



3rd Quarter 2019 ~ 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. Thank you!

Course	Sessions	Dates	Time
<input type="checkbox"/> Attendance Management	1	Wednesday, July 17	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: Building an Inclusive Workplace - Managers	1	Tuesday, August 27	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Wednesday, July 10	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Tuesday, August 13	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Wednesday, September 4	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Managers' Course	2	Wednesday & Thursday, July 24 & 25	8:30 - 12:30
<input type="checkbox"/> CPR	1	Thursday, September 26	8:00 - 4:30
<input type="checkbox"/> CPR	1	Tuesday, October 1	8:00 - 4:30
<input type="checkbox"/> CPR	1	Thursday, October 3	8:00 - 4:30
<input type="checkbox"/> Documenting Employee Performance	1	Tuesday, August 6	8:30 - 12:30
<input type="checkbox"/> EAP: The Supervisory Course	1	Wednesday, September 11	8:30 - 10:00
<input type="checkbox"/> Employee Orientation	1	Tuesday, September 10	1:00 - 3:00
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Thursday, July 11	8:30 - 12:30
Leadership for Results ~Supervisors <input type="checkbox"/> Developing Team Performance	3	Tuesdays, July 9, 16 & 23	8:30 - 12:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Succeeding in a Dynamic Workplace	4	Thursdays, August 29, September 5, 12 & 19	8:30 - 12:30
<input type="checkbox"/> Situational Leadership II	3	Tuesdays, September 10, 17 & 24	8:30 - 12:30
<input type="checkbox"/> Workplace Violence: Prevention & Response	1	Wednesday, August 28	8:30 - 12:00

HAMILTON COUNTY E-LEARNING (Please check the box below, based on your need)

PC Skills

Business Skills

Employee Information

Department: _____			
Requested By: _____			
Employee (Please Print)	Employee's E-mail	Date	
Employee's Phone Number: _____	Approved By: _____		Date
	Supervisor's Signature		Date