



### 4th 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](https://www.hamiltoncountyohio.gov/government/departments/human_resources/human_resources_development). Thank you!

Course	Sessions	Dates	Time
<input type="checkbox"/> Attendance Management	1	Wednesday, October 9	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Thursday, October 17	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Wednesday, November 6	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Tuesday, December 3	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Managers' Course	2	Tuesday & Wednesday, November 19 & 20	8:30 - 12:30
<input type="checkbox"/> EAP: The Supervisory Course	1	Wednesday, October 23	8:30 - 10:00
<input type="checkbox"/> Employee Orientation	1	Tuesday, December 10	1:00 - 3:00
<input type="checkbox"/> Get a Grip: Stress Management	1	Wednesday, October 16	8:30 - 11:30
<input type="checkbox"/> Hallmarks of Supervisory Success	1	Wednesday, December 11	8:30 - 12:30
<input type="checkbox"/> Hamilton County Performance Review Process	1	Wednesday, December 4	8:30 - 10:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Thursday, October 10	8:30 - 12:30
Leadership for Results ~Supervisors <input type="checkbox"/> Performance Management	5	Thursdays, October 24, 31, November 7, 14 & 21	8:30 - 12:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Problem Solving for Results	4	Tuesdays, October 8, 15, 22 & 29	8:30 - 12:30
<input type="checkbox"/> Workplace Violence: Prevention & Response	1	Wednesday, November 13	8:30 - 12:00
<input type="checkbox"/> Writing Professional Ongoing Case Notes	1	Wednesday, October 30	8:30 - 12:30

#### 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		