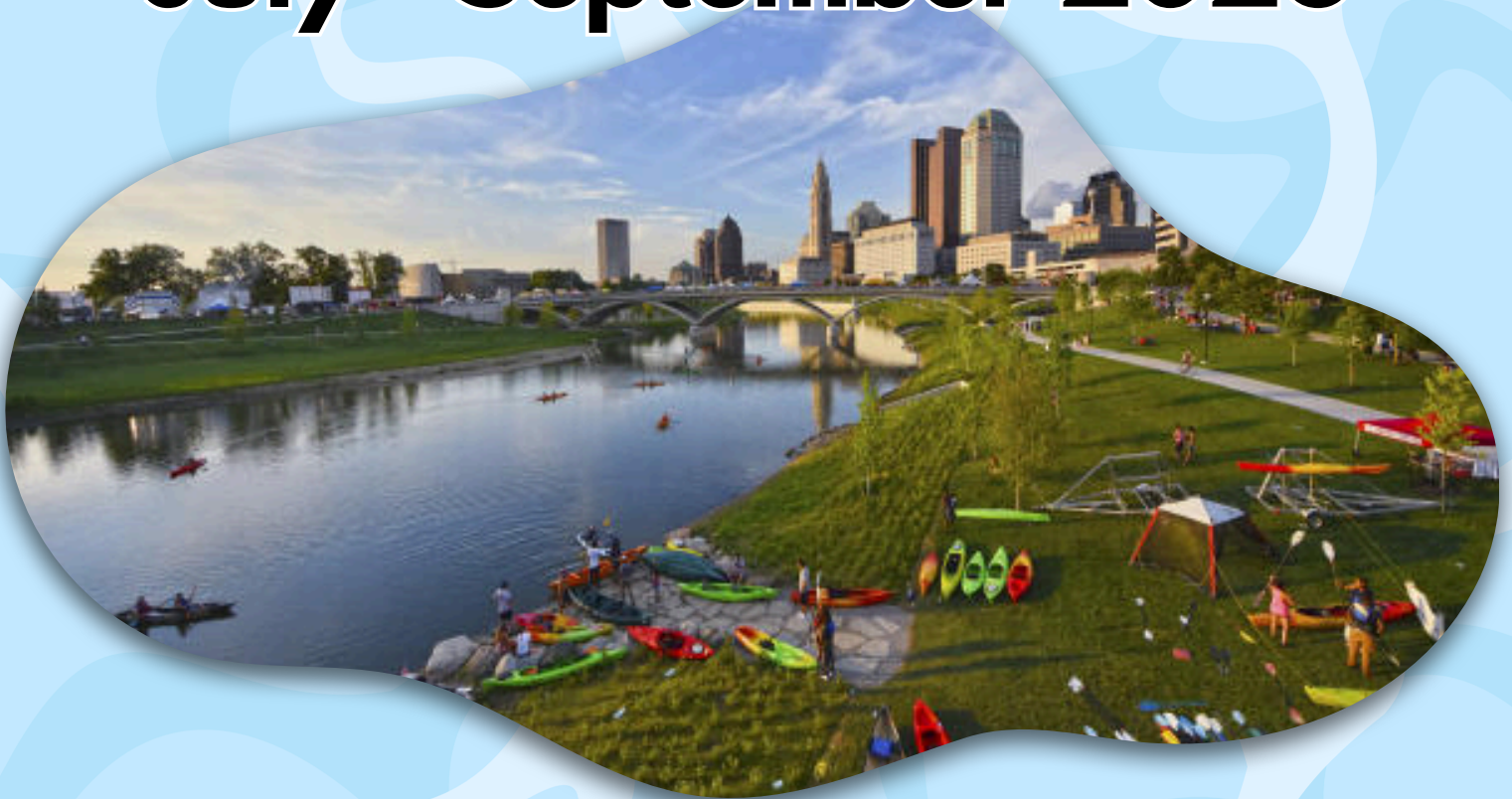


Citywide Training & Development

Community Partner Summer Quarter Course Catalog

July - September 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

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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 or via WebEx. Now that you know what we do, we'd like to introduce the people who make it happen:



DREMA KIRKLIND
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
EST 2024

Upgraded Registration Process - Register Today!

No more printing registration forms or filling PDFs. Register online now instead!

Option 1

[Click this link to register](#)

Option 2

Paste or type this URL into your web browser:
bit.ly/4b0skiC

Option 3

Scan the QR Code



Community Partner Costs per Session

for special pricing opportunities, contact Jared at jrmorrison@columbus.gov

Virtual Sessions	\$49.00	In-Person Sessions	\$79.00	Full Series	-The Management Container -One-on-One Public Speaking -Microsoft Suite	\$299.00
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ELEVATE YOUR EXECUTIVE PRESENCE

1-ON-1 PUBLIC SPEAKING MASTERCLASS

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 the Smartsheet form](#)

Develop Your Management Skills

Join us for the newly refreshed and reinvigorated supervisor training series from Citywide Training & Development. **The container is a key idea in relationships like therapy, coaching, and mentoring, and refers to a safe space within the relationship to share, explore, try new things, and to learn and grow.** This is the Management Container, your safe place to dive deep into what makes a great supervisor, gain greater self-awareness, apply new techniques, and connect with other like-minded supervisors. So, what does it entail?

Step One	Register	Visit <u>this link to register</u> and submit the form. Choose your preferred dates in the "Choose Full Series" section.
Step Two	Complete EQ-i2.0	We will email you a link to the EQ-i2.0 assessment. The EQ-i2.0 is the first scientifically validated Emotional Intelligence tool in the world. This delivers increased self-awareness and an action plan through the 4-week series.
Step Three	Attend Skills Session 1	Emotional Intelligence for Managers EQ-i2.0 report review; individual and group activities for understanding; Action planning.
Step Four	Attend Skills Session 2	Fundamentals Psychological safety; managing self, work, and people; Communication flow (up, down, and lateral).
Step Five	Attend Skills Session 3	Conflict Management Recognizing and defining; Dispelling myths and uncovering positives; Conflict styles; Working through conflict.
Step Six	Attend Skills Session 4	Coaching, Feedback, & Accountability Neuroscience-based coaching; When to use which role (coaching, directing, mentoring, etc.); Tools and practice scenarios.


JULY

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

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
				 Office Closed
6	7	8	9	10
13	14	15	16	17
Intentional Communication 10:00 AM - 12:00 PM				
20	21	22	23	24
	True Colors 9:00 AM - 11:00 AM	Implicit Bias 1:00 PM - 3:00 PM		
27	28	29	30	31
	Word Basic 2021 Part 1 1:00 PM - 3:30 PM		Distraction Detox: How to Improve your Focus at Work 11:00 AM - 12:00 PM 	

Intentional Communication

Monday, July 13, 2026

10:00 AM - 12:00 PM

Personal & Professional Growth

Work meetings, phone buzzing, friendly chatting, and email dinging. Social media, TV, radio, and podcasts. Communication is literally surrounding us in today's world, and how often are we intentional about the communication we take part in? This idea of Intentional Communication will walk through six competencies to help us focus, listen and connect better, and build to 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.

True Colors

Tuesday, July 21, 2026

9:00 AM - 11:00 AM

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.

Implicit Bias

Wednesday, July 22, 2026

1:00 PM - 3:00 AM

Supervisory Skills

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. They are activated involuntarily and without an individual's awareness or intentional control. 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. This interactive course explores types of implicit biases, understanding them, what effects they can cause and how to address them.

Word Basic - Session 1 of 4

Tuesday, July 28, 2026

1:00 PM - 3:30 PM

Computer Skills

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!

Distraction Detox: How to Improve Your Focus at Work WEBINAR

Thursday, July 30, 2026

11:00 AM - 12:00 PM

Professional Growth

If you're familiar with the feeling of letting hours fly by without accomplishing much, this course will help you identify problematic habits that disrupt your focus. Find out why we struggle to focus at work and learn how to optimize your body and mind to stay fresh throughout the day. Then, discover how clearing space can affect your concentration. Finally, learn to identify and replace energy-draining sources and behavior.

AUGUST

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:



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

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
	Word Basic 2021 Part 2 1:00 PM - 3:30 PM			
10	11	12	13	14
	Word Basic 2021 Part 3 1:00 PM - 3:30 PM			The Management Container: Supervisor Success Series Part 1 9:30 AM - 12:00 PM
17	18	19	20	21
	Word Basic 2021 Part 4 1:00 PM - 3:30 PM		Clear, Kind, & Candid: The Art of Feedback 9:00 AM - 11:00 AM	The Management Container: Supervisor Success Series Part 2 9:30 AM - 12:00 PM
			Human-Centered Leadership 2:00 PM - 3:00 PM	
24	25	26	27	28
		Being a Team Player 10:00 AM - 11:00 AM	Developing High Performance Teams 9:00 AM - 11:00 AM	The Management Container: Supervisor Success Series Part 3 9:30 AM - 12:00 PM

Word Basic - Session 2 of 4

Tuesday, August 4, 2026

1:00 PM - 3:30 PM

Computer Skills

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!

Word Basic - Session 3 of 4

Tuesday, August 11, 2026

1:00 PM - 3:30 PM

Computer Skills

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!

The Management Container: Supervisor Success Series - Session 1 of 4

Friday, August 14, 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.

Word Basic - Session 4 of 4

Tuesday, August 18, 2026

1:00 PM - 3:30 PM

Computer Skills

Part 4 of this interactive session is guided by AI modules and live instruction! Learn how to adjust margins, headers, footers, columns and more!

Clear, Kind, & Candid: The Art of Feedback

Thursday, August 20, 2026

9:00 AM - 11:00AM

Professional Growth

Want to improve the art of feedback for yourself and your team? This course will teach you simple techniques to encourage growth. Learn to craft clear feedback strategies, process feedback, deliver timely, read cues, and build a

Human-Centered Leadership WEBINAR

Thursday, August 20, 2026

2:00 PM - 3:00 PM

Professional Growth

Human-centered leaders do not simply manage their employees. They empower and guide their teams to success. Human-Centered Leadership will equip participants with the necessary knowledge and key skills to lead with empathy.

The Management Container: Supervisor Success Series - Session 2 of 4

Friday, August 21, 2026

9:30 AM - 12:00 PM

Supervisory Skills Series

Session 2: Psychological safety, trust, communication, managing self, people, and tasks. Management is often the lynchpin to the greatest successes and teams of an organization, and it usually comes down to how the fundamentals are handled. We'll cover the balancing act of managing yourself, other people, and the work being produced; the importance of creating an environment in which people thrive; and communication, up, down, and sideways.

Being a Team Player WEBINAR

Wednesday, August 26, 2026

10:00 AM - 11:00 AM

Professional Development

Teamwork is essential in any successful organization and to have an effective team, an organization must be comprised of individuals who pride themselves on being great team players. Many of us would consider ourselves to be team players, but are we really? Do we know what that takes and what managers consider to be the qualities that make a person a team player, or that make a good team player a 'great' team player? Everyone brings their own skills and strengths to the table; understanding how to use those skills within the context of a team is vital to help an organization succeed.

Developing High Performance Teams

Thursday, August 27, 2026

9:00 AM - 11:00 AM

Professional Development

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.

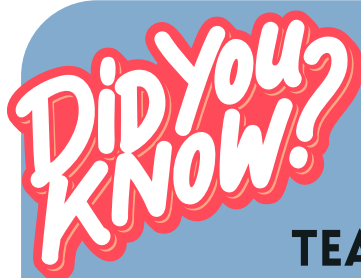
The Management Container: Supervisor Success Series - Session 3 of 4

Friday, August 28, 2026

9:30 AM - 12:00 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 through conflict.



**OUR IN-HOUSE TEAM SPECIALIZES IN
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CONTACT US TODAY TO LEARN MORE ABOUT:

**TEAM COACHING INDIVIDUAL COACHING
POPULAR ASSESSMENT TOOLS
CUSTOM TRAINING STRATEGIC CONSULTING**

SEPTEMBER

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:



Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
			Oops to Opportunity: Recovering from Workplace Missteps 2:00 PM - 3:00 PM 	The Management Container: Supervisor Success Series Part 4 9:30 AM - 12:00 PM
7	8	9	10	11
LABOR DAY Office Closed			Pronouns: A Guided Conversation 1:00 PM - 2:30 PM	
14	15	16	17	18
21	22	23	24	25
	The Management Container: Supervisor Success Series Part 1 9:30 AM - 12:00 PM			
	Cookies with Grandma: An Afternoon of Timeless Wisdom & Connection 12:00 PM - 1:00 PM			
28	29	30		
	The Management Container: Supervisor Success Series Part 2 9:30 AM - 12:00 PM	"In the Grip" - A Look at MBTI & Stress 1:00 PM - 3:00 PM		

NEW **Oops to Opportunity: Recovering from Workplace Missteps WEBINAR**

Thursday, September 3, 2026 2:00 PM - 3:00 PM

Professional Development

There’s no escaping it: We all make mistakes. The good news is that most mistakes aren’t career-ending. Rather, it’s your response to mistakes that matters most. In this course, you’ll learn five steps to take after making a workplace mistake, along with four tips to regain your footing and move ahead. By taking responsibility for your mistakes and acting quickly, you can repair the damage, rebuild your reputation, and walk away with a valuable life lesson.

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

Friday, September 4, 2026 9:30 AM - 12:00 PM

Supervisory Skills Series

Session 4: Coaching, feedback, and accountability, Oh my! Understand the different roles a supervisor may play and when to use them. Practice tools and frameworks to make feedback and accountability easier and more successful. Explore a neuroscience based coaching approach to use with teams, peers, direct reports, and superiors.

Pronouns: A Guided Conversation

Thursday, September 10, 2026 1:00 PM - 2:30 PM

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.

NEW **Cookies with Grandma: An Afternoon of Timeless Wisdom & Connection**

Tuesday, September 22, 2026 12:00 PM - 1:30 PM

Personal Growth

Join us for Cookies with Grandma—a unique intergenerational gathering open to everyone. We are bringing together a panel of local grandmothers to share their life lessons, resilience, and heart-to-heart advice over beverages and fresh cookies (feel free to bring your lunch). Whether you need career perspective, general life advice, or just miss the comforting presence of a grandparent, there is a seat at the table for you.

Lived perspective: Real-world advice on career, resilience, and work life that cannot be replicated by books or algorithms.

Session benefits include:

Enhanced emotional well-being

Sitting with elder figures reduces stress, lowers anxiety, and provides a unique sense of comfort and emotional grounding.

Inclusion

Satisfying a deep human need for community and ancestral belonging in an increasingly digital world.

The Management Container: Supervisor Success Series - Session 1 of 4

Tuesday, September 22, 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.

The Management Container: Supervisor Success Series - Session 2 of 4

Tuesday, September 29, 2026 9:30 AM - 12:00 PM

Supervisory Skills Series

Session 2: Psychological safety, trust, communication, managing self, people, and tasks. Management is often the lynchpin to the greatest successes and teams of an organization, and it usually comes down to how the fundamentals are handled. We'll cover the balancing act of managing yourself, other people, and the work being produced; the importance of creating an environment in which people thrive; and communication, up, down, and sideways.

"In the Grip" - A Look at MBTI & Stress

Wednesday, September 30, 2026 9:00 AM - 10:00 AM

Personal & Professional Growth

This course will examine the effects of chronic stress on your personality. The Myers-Briggs Type Indicator (MBTI) is the most widely used personality assessment and this course will provide a comprehensive insight into your inferior function, what triggers it, and how it is expressed through different types. This course focuses on workplace issues and the effects of long-term stress on employees at all levels within an organization, based on substantiated research. Registration ends two weeks prior to class date to allow for on line assessment completion.

Signature TOPICS



**DREMA KIRKLING,
TRAINING MANAGER**

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



**ANDRIA WILLIAMS,
LEARNING SOLUTIONS
ARCHITECT**

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



**KANISHA DILLARD,
EXECUTIVE LEADERSHIP
DEVELOPMENT COACH**

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



**JARED MORRISON,
TRAINING COORDINATOR**

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