



# 1<sup>st</sup> Quarter 2024 ~ Human Resources Development Course Offerings



Please check the course(s) you want to attend. Write your name, phone number, date & department, get your supervisor's signature, and return to your training coordinator. Our newsletter can also be accessed by visiting our webpage:

[https://www.hamiltoncountyohio.gov/government/departments/human\\_resources/human\\_resources\\_development](https://www.hamiltoncountyohio.gov/government/departments/human_resources/human_resources_development).

Thank you!

**NOTE:** The HRD Program is continuing to offer virtual training this quarter unless otherwise stated. Please check the session type for each offering below to ensure you can join in the manner it is being offered:

- In-Person = Class will be held in Training Room 705 of the Todd B. Portune Center for County Government
- Virtual = Class will be offered virtually via the Adobe Connect training platform and is taught by a live instructor.
- Blended = Some elements of the course will be completed via an online course prior to attending an in-person session facilitated by a live instructor. The live, in-person session will be held in the training room at The Todd B. Portune Center for County Government.

Course	Sessions	Dates/Session Type	Times
<input type="checkbox"/> Civil Treatment Workplace: Inclusion NOW for Employees	1	Thursday, March 14 - Virtual	8:30 – 11:00
<input type="checkbox"/> Civil Treatment Workplace: Inclusion NOW for Managers	2	Wednesday and Thursday, March 6 & 7 – Virtual	8:30 - 10:30
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Thursday, January 18 - Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Tuesday, February 13 – Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Wednesday, February 28, Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Managers	2	Tuesday & Wednesday, February 6 & 7 – Virtual	8:30 - 11:00
<input type="checkbox"/> EAP: The Supervisory Course	1	Wednesday, February 21 - Virtual	9:00 - 10:30
<input type="checkbox"/> Get a Grip: Stress Management	1	Wednesday, March 27 – In-Person	8:30 - 11:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Tuesday, January 23 - Virtual	8:30 - 11:00
Leadership for Results ~Supervisors <input type="checkbox"/> Needs-Based Coaching	7	Tuesday, March 12 – In-Person Tuesdays, March 26; April 2, 9, 16, 23 & 30 – Virtual	8:30 – 12:00 8:30 - 10:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Personal Leadership	6	Thursday, January 25 – In-Person Thursdays, February 1, 8, 15, 22 & 29 – Virtual	8:30 – 11:30 8:30 - 10:30
<input type="checkbox"/> Professional Customer Service for JFS Employees	2	Tuesday, January 30 & Wednesday, January 31 - Virtual	8:30 - 10:30
<input type="checkbox"/> Professional Customer Service for JFS Employees	2	Monday, March 18 & Wednesday, March 20 - Virtual	8:30 - 10:30

**HAMILTON COUNTY E-LEARNING (Check box if requesting):**     Business Skills Expert

## Employee Information

Department: _____			
Requested By: _____			
	Employee (Please Print)	Employee's E-mail	Date
Employee's Phone Number: _____	Approved By: _____		
	Supervisor's Signature		Date