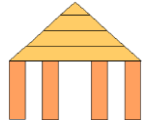




# 1<sup>st</sup> Quarter 2023 ~ Human Resources Development Course Offerings



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 trainings this quarter, unless otherwise stated. Please check the session type for each offering below to ensure you are able to 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: Inclusion NOW for Managers	2	Tuesday and Wednesday, March 28 & 29 – Virtual	8:30 - 10:30
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Wednesday, January 18 - Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Tuesday, February 14 – Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Thursday, February 23, Virtual	8:30 - 11:00
<input type="checkbox"/> Civil Treatment Workplace for Employees	1	Thursday, March 23 – In-Person	8:30 - 12:00
<input type="checkbox"/> Civil Treatment Workplace for Managers	2	Wednesday and Thursday, February 8 & 9 – Virtual	8:30 - 11:00
<input type="checkbox"/> CPR – Heartsaver Total	1	Thursday, January 19 – Blended	8:30 - 11:00
<input type="checkbox"/> CPR – Heartsaver Total	1	Thursday, January 19 – Blended	1:00 - 3:30
<input type="checkbox"/> CPR – Heartsaver Total	1	Tuesday, January 24 – Blended	8:30 - 11:00
<input type="checkbox"/> CPR – Heartsaver Total	1	Tuesday, January 24 – Blended	1:00 - 3:30
<input type="checkbox"/> EAP: The Supervisory Course	1	Wednesday, January 25 - Virtual	9:00 - 10:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Thursday, January 26 - Virtual	8:30 - 11:00
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Problem Solving Results	6	Wednesday, February 15 – In-Person Wednesdays, February 22; March 1, 8, 15 & 22 – Virtual	8:30 – 11:30 8:30 - 10:30
<input type="checkbox"/> Professional Customer Service for JFS Employees	2	Tuesday, January 31 & Wednesday, February 1 - Virtual	8:30 - 10:30
<input type="checkbox"/> Professional Customer Service for JFS Employees	2	Wednesday, March 8 & Thursday, March 9 - 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	