



## October

Mon	Tuesday	Wednesday	Thursday	Fri
	<b>1</b> <b>CPR</b> 8:00 – 4:30, Rm 705 Ed Demeritt, Brad Miller	<b>2</b>	<b>3</b> <b>CPR</b> 8:00 – 4:30, Rm 705 Laura Wickett Tainer, Dawn Mays	<b>4</b>
<b>7</b>	<b>8</b> <b>LFR: PSR-1: Connecting People and Process</b> 8:30 – 12:30, Rm 705 Dawn Mays	<b>9</b> <b>Attendance Management</b> 8:30 – 12:30, Rm 705 Carolyn Wallis	<b>10</b> <b>LFR: PL-1: Building Trust Under Pressure: The Basic Principles</b> 8:30 – 12:30, Rm 705 Kristee Griffith	<b>11</b>
<b>14</b>	<b>15</b> <b>LFR: PSR-2: Exploring Gaps, Causes &amp; Solutions</b> 8:30 – 12:30, Rm 705 Melissa Helsinger	<b>16</b> <b>Get a Grip: Stress Management</b> 8:30 – 11:30, Rm 705 Ana Rojas	<b>17</b> <b>Civil Treatment: The Employees' Course</b> 8:30 – 12:30, Rm 705 Ed Demeritt	<b>18</b>
<b>21</b>	<b>22</b> <b>LFR: PSR-3: Deciding on a Solution</b> 8:30 – 12:30, Rm 705 Melissa Helsinger	<b>23</b> <b>EAP: The Supervisory Course</b> 8:30—10:00, Room 705 Patty Banks	<b>24</b> <b>LFR: PM-1: Identifying Work Priorities</b> 8:30 – 12:30, Rm 705 Ed Demeritt	<b>25</b>
<b>28</b>	<b>29</b> <b>LFR: PSR-4: Making It Happen</b> 8:30 – 12:30, Rm 705 Dawn Mays	<b>30</b> <b>Writing Professional Ongoing Case Notes</b> 8:30 – 12:30, Rm 705 Laura Wickett Tainer	<b>31</b> <b>LFR: PM-2: Setting Verifiable Goals</b> 8:30 – 12:30, Rm 705 Kristee Griffith	

**4th Quarter  
2019  
Schedule**

**Hamilton  
County  
Human  
Resources  
Development**

**For  
information,  
please call  
Ed Demeritt  
946-4706  
or  
Kimberly Oder  
946-4701.**

## November

Mon	Tuesday	Wednesday	Thursday	Fri
				<b>1</b>
<b>4</b>	<b>5</b> <i>Election Day</i>	<b>6</b> <b>Civil Treatment: The Employees' Course</b> 8:30 – 12:30 Rm 705 Ed Demeritt	<b>7</b> <b>LFR: PM-3: Delegating for Shared Success</b> 8:30 – 12:30, Rm 705 Penny House	<b>8</b>
<b>11</b> <i>Holiday</i>	<b>12</b>	<b>13</b> <b>Workplace Violence: Prevention &amp; Response</b> 8:30 – 12:00 Rm 705 Ed Demeritt, Rodney Lofland	<b>14</b> <b>LFR: PM-4: Correcting Performance Problems</b> 8:30 – 12:30, Rm 705 Ed Demeritt	<b>15</b>
<b>18</b>	<b>19</b> <b>Civil Treatment: The Managers' Course—1</b> 8:30 – 12:30, Rm 705 Laura Wickett Tainer, Ed Demeritt	<b>20</b> <b>Civil Treatment: The Managers' Course—2</b> 8:30 – 12:30, Rm 705 Laura Wickett Tainer, Ed Demeritt	<b>21</b> <b>LFR: PM-5: Conducting Performance Reviews</b> 8:30 – 12:30, Rm 705 Penny House	<b>22</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> <i>Holiday</i>	<b>29</b> <i>Holiday</i>

## December

Mon	Tuesday	Wednesday	Thursday	Fri
<b>2</b>	<b>3</b> <b>Civil Treatment: The Employees' Course</b> 8:30—12:30, Room 705 Ed Demeritt	<b>4</b> <b>Hamilton County Performance Review Process</b> 8:30 – 10:30, Rm 705 Laura Wickett Tainer	<b>5</b>	<b>6</b>
<b>9</b>	<b>10</b> <b>Employee Orientation</b> 1:00—3:00, Room 705 LaShawn Cook	<b>11</b> <b>Hallmarks for Supervisory Success</b> 8:30 – 12:30, Rm 705 Ed Demeritt	<b>12</b>	<b>13</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>23</b>	<b>24</b>	<b>25</b> <i>Holiday</i>	<b>26</b>	<b>27</b>
<b>30</b>	<b>31</b>			

