



## January

| Mon                  | Tuesday   | Wednesday   | Thursday   | Fri |
|----------------------|---|---|--|-----|
| 1<br><i>Holiday</i>  | 2   | 3   | 4  | 5   |
| 8                    | 9   | 10  | 11   | 12  |
| 15<br><i>Holiday</i> | 16  | 17  | 18<br><b>Civil Treatment Workplace for Employees</b><br>8:30 – 11:00, Virtual Classroom<br>Michelle Santorsola | 19  |
| 22                   | 23<br><b>LFR: PL-1: Building Trust Under Pressure: The Basic Principles</b><br>8:30 – 11:00, Virtual Classroom<br>Dawn Mays | 24  | 25<br><b>LFR: PL-2A: Listening in a Hectic World—Part 1</b><br>8:30 – 11:30, Room 705<br>Bonita Wood           | 26  |
| 29                   | 30<br><b>Professional Customer Service for JFS Employees—Part 1</b><br>8:30-10:30, Virtual Classroom<br>Kyle Dorrman        | 31<br><b>Professional Customer Service for JFS Employees—Part 2</b><br>8:30—10:30 Virtual Classroom<br>Kyle Dorrman |  |     |

**1st Quarter  
2024  
Schedule**

**Hamilton  
County  
Human  
Resources  
Development**

## February

| Mon                  | Tuesday   | Wednesday   | Thursday  | Fri |
|----------------------|---|---|---|-----|
|                      |   |   | 1<br><b>LFR: PL-2B: Listening in a Hectic World—Part 2</b><br>8:30 – 10:30, Virtual Classroom<br>Danielle McIntosh      | 2   |
| 5                    | 6<br><b>Civil Treatment Workplace for Managers—Part 1</b><br>8:30 – 11:00, Virtual Classroom<br>Ed Demeritt | 7<br><b>Civil Treatment Workplace for Managers—Part 2</b><br>8:30 – 11:00, Virtual Classroom<br>Michelle Santorsola | 8<br><b>LFR: PL-3A: Providing Constructive Feedback—Part 1</b><br>8:30 – 10:30, Virtual Classroom<br>Sarah Grace Ward   | 9   |
| 12                   | 13<br><b>Civil Treatment Workplace for Employees</b><br>8:30 – 11:00, Virtual Classroom<br>Kelly Winston    | 14  | 15<br><b>LFR: PL-3B: Providing Constructive Feedback—Part 2</b><br>8:30 – 10:30, Virtual Classroom<br>Sarah Grace Ward  | 16  |
| 19<br><i>Holiday</i> | 20  | 21<br><b>EAP: Supervisory Overview</b><br>9:00 – 10:30, Virtual Classroom<br>Patty Banks                            | 22<br><b>LFR: PL-4A: Influencing Outcomes Through Others—Part 1</b><br>8:30 – 10:30, Virtual Classroom<br>Jessie Nelson | 23  |
| 26                   | 27  | 28<br><b>Civil Treatment Workplace for Employees</b><br>8:30 – 11:00, Virtual Classroom<br>Michelle Santorsola      | 29<br><b>LFR: PL-4B: Influencing Outcomes Through Others—Part 2</b><br>8:30 – 10:30, Virtual Classroom<br>Jessie Nelson |     |

For information, please call or e-mail:

**Ed Demeritt**  
946-4706  
ed.demeritt@hamilton-co.org

or

**Michelle Santorsola**  
946-4714  
michelle.santorsola@hamilton-co.org

or

**Kimberly Oder**

946-4701  
kimberly.oder@hamilton-co.org

## March

| Mon   | Tuesday  | Wednesday   | Thursday  | Fri |
|---|--|---|---|-----|
|   |  |   |   | 1   |
| 4   | 5  | 6<br><b>Civil Treatment Workplace Inclusion NOW for Managers—Part 1</b><br>8:30 – 10:30, Virtual Classroom<br>Michelle Santorsola | 7<br><b>Civil Treatment Workplace Inclusion NOW for Managers—Part 2</b><br>8:30 – 10:30, Virtual Classroom<br>Ed Demeritt | 8   |
| 11  | 12<br><b>LFR: NBC—1: Shaping a Motivational Workplace</b><br>8:30 – 12:00, Room 705<br>Monique Kemper                  | 13  | 14<br><b>Civil Treatment Workplace: Inclusion NOW for Employees</b><br>8:30 – 11:00, Virtual Classroom<br>Kelly Winston   | 15  |
| 18<br><b>Professional Customer Service for JFS Employees—Part 1</b><br>8:30-10:30, Virtual Classroom<br>Daniel Conrad | 19   | 20<br><b>Professional Customer Service for JFS Employees—Part 2</b><br>8:30—10:30, Virtual Classroom<br>Daniel Conrad             | 21  | 22  |
| 25  | 26<br><b>LFR: NBC—2A: Giving Needs-Based Feedback—Part 1</b><br>8:30 – 10:30, Virtual Classroom<br>Michelle Santorsola | 27<br><b>Get a Grip: Stress Management</b><br>8:30—11:30, Room 705<br>Ana Rojas   | 28  | 29  |

