

Citywide Training & Development Course Schedule

July – Sept. 2016



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

DEPARTMENT OF
HUMAN RESOURCES

Nichole M. Brandon, Director

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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 645-8294 for more information.

Citywide Training & Development Team

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

The IPMA-CP 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.

Compliance Refresher Courses

| Instructor-Led Compliance Refresher Courses | | |
|--|-------------------|----------------|
| Diversity & Inclusion | | |
| August 3, 2016 | 8:00am – 10:00am | Session # 4432 |
| November 3, 2016 | 12:30pm – 2:00pm | Session #4433 |
| Ethics | | |
| September 1, 2016 | 12:30pm – 2:00pm | Session #4436 |
| December 1, 2016 | 2:00pm – 3:30pm | Session #4437 |
| Preventing Sexual Harassment (Employee Version) | | |
| August 3, 2016 | 10:30am – 12:00pm | Session #4440 |
| November 3, 2016 | 2:00pm – 3:30pm | Session #4443 |
| Preventing Sexual Harassment (Supervisor Version) | | |
| <i>Coming soon!</i> | | |
| Violence in the Workplace | | |
| September 1, 2016 | 2:30pm – 4:00pm | Session #4441 |
| December 1, 2016 | 12:30pm – 2:00pm | Session #4442 |



**On-Demand (e-Learning) Compliance Refresher courses
coming soon!**

Supervisor Development Program



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: ~~Thursdays, March 4 – 31, 2016 (8:00am – 10:00am) Session #4312~~
Tuesdays, November 1 – 29, 2016 (12:00pm – 2:00pm) Session #4425

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

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 |
|-----------|--------------------|--------------|------------------|
| 4565 | Word Basics | July 12 | 8:00am – 4:00pm |
| 4543 | Computer Basics | July 13 | 8:00am – 12:00pm |
| 4567 | Outlook Shortcuts | July 13 | 1:00pm – 4:00pm |
| 4566 | Excel Basics | July 19 | 8:00am – 4:00pm |
| 4572 | Word Intermediate | August 9 | 8:00am – 4:00pm |
| 4576 | OneNote Basics | August 11 | 1:00pm – 4:00pm |
| 4578 | Excel Basics | August 16 | 8:00am – 4:00pm |
| 4579 | Excel Intermediate | August 23 | 8:00am – 4:00pm |
| 4581 | PowerPoint Basics | August 24 | 8:00am – 4:00pm |
| 4582 | Word Basics | September 13 | 8:00am – 4:00pm |
| 4583 | Excel Basics | September 14 | 8:00am – 4:00pm |

Course Descriptions can be found on page 17.



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| Utilizing Facebook to Increase Your Business | Session: 4556 |
| Date: July 14, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Technical Learning | Target Audience: Anyone who uses Facebook to spread information to Customers |

Beginner level workshop for users familiar with the Facebook social network and ready to create or enhance a Company Page for their business (or department). This step-by-step workshop takes users through the process of creating a Facebook company page, analytics of the page, the unique URL, apps and their uses, and much more.



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| Challenging Negative Attitudes | Session: 4478 |
| Date: July 14, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Emotional Control; Perseverance | Target Audience: All employees |



This course explores how to challenge individual negativity, as well as how to protect yourself from the negativity of others. Come discover how to building optimistic responses to negative situations by learning to coach yourself and others through behavioral models. Explore how negative norms can become entrenched in an organizational culture, department or team; and how to create a more positive working environment.

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| LinkedIn: Using it to Build Your Credibility | Session: 4558 |
| Date: July 19, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Technical Learning | Target Audience: All employees |

Beginner level workshop that walks users through the process of account set-up, alongside detailed explanation of various LinkedIn features, their purpose, and potential uses for those features. Additional topics include best practices of summary statements, app uses and integration, joining groups, and much more!

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| Building Your Brand on Social Media | Session: 4557 |
| Date: July 19, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Brand Management | Target Audience: All employees |

In today's online-focused world, it's important that your brand has a definitive, consistent, and responsive presence. Whether you're looking to build a brand from scratch, or strengthen an existing brand, this course will help you build a brand using social media. We'll cover how to build a social media strategy, identify social media platforms that fit your brand, craft strong messages that will engage your audience, and evaluate and revise your strategy.

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| Parenting Teens | Session: 4559 |
| Date: July 19, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Relationship Management | Target Audience: All employees |

Learn about your teenager’s transition into adulthood, what’s going on in his/her life, body and all that is involved in these transitional years when they are coming “into their own”. Gain confidence in dealing with adolescent behavior.



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| Basic Internet Marketing | Session: 4560 |
| Date: July 21 & 28, 2016 (both days) | Time: 8:00am – 12:00pm |
| Competencies: Technical Skills | Target Audience: All employees |

This course is an ideal start for people new to marketing to learn the basics of internet marketing. We’ve included information on how to market online, and even more importantly, how to determine what results you are getting. Then participants will be able to figure out whether you are reaching your target market, where your qualified prospects are, and how they are engaged as a result of your efforts. This course includes information on search engine optimization, email campaigns, pay per click advertising, and more. *Participants must attend both days in sequence.*

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| Time Management to Reduce Stress at Work | Session: 4562 |
| Date: July 21, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Organization; Stress Management | Target Audience: All employees |

Today’s workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure, and misunderstood. This course will provide attendees specific tips & stress management strategies to use every day.

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| Drug-Free Workplace for Supervisors | Session: 4520 |
| Date: July 21, 2016 | Time: 1:00pm – 3:00pm |
| Competencies: Leadership; Caring about Direct Reports | Target Audience: Supervisors and Managers |

**This is a mandatory course for newly promoted or hired supervisors to ensure a Drug-Free Safe work environment.*

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| Anger Management | Session: 4504 |
| Date: July 25, August 1 & 8, 2016 | Time: 2:30pm – 4:00pm |
| Competencies: Emotional Control | Target Audience: All employees |

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.*

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| Preventing Bullying in the Workplace | Session: 4563 |
| Date: July 26, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Relationship Management | Target Audience: All employees |

Bullying is a silent epidemic. Although half of workers have experienced or witnessed bullying, policies and laws dealing with it are far less prevalent. This is, in part, because bullying can be hard to identify and address. People wonder, what does bullying look like? How can we discourage it in our workplace? What can I do to protect my staff and co-workers? All of these questions (and more) will be answered in this workshop.



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| Talk Like a Leader | Session: 4564 |
| Date: July 26, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Leadership; Consultation | Target Audience: All employees |

Did you know the average person speaks up to 16,000 words each and every day? No doubt, that's a lot of chatter. But successful leaders know there's a significant difference between being a big talker and being an effective communicator. And they also know communication is the key to motivating and inspiring people. This course is a half-day session that cuts through the noise to focus on four key areas of leadership communication: **Vision, Competence, Relationships, and Support**. An interactive workshop chock-full of activities, action planning exercises, and takeaway resources, *Talk Like a Leader is the learning experience that empowers leaders with the skills and confidence to encourage enthusiasm, increase productivity, minimize miscommunication, and improve working relationships.*

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| Parenting Kids 2-12 years old | Session: 4568 |
| Date: July 26, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Communication; Relationship Management | Target Audience: All employees |

As parents of young children, how do we balance showing love and affection toward our children while setting boundaries and discouraging obnoxious behavior? And how do we remain calm when challenged and not resort to yelling or threats? And ultimately, how do we teach children to regulate their own behavior? This workshop explores tips and strategies from some leading parenting authorities that you can apply to your specific family situation.



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| Business Ethics for the Office | Session: 4569 |
| Date: July 27, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Ethical Practice; Business Acumen | Target Audience: All employees |

What exactly makes a decision ethical? The problem with ethics is that what may seem morally right (or ethical) to one person may seem appalling to another. This workshop will not provide you with an easy way to solve every ethical decision you will ever have to make. It will however, help you define your ethical framework to make solving those ethical dilemmas easier. This course has several opportunities for participants to practice making ethical decisions in a safe environment.



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| meweSpeaking & Listening for Results | Session: 4571 |
| Date: July 27, 2016 | Time: 2:00pm – 4:00pm |
| Competencies: Communication; Listening | Target Audience: All employees |

The cost associated with poor workplace communication is staggering. 70% of small to mid-sized businesses claim that ineffective communication is their primary problem. Employee misunderstandings are said to be very costly for all organizations, regardless of size. This course will depict six common communication errors while providing tips on how to avoid them. After all, communication is the best way to avoid problems in the workplace.



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| Active Shooter: Run, Hide, Fight | Session: 4367 |
| Date: July 28, 2016 | Time: 8:00am – 10:00am |
| Competencies: Global & Cultural Effectiveness | Target Audience: All employees |

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.



NEW

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| Dealing with Workplace Dilemmas | Session: 4570 |
| Date: July 28, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Problem-Solving | Target Audience: All employees |

Dilemmas arise every so often at work. Do you know how to successfully navigate through the tricky waters of Workplace Dilemmas? This workshop will give you tips for recognizing and overcoming these common workplace challenges.

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| “In the Grip” – Your Personality Under Stress | Session: 4388 |
| Date: August 2, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Emotional Control; Learning of Self | Target Audience: All employees |

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.



NEW

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| The Brand of You | Session: 4573 |
| Date: August 2, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Brand Management; Critical Evaluation | Target Audience: All Employees |

Have you ever given thought to what people think about you – personally or professionally? What do you want to be known for? What is your brand? This course will take an in-depth look at what a brand is and why you should try very hard to manage your own personal brand. Details of what make up someone’s brand will be explored and participants will start to develop a plan for managing and maintaining their own personal brand.



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| Making Meetings Matter More | Session: 4574 |
| Date: August 11, 2016 | Time: 2:00pm – 4:00pm |
| Competencies: Communication | Target Audience: All employees |

Do you worry about whether your meetings are effective? Do you know how to determine if a meeting is actually necessary? Come discover the importance of planning for your agenda, actively participating and effectively closing a meeting. Discuss how to control conflict and difficult participants through communicating clearly and interpreting nonverbal communications. In addition, discover the necessity for clearly setting goals and assigning tasks for the follow-up meeting.

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| Conquering Your Fear of Public Speaking | Session: 5216 |
| Date: August 16 and 23, 2016 <i>must attend both days</i> | Time: 8:00am – 12:00pm |
| Competencies: Communication | Target Audience: All employees |

Do you get nervous when presenting at meetings? Do you find it hard to make conversation at gatherings and social events? Do you lock up in awkward social situations? If so, this one-day workshop is just for you! It’s aimed at anybody who wants to improve their speaking skills in informal situations. We’ll give you the confidence and the skills to interact with others and to speak in informal situations and in front of small groups. *Participants must attend both days in sequence.*



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| Mindfulness | Session: 4580 |
| Date: August 16, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Self-Awareness | Target Audience: All employees |

Mindfulness, is a word best defined by its opposites: Hurrying, worrying, preoccupied, tense, distracted, and anxiety. Unfortunately, these words have become the normal daily state of mind for many in our American culture. Fearing negative futures and regretting past mistakes can often be overwhelming as well. The discipline of mindfulness is tool we can use to regain control of our lives by finding a state of mind that allows us to witness our thoughts instead of being lost in them and controlled by them. In this course, participants will learn techniques to take charge of their own perceptions and reactions.



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| Performance Appraisals – AFSCME, CWA & FOP-OLC | Session: 4584 |
| Date: August 17, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Performance Management; Supervision | Target Audience: Supervisors and Managers of AFSCME, CWA and FOP-OLC employees |

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.



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| Customer Relationship Management | Session: 8607 |
| Date: August 17 and 24, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Relationship Management | Target Audience: All employees |

Customer relationship management refers to the real, everyday interactions between agencies and their constituencies. Many agencies now operate on tighter budgets with smaller staff. They are seeing their most knowledgeable and experienced people retire—further undermining their ability to effectively serve customers. There is also pressure to improve services and become more transparent. Agencies are now being called upon to provide more-responsive service, and more proactive efforts to improve customer satisfaction. This course can help you meet the challenges of fulfilling these expectations. *Participants must attend both days in sequence.*



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| Juggling Multiple Priorities | Session: 4587 |
| Date: August 24, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Managing & Measuring Workload | Target Audience: All employees |

How am I supposed to get all of this done? - Reports, meetings, evaluations, proposals, etc. – AND, it all needs to be done NOW! In order to decide what work is most important, you must know the specific outcomes you and/or your organization desire, and take those outcomes and break them down into daily roles and responsibilities. This program examines many different approaches to time management and introduces new techniques to enhance your approach in different situations. Practice tools for prioritizing tasks, setting boundaries, eliminating tainted time, and much more in this action packed program.



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| FMLA for HR & Payroll Professionals | Session: 4250 |
| Date: August 17, 2016 | Time: 1:00pm – 3:00pm |
| Competencies: HR Expertise/Knowledge | Target Audience: HR and Payroll Professionals ONLY. |

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.



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| “Put First Things First” – A Lesson from the 7 Habits of Highly Effective People | Session: 4588 |
| Date: August 25, 2016 | Time: 8:00am – 11:00am |
| Competencies: Priority Setting | Target Audience: All employees |

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 3rd 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.



NEW

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| Creating a Positive Work Environment | Session: 4589 |
| Date: August 30, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Relationship Management; Composure | Target Audience: All employees |

A positive work environment is important for the productivity of an organization, but it is also important to our emotional and physical health. We should wake up each morning wanting to go to work - not trying to think of excuses to not go. We want to be proud of where we work and enjoy telling others about where we work. As an employee or a leader within an organization you have a responsibility to create and maintain a positive work environment. This course will give participants tools to be able to create the type of environment that you crave through building and nurturing effective workplace relationships.



NEW

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| Conversational Leadership | Session: 4591 |
| Date: September 13, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Leadership; Communication | Target Audience: All employees |

Effective leaders understand how powerful an opportunity can be when they can tap into the intelligence, wisdom, and innovation present in their workforce. Conversational leadership provides the space and infrastructure for knowledge sharing to take place; for employees, stakeholders, and the community to be involved in discussing big, important questions; and to generate solutions that people within the organization can take action on.

NEW

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| Getting Past, “That’s the Way We’ve Always Done It” | Session: 4590 |
| Date: September 13, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Process Management; Change Management | Target Audience: All employees |



Approximately 80% of the average work-related conversation is a rehash of what's already happened --what worked, what didn't, and why. About 15% of the conversation is action based, focusing on what is happening now, and only 5% deals with the future, or the realm of possibility. This course shows participants how to reframe day-to-day conversations so that breakthroughs can occur and organizations can begin focusing on future possibilities and embrace change.

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| Increasing Employee Accountability | Session: 4593 |
| Date: September 14, 2016 | Time: 8:00am – 11:00am |
| Competencies: Motivating Others | Target Audience: All employees |

Organizations and departments who promote accountability are more successful and productive. This half-day workshop will take a look into what accountability is, and how to promote it within an organization. Participants will explore opportunities to implement a higher degree of accountability for a more productive work environment.

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| Active Listening | Session: 4594 |
| Date: September 14, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Communication | Target Audience: All employees |

Chunked course: Communication skills are at the heart of everything we do each day, whether at home, at work, or at play. Active listening encompasses the best of communication, including listening to what others are saying, processing the information, and responding to it in order to clarify and elicit more information. This half-day workshop will help participants develop and practice their active listening skills.

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| Stress Management | Session: 4595 |
| Date: September 19, 2016 | Time: 1:00pm – 4:00pm |
| Competencies: Emotional Control | Target Audience: All employees |

Learn to identify personal stressors. Become familiar with emotional, behavioral and physical warning signs of stress. Incorporate practical and productive coping skills.



NEW

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| Budgeting Basics | Session: 4592 |
| Date: September 27, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Self-Development; Financial Management | Target Audience: All employees |

What is a budget and why is it important? Simply put, a budget is an itemized summary of likely income and expenses for a given period of time. It is an invaluable tool that helps you manage and prioritize your spending, no matter how much or how little you have. Creating a budget can also decrease your stress levels because there are no surprises. Monitoring your budget will help you identify wasteful expenditures, adapt as your financial situation changes, and achieve your financial goals. After completing this course, participants will be able to turn their business and personal goals into numbers, build, negotiate and manage a budget...even if they aren't a numbers person.

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| Business Writing | Session: 4596 |
| Date: September 28, 2016 | Time: 8:00am – 12:00pm |
| Competencies: Communication | Target Audience: All employees |

In business writing, the language is concrete, the point of view is clear and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing.

Course Objectives:

- Implement techniques to effectively write all types of business documents
- Utilize outlining to plan documents
- Review acceptable email protocol

Edit and proofread for complete and professional documents



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| Defensive Driving | Session: 4246 |
| Date: September 29, 2016 | Time: 12:00pm – 4:00pm |
| Competencies: Critical Evaluation; Functional Skills | Target Audience: All employees |

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.



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.**

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.**

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.

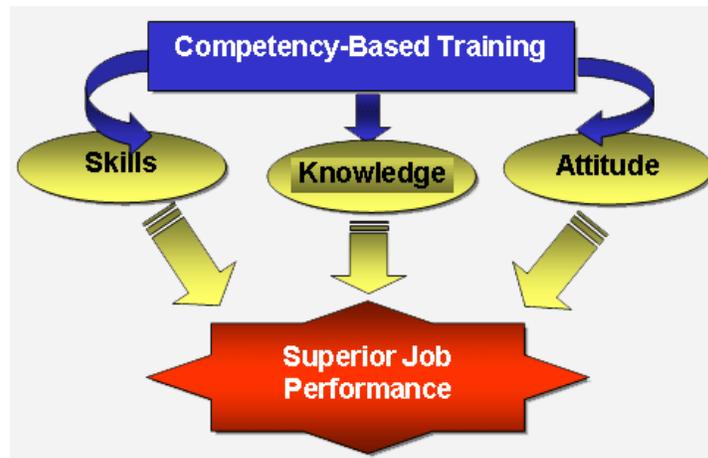
Word Intermediate – This seminar focuses on 6 different features of word. 1) creating and Editing Word Tables; 2) document formatting through the use of Styles; 3) document formatting through the use of Outline and Columns; 4) Using the Graphic features of diagrams, drawing tools, and Smart Art; 5) Working 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.**

NEW

What's Up with 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.



City of Columbus Employee Training Registration Form

Last Name, First _____ Middle Initial: _____

Department/Division: _____ Phone: _____

Email: _____

| Job information | | |
|-----------------------|-----------------|------------------------|
| <i>Classification</i> | <i>Zip:</i> | |
| <i>Work Location</i> | | |
| Courses | | |
| Session Number | Course Title(s) | Date/Time of Course(s) |
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Classes are filled on a first come, first served basis.

Registration is not complete until you receive a confirmation letter via email or written notification.

Fax your completed registration form to 614-645-0466 or email to CTD@columbus.gov.

Employee Signature _____ *Date* _____

Supervisor Name _____ *Email:* _____

Supervisor Signature _____ *Supervisor Phone* _____

City of Columbus
Andrew J. Ginther, Mayor

Department of Human Resources
Nichole M. Brandon, Director

Citywide Training and Development
Located at the Chester C. Christie Training Center
Drema Kirkling, Citywide Training Manager
Kris Cannon-Jackson, Training Coordinator
Karen Clark, Training Coordinator
Ric Morrison, Registrar/Training Assistant

Please provide CTD with at least 48 hours cancellation notice so that waitlisted individuals may enroll in a class.