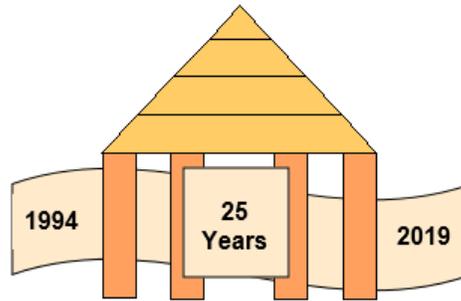


Opportunities

The Hamilton County Human Resources Department's
Human Resources Development (HRD) Newsletter

3rd
Quarter
2019

Situational Leadership II: Uncovering "Best Leader" Secrets



As the Hamilton County Human Resources Development (HRD) Program celebrates its 25th anniversary, we are pleased to be offering one of the most well-received classes in the curriculum: Situational Leadership II (SL II).

Managers consistently report that this course helps them lead effectively, even years after they complete the class. At the heart of the course is this question: "What makes the best leaders?" Successful and effective leaders are able to adapt their style to meet employees' needs. Research shows that 50% of the time, leaders are using the wrong leadership style to meet the needs of their people. But leaders create high employee satisfaction when they provide what the employee needs to accomplish a specific goal or task when they need it.

If you're a leader, you may be asking yourself, "How do I know what team members need, and when they need it, or even how to provide it to them?"

In SL II, managers learn specific skills for partnering with employees to understand what the employees need as they work on any goal, task or skill. Managers learn to adapt their leadership style to meet those employee needs. Ultimately, this results in employees achieving peak performance—and enjoying greater satisfaction on the job. It's a win-win!

The HRD Program is offering the 3-part Situational Leadership II course on Tuesdays, September 10, 17 & 24. To sign up for the upcoming session, please contact your Training Coordinator.



Hamilton County HRD Course Offerings

To register for a class, please:

- Get your supervisor's approval to attend the class.
- Ask your organization's Training Coordinator to register you for the class.
- Wait to receive a confirmation letter for the class. You should receive it 3-4 weeks before the class begins.
 - **If you receive a confirmation letter**, please plan to attend the class on the dates and times indicated. If you are unable to attend, please notify your Training Coordinator as soon as possible.
 - **If you do not receive a confirmation letter**, please do not attend the class -- it is filled to capacity with other registrants. You will be placed on a wait list and confirmed for the next available class.

Attendance Management

One half-day session:

Wednesday, July 17

8:30 a.m. — 12:30 p.m.
CAB, 7th Floor

It's important that Hamilton County supervisors and managers handle attendance issues fairly and legally. This class can help! You'll learn how to encourage good attendance, to handle requests for leave and absences fairly and consistently, and to comply with the Family Medical Leave Act and the Fair Labor Standards Act.

Available for supervisors and managers.

Civil Treatment: Building an Inclusive Workplace—The Managers' Course

One half-day session

Tuesday, August 27

8:30 a.m. — 12:30 p.m.
CAB, 7th Floor

Today's most successful organizations create diverse and inclusive work cultures to help them reach their full potential. In this course, you will learn about unconscious bias and how to mitigate its impact on business decisions, how to create a welcoming and inclusive environment, and the importance of taking action to effectively address non-inclusive behavior.

Mandatory and available only for supervisors and managers under the Board of County Commissioners.

Civil Treatment: The Employees' Course

One half-day session:

Wednesday, July 10, OR
Tuesday, August 13, OR
Wednesday, September 4

8:30 a.m. — 12:30 p.m.
CAB, 7th Floor

Learn about your rights to fair, equal treatment in the workplace and about your responsibility for treating others fairly at work.

Mandatory and available only for non-supervisory employees of organizations that participate in the Civil Treatment program.

Civil Treatment: The Managers' Course

Two half-day sessions.
Participants attend both sessions.

Wednesday & Thursday, July 24 &
25

8:30 a.m. — 12:30 p.m.
CAB, 7th Floor

In this intensive course, you'll learn the Prescriptive Rules for managing fairly and legally.

Mandatory and available only for supervisors and managers whose organizations participate in the Civil Treatment program.

CPR

One full-day session:

Thursday, September 26 OR
Tuesday, October 1, OR
Thursday, October 3

8:00 a.m. — 4:30 p.m.
CAB, 7th Floor

Employees who complete and pass the course earn American Heart Association certification in Adult CPR, AED, First Aid, Child CPR & Infant CPR.

Available only for employees whose jobs require the American Heart Association's CPR certification.

Hamilton County HRD Course Offerings

Documenting Employee Performance

One half-day session.

Tuesday, August 6

8:30 p.m. — 12:30 p.m.

CAB 7th Floor

In this course, you'll learn how to write effective performance objectives, when to document employee performance, and how to write accurate, complete documentation that will be useful when it's time to write annual performance reviews.

Available for all supervisors and managers.

EAP: Supervisory Overview

One 1.5-hour session:

Wednesday, September 11

8:30 a.m. — 10:00 a.m.

CAB, 7th Floor

This course provides information about the services the EAP program offers. Managers will learn how and when to recommend or refer employees to the EAP.

Available for all supervisors and managers.

Employee Orientation

One half-day session.

Tuesday, September 10

1 p.m. — 3 p.m.

CAB, 7th Floor

Learn more about Hamilton County as an organization and about Worker's Compensation for County employees. Whether you're a new employee or you've been here for years, you're welcome to attend.

Available for all employees.

LFR: Building Trust Under Pressure: The Basic Principles

One half-day session

Thursday, July 11

8:30 a.m. — 12:30 p.m.

CAB 7th Floor

In this course, you will be introduced to the Basic Principles, which will help you learn:

- How to build trust with others, even under pressure-packed conditions
- How to establish a wide network of effective relationships
- How to maintain a positive work environment, and
- How to defuse highly charged situations with others.

Available for supervisors and non-supervisory employees whose organizations participate in the Leadership for Results program.

LFR: Developing Team Performance

Three half-day sessions

participants attend all three sessions

Tuesdays, July 9, 16 & 23

8:30 a.m. — 12:30 p.m.

CAB 7th Floor

Sessions include:

- Building Team Pride and Purpose
- Developing Team Agility
- Resolving Conflicts within Your Team

Available for supervisors who have completed the Leadership for Results "Building Trust Under Pressure: The Basic Principles" course.

Hamilton County HRD Course Offerings

LFR: Succeeding in a Dynamic Workplace

Four half-day sessions.
You attend all four sessions.

Thursdays, August 29,
September 5, 12 & 19

8:30 a.m. — 12:30 p.m.
CAB 7th Floor

Sessions include:

- Adapting to Constant Change
- Managing Your Priorities
- Addressing Emotions at Work
- Resolving Conflicts With Your Peers

Available for supervisors and non-supervisory employees who have completed the LFR "Building Trust Under Pressure: The Basic Principles" course.

Situational Leadership II

Three half-day sessions;
you attend ALL three sessions.

Tuesdays, September 10, 17 & 24

8:30 a.m. — 12:30 p.m.
CAB, 7th Floor

This course is designed to help you effectively use a variety of leadership styles to lead your employees towards peak performance. You'll learn to:

- Help your employees align their work goals with the organization's goals;
- Diagnose the development level of your employees and choose the appropriate leadership style for each situation;
- Increase the frequency and quality of conversations with your employees about performance and development;
- Help your employees develop the competence and commitment that they need to become self-reliant achievers.

Available for all supervisors and managers.

Workplace Violence: Prevention and Response

One half-day session.

Wednesday, August 28

8:30 a.m. — 12:00 p.m.
CAB 7th Floor

This class provides information about keeping our workplace safe, including how to prevent and respond to workplace violation and how to deal with an Active Shooter situation.

Mandatory and available only for supervisors and managers whose organizations follow the Board of County Commissioners' Workplace Violence policy.

Congratulations!

These employees recently completed the Leadership for Results (LFR) Employee Curriculum or Supervisor Curriculum.

We commend their commitment to developing the skills essential for effective leadership! Please join us in congratulating them.

- **Mary Ellen Knaebel - Public Health**
- **Sarah Adams - Job & Family Services**



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