



2nd 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.

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 before 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, April 18 - Virtual	8:30 – 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Thursday, March 21 - Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Thursday, April 4 - Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Wednesday, May 29 – Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Tuesday, June 4, Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Managers	2	Tuesday & Wednesday, May 14 & 15 – Virtual	8:30 - 11:00
<input type="checkbox"/> CPR – Heartsaver Total	1	Thursday, April 25 – Blended	8:30 - 11:00
<input type="checkbox"/> CPR – Heartsaver Total	1	Thursday, April 25 – Blended	1:00 - 3:30
<input type="checkbox"/> CPR – Heartsaver Total	1	Thursday, May 2 – Blended	8:30 - 11:00
<input type="checkbox"/> CPR – Heartsaver Total	1	Thursday, May 2 – Blended	1:00 - 3:30
<input type="checkbox"/> CPR – Heartsaver Total	1	Tuesday, May 7 – Blended	8:30 - 11:00
<input type="checkbox"/> CPR – Heartsaver Total	1	Tuesday, May 7 – Blended	1:00 - 3:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Thursday, April 11 - Virtual	8:30 - 11:00
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Problem-Solving Results	6	Thursday, May 9 – In-Person Thursdays, May 16, 23, 30, June 6, 13 – Virtual	8:30 – 12:00 8:30 - 10:30
<input type="checkbox"/> Professional Customer Service for JFS Employees	2	Monday, May 20 & Tuesday, May 21 - 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