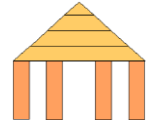




4th Quarter 2022 ~ Human Resources Development Course Offerings



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.

NOTE: Check the session type for each offering below to ensure you are able to join in the manner it is being offered:

- In-Person = Classes will be held in Training Room 705 of the Todd B. Portune County Administration Building
- 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 Building.

Course	Sessions	Dates/Session Type	Time
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Thursday, October 13 – Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Wednesday, November 9 – Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Tuesday, December 13 – Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Managers	2	Wednesday and Thursday November 2 & 3 – Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace: Inclusion NOW for Managers	2	Wednesday and Thursday October 19 & 20 – Virtual	8:30 - 10:30
<input type="checkbox"/> CPR – Heartsaver Total	1	Thursday, October 6 – Blended	8:30 - 11:00
<input type="checkbox"/> CPR – Heartsaver Total	1	Thursday, October 6 – Blended	1:00 – 3:30
<input type="checkbox"/> Hallmarks of Supervisory Success	2	Wednesday and Thursday November 16 & 17 – Virtual	8:30 - 10:30
<input type="checkbox"/> Hamilton County Performance Review Process	1	Thursday, December 1 – Virtual	8:30 - 10:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Wednesday, October 12 – Virtual	8:30 - 11:00
Leadership for Results ~Supervisors Only <input type="checkbox"/> Performance Management	8	Tuesday, October 11 – In-Person Tuesdays, October 18 & 25; November 1, 8, 15 & 29; December 6 – Virtual	8:30 - 11:30 8:30 - 10:30
<input type="checkbox"/> Professional Customer Service for JFS Employees	2	Monday & Wednesday, October 24 & 26 - Virtual	8:30 - 10:30
<input type="checkbox"/> Professional Customer Service for JFS Employees	2	Monday & Wednesday, December 5 & 7 - 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: _____		Date
	Supervisor's Signature	Date	