 8:30 AM - 12:30 PM | In-person

If Rec & Parks employee - please reach out to your safety coordinator.

This hands-on CPR/AED course is designed to give you the confidence to respond in an emergency situation with skills that can save a life. You will develop skills necessary to recognize and provide cardio-pulmonary resuscitation and utilize an Automated External Defibrillator (AED) for victims of sudden cardiac arrest.

New Supervisor: Performance Appraisals and Documentation | Tuesday, April 22 | 9:00 AM - 11:00 AM | In-Person

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.

From Doubt to Dare - Unleash Your Confidence | Tuesday, April 22 | 2:00 PM - 3:00 PM | Virtual

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 turn setbacks into strengths.

HR Orientation Q & A Expo | Thursday, April 24 | 8:45 AM - 10:15 AM | In-person

Participants should be assigned HR orientation compliance courses, prior to attending this event. This is an opportunity for new hires to attend a Q & A fair event (participant walks through the room to different tables) to get answers to onboarding questions. Supervisors and HR Officers may also assign and select specific dates. Offered once per month and approval to attend is required for most employees. Some of the attending partners include: HR Benefits, Employee Resources, and Occupational Health and Safety, OPERS, Employee Assistance Program (EAP), Ohio Deferred Compensation (ODC), Colonial Insurance, CME Federal Credit Union, Some Bargaining unit & MCP/HACP representatives, & other City departments & services.

[Register Here](#)

Halogen Performance Management Training | Friday, April 25 | 9:00 AM - 10:00 AM | In-Person

What is Halogen? Do you need help navigating the system? This hands-on course introduces and assists MCP and HACP employees to Halogen and offers actual practice in the system. This course provides helpful hints, tips, and tricks for getting the most out of the Halogen experience while exploring features of the system, such as sending and receiving feedback and updating goals. 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 Council, Auditor, Attorney).

Navigating Menopause at Work & Home | Monday, April 28 | 12:00 PM - 2:00 PM | In-person

Audience: Women City of Columbus Employees. All other employees are encouraged to speak with a health engagement nurse about this topic and much more! Special instructions: Bring your lunch if you like. The City of Columbus Workforce Scorecard indicates that 33% of the CoC employee population is female, of which over 1,700 are aged 41+; this is the group range who might be experiencing shocking life changes that impact them within and out of the workplace. This Navigating Menopause at Work & Home session will encompass a safe place to learn and discuss the physical and mental nature of menopause to prepare for future options. The experience points are: What is Menopause and the various types, Symptoms of Menopause, Workplace and personal impacts of Menopause. Navigating options – Pros/Cons of each element: Nutrition Focus - includes a food tasting, Fitness Focus, Mental Focus, Alternative therapies, Hormone Replacement Therapy (HRT), Benefits Coverage & resources, Question & Answer. This event is worthy of a conversation with your manager to ensure prompt approval. Even if you can only attend an hour, please enroll or share with a co-worker.

Contract Administration: Working with Unions | Tuesday, April 29 | 9:00 AM - 11:00 AM | In-person

Participants will gain information concerning collective bargaining contracts that govern the relationship between the City of Columbus, as 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.

Trust Edge: Character & Consistency | Wednesday, April 30 | 1:00 PM - 3:00 PM | In-person

Would you follow you? What drives you? What are you known for? This session will focus on decision making, reputation, and brand, tooling you with actionable strategies to stay true to your character and let people know who you really are.

New Supervisor: Employee Engagement through Coaching | Tuesday, May 6 | 9:00 AM - 11:00 AM | In-person

This course introduces supervisors and managers to tools and techniques for ensuring employees feel valued and supported in their day-to-day responsibilities. Organized into four categories or strategies for employee engagement, the program offers self-assessments, interactive activities, and practical knowledge for becoming an effective and influential leader.

Word Basic 2021 Part 1 | Tuesday, May 6 | 1:00 PM - 3:30 PM | In-Person

During this interactive session guided by AI modules and live instruction, participants will cover the foundations of Microsoft Word! Learn how to understand the screen, create new documents, open and save documents and more!

Implicit Bias | Tuesday, May 13 | 9:00 AM - 11:00 AM | In-person

What IS Implicit Bias? We all have biases! Implicit bias refers to the attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner. Biases reside deep in the subconscious and cause us to have feelings and attitudes about other people based on characteristics such as race, ethnicity, age, and appearance. They are automatically activated, associative in nature, can be formed through repeated exposure or experiences. These associations develop over the course of a lifetime beginning at a very early age through exposure to direct and indirect messages. In addition to early life experiences, the media and news programming are often-cited origins of implicit associations. This interactive course explores types of implicit biases, understanding them, what effects they can cause and how to address them.



[Register Here](#)

Word Basic 2021 Part 2 | Tuesday, May 13 | 1:00 PM - 3:30 PM | In-person

Part 2 of this interactive session is guided by AI modules and live instruction! Learn how to select and edit text, cut, copy and paste, insert symbols, undo, redo and more!

CTD AHA First Aid | Wednesday, May 14 | 8:30 AM - 12:30 PM | In-Person

If Rec & Parks employee - please reach out to your safety coordinator.

First Aid is the immediate care you give someone with an illness or injury before trained help arrives and takes over. In this course, you will learn basic first aid to assist anyone who has suffered the most common injuries such as cuts, scrapes, broken bones, heat strokes and heat exhaustion, cardiac emergencies, strokes, choking and other emergencies. Learn what to assemble in a first aid kit to be prepared in an emergency. Your actions in the first minutes of an emergency are critical. What you do may help a victim to a more complete & quicker recovery. Learn to help those who may not be able to help themselves.

Performance Appraisals for AFSCME, CWA & FOP-OLC | Thursday, May 15 | 8:30 AM - 12:30 PM | In-Person

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.

Trust Edge: Competency & Contribution | Thursday, May 15 | 1:00 PM - 3:00 PM | In-person

Are you staying fresh and relevant? Are you seeing the right results? Dive into the world of inputs and outputs, self-development and performance. This session will give you applicable frameworks and resources to improve learning and results.

Word Basic 2021 Part 3 | Tuesday, May 20 | 1:00 PM - 3:30 PM | In-Person

Part 3 of this interactive session is guided by AI modules and live instruction! Learn how to create list, borders and shading, paragraph alignment, find and replace formatting and more!

Training Gateway Permissions for HR Staff | Friday, May 23 | 2:00 PM - 3:00 PM | Virtual

You must request HR - Level permissions via email to Andria Williams (ALWilliams@Columbus.gov) at least three (3) days prior to attending this session. This training addresses your new level of HR permissions in the Training Gateway/Cornerstone. We will discuss: any gateway questions based on your role, permission views, assigning courses using the Learning Assignment Tool, withdrawing a user from a course, removing a course from a transcript, giving credit for attending a session, and reporting.

Trust Edge: Compassion & Commitment | Wednesday, May 28 | 1:00 PM - 3:00 PM | In-Person

"People don't care how much you know unless they know how much you care" - Theodore Roosevelt. Equip yourself with new ways to show care and concern for others, face adversity, and practice accountability.

Being Civil in a Diverse Workplace | Wednesday, May 28 | 2:00 PM - 3:00 PM | Virtual

It's not always a given you will like the people you work with, but it is necessary to be civil to one another in order to maintain an environment conducive for working. In this session, participants will explore various techniques for overcoming conflict, bullying and rudeness. Cultural sensitivity and its necessity in the workplace will also be covered in this interactive session.

Drug-Free Safety Program (DFSP) Supervisor | Thursday, May 29 | 2:00 PM - 4:00 PM | In-Person

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

Halogen Performance Management Training | Friday, May 30 | 9:00 AM - 10:00 AM | In-Person

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 while exploring features of the system, such as sending and receiving feedback and updating goals. 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 Council, Auditor, Attorney).

Intentional Communication | Tuesday, June 3 | 10:00 AM - 12:00 PM | In-Person

Work meetings, phone buzzing, friendly chatting, and email dinging. Communication is literally surrounding us in today's world, and how often are we intentional about the communication we take part in? This session will walk through competencies to help us focus, listen and connect better, and build trust in our communication. Participants will walk away with an idea of different listening styles, four main areas of emotional intelligence, and a tool for clear, concise communication.

Excel Basic 2021 Part 1 | Tuesday, June 3 | 1:00 PM - 3:30 PM | In-person

In this session we will understand the excel screen, create and navigate, open and close workbooks. Participants will also learn how to use Auto Recover, the quick access toolbar and more!

Pronouns: A Guided Conversation | Tuesday, June 10 | 9:00 AM - 10:30 AM | In-Person

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.

How to Make a Good Impression & Hate Networking Less | Tuesday, June 10 | 9:30 AM - 11:30 AM | In-Person

First impressions and networking are important aspects in the career journey. So, if you're an introvert, shy, or just simply hate small talk, how do you get through it? Learn about first impressions, important cues, and strategies to leave a lasting, positive impression, and how to skip the meaningless small talk to hate networking less, and maybe even make it enjoyable!

Excel Basic 2021 Part 2 | Tuesday, June 10 | 1:00 PM - 3:30 PM | In-Person

In this session participants will practice selecting cells and ranges, editing cell data, cut, copy, paste, along with inserting as well as hiding rows and so much more!

Excel Basic 2021 Part 3 | Tuesday, June 17 | 1:00 PM - 3:30 PM | In-Person

In this interactive session participants will cover formula basics, auto fill, sums, averages and more!

Trust Edge: Connection & Trust Shields | Wednesday, June 18 | 1:00 PM - 3:00 PM | In-person

In 2023, the US Surgeon General released "Our Epidemic of Loneliness and Isolation." The solution? CONNECTION! Explore the pillar of connection and participate in one of the most loved activities in the Trust Edge platform - Trust Shields! You will walk away from this session with at least one new connection point, and ways to enhance connections throughout your life.

Excel Basic 2021 Part 4 | Tuesday, June 24 | 1:00 PM - 3:30 PM | In-Person

In this interactive session participants will expand their learning of basic formulas by covering how to format text, align and merge cells, format numbers and dates and more!

How to Handle Change & Upheaval | Tuesday, June 24 | 1:00 PM - 3:00 PM | In-Person

Change is a certainty in today's environment. The key to surviving and thriving is to take a proactive approach to change. This program provides the tools to assess typical attitudes toward change, intervene in the change cycle with positive strategies, and combat change-related stress.



[Register Here](#)

MBTI & You | Tuesday, June 26 | 9:00 AM - 11:00 PM | In-Person

The MBTI (Myers-Briggs Type Indicator) instrument is designed to help you understand your unique personality and how you relate to others around you. The MBTI® instrument is backed by thousands of research studies and has been found to be both reliable & valid in assessing personality. Registration ends 2 weeks early to allow time for completion of online assessment.

Training Gateway Permissions for HR Staff | Thursday, June 26 | 2:00 PM - 3:00 PM | Virtual

You must request HR - Level permissions via email to Andria Williams (ALWilliams@Columbus.gov) at least three (3) days prior to attending this session. This training addresses your new level of HR permissions in the Training Gateway/Cornerstone. We will discuss: any gateway questions based on your role, permission views, assigning courses using the Learning Assignment Tool, withdrawing a user from a course, removing a course from a transcript, giving credit for attending a session, and reporting.

Halogen Performance Management Training | Friday, June 27 | 9:00 AM - 10:00 AM | In-Person

What is Halogen? Do you need help navigating the system? This hands-on course introduces and assists MCP and HACP employees to Halogen and offers practice working in the system. This course provides helpful hints, tips, and tricks for getting the most out of the Halogen experience while exploring features of the system, such as sending and receiving feedback and updating goals. 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 Council, Auditor, Attorney).

**FINANCIAL LITERACY
COURSES**

Financial Literacy courses are open
to all employees and their families.

Register Today!

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HERE

Wise Use of Credit and How to Improve Your Credit | Friday, April 11 | 12:00 PM - 1:00 PM | In-Person

This session helps individuals understand the fundamentals of credit, its impact on personal finances, and how to use credit responsibly. Key topics include understanding factors that impact your credit score, practical steps to improve your payment history, managing credit utilization and reducing debt, correcting errors on your credit report, strategies for handling collections and disputes, tips for building a positive credit history from scratch. Attendees will gain practical knowledge on budgeting, understanding credit reports, and making informed decisions when borrowing money. Whether you're new to credit or looking to improve your financial habits, this session will empower you to make smart choices and build a healthy financial future.

Planning for Retirement by OPERS | Tuesday, April 29 | 12:00 PM - 1:00 PM | Virtual

Join Ohio Public Employees Retirement System (OPERS) staff for Planning for Retirement. This is for all OPERS members who are more than 12 months away from retirement, and who are within 5 years of retirement eligibility.

Smart Auto Shopping & Refinancing | Friday, May 16 | 12:00 PM - 1:00 PM | In-Person

In today's competitive market, purchasing or refinancing a vehicle requires more than just browsing online listings or visiting a dealership. This session is a comprehensive session to equip you with the tools, strategies, and knowledge to make informed, financially savvy decisions when buying or refinancing your car. Throughout this session, you will learn how to: understand the ins and outs of auto financing, including loan terms, interest rates, and credit scores, navigate the refinancing process to lower monthly payments or save on interest, avoid common pitfalls and hidden costs that can affect your long-term financial health. Whether you're a first-time car buyer or looking to refinance your current auto loan, this session will provide you with actionable insights and practical steps to make smart, confident decisions in the auto shopping and refinancing process.

First Time Homebuyers | Friday, June 13 | 12:00 PM - 1:00 PM | In-Person

This class is guides prospective homebuyers through the complex process of purchasing their first home. Participants will gain an understanding of key steps involved in homebuying, from preparing finances to selecting the right mortgage. This session covers topics such as understanding credit scores, exploring loan options (FHA, VA, and conventional), budgeting for down payments, and navigating the real estate market. Key Learning Outcomes: understand different mortgage loans and how to qualify, strategies to improve your credit score and financial readiness, navigate the homebuying process, including working with agents, inspectors, and lenders, be confident in managing closing costs and understanding homeowner responsibilities, perfect for anyone looking to buy their first home, learn invaluable tips & tools to make the dream of homeownership a reality.

Invest in Your Future by Ohio Deferred Compensation | Wednesday, June 25 | 12:00 PM - 1:00 PM | In-person

Ohio Deferred Compensation is a supplemental 457(b) retirement plan for all Ohio public employees and one of the largest 457(b) plans in the country. Deferred compensation has been the Program's only responsibility since 1976. This presentation is intended for employees who are approaching retirement and have questions.

How to Better Manage Stress by OPTUM | Wednesday, April 16| 11:00 AM – 12:00 PM | Virtual

In this workshop, participants will learn to identify the stressors in their lives and understand the impacts. Focus is placed on the use of positive coping mechanisms to reduce the negative effects of stress. Attendees will have an opportunity to practice relaxation exercises. Participants will: examine personal values and choices, learn skills for managing multiple demands, assess their current state of balance and stress, identify resources that can be used to meet needs, the information in this workshop is for general educational purposes only and not intended to provide specific advice or recommendations.

Autism & ADHD in the Workplace by OPTUM | Tuesday, April 29 | 11:00 AM – 12:00 PM | Virtual

Neurodiversity can be described as the natural way people learn, think and perceive the world, interact and process information. Different ways of thinking and problem-solving can help organizations thrive, as a workforce that includes people with a variety of perspectives, backgrounds and experiences can improve innovation and creativity. Yet according to research, only one in ten people disclose their neurodivergence to their employers. Neurodivergence includes people with autism and those with attention deficit hyperactivity disorder (ADHD). This session will explore the ways in which a workplace can support neurodiversity and embrace all types of ways to think, learn, interact and perceive the world.

Creating Harmony between Generations at Work by OPTUM | Wednesday, May 7 | 2:00 PM – 3:00 PM | Virtual

Today's workplace dynamics are rapidly changing. It's possible for one workplace to have four different generations on the same team sharing the same space. Because different generations bring their own values, rules and styles, that can sometimes lead to conflict or unproductive competition. This program can help participants understand generational differences - and get tips for creating a harmonious work environment. Participants will: 1. Determine strengths of each generation 2. Explore the values that drive each generation 3. Develop techniques to create harmonious work teams

Maintaining Balance in Life by OPTUM | Tuesday, May 20 | 11:00 AM – 12:00 PM | Virtual

A life that's out-of-balance can cause high levels of stress. Participants will have an opportunity to learn methods of using available resources to meet their individual needs. And they'll learn stress management techniques and take home a variety of tools for addressing stress. Participants will: examine personal values and choices, assess current state of balance and stress, identify resources that can be used to meet needs, learn skills to effectively manage multiple demands, and explore ways to better balance the conflicting demands of life.

Building Resiliency for Managers by OPTUM | Wednesday, June 4 | 10:00 AM - 11:00 AM | Virtual

The way we manage the demands in our lives can leave us energized or drained. This session looks at how to recognize demands that lead to stress, build resilience, and develop coping strategies to maintain a high level of resilience in our lives. This session is designed to help managers build their own resilience and their team's resilience. Learning Points: define resilience and learn what it is and what it is not, Understand the relationship between stress and resilience, learn strategies to build resilience, explore strategies that managers can use to build resilience in their teams and within their organization.

Move to Improve Mental Health by OPTUM | Tuesday, June 17 | 11:00 AM - 12:00 PM | Virtual

Mental health and physical health are closely connected. Research suggests that increased physical activity of any kind can improve depression, anxiety, and ADHD symptoms, improve sleep, and reduce stress. Engaging in regular physical activity has also been shown to reduce the risk of developing depression and other mental health conditions in children and adults. This training program will introduce participants to the benefits of movement on mental health. They will learn how movement impacts mental health and learn strategies for adding movement to their daily routine. Learning Points: learn the impacts that movement can have on overall health, discover the ways that simple movement and exercises can improve mental health, understand possible obstacles to movement and how to overcome them, learn strategies to begin adding movement to one's daily routine with the goal of improving mental health.

How to Be an Effective Workplace Leader by OPTUM | Tuesday, June 24 | 2:00 PM - 3:00 PM | Virtual

Today, leadership requires a more complex set of skills and values than at any time in the past. Vision, trust, integrity and empowerment have become critical elements of effective leadership. This training will provide the framework for becoming an effective and ethical leader whether leading a small team of people or a large organization. Participants will: identify the challenges of leadership, discuss myths and realities of leadership, describe the qualities of an effective leader, create an action plan for developing leadership skills. determine the difference between leaders and managers, define the differences between leadership today and in the past.