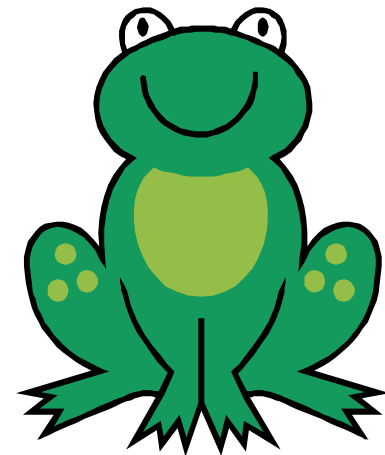


2009

Human Resource Development Academy Training Schedule

This is the Human Resources Academy training schedule for 2009. There are three tiers. Tier 1 is a listing for the City required courses that HRDA provides. Tier 2 is a listing of professional development courses which are suggested but not required. Tier 3 is a listing of the courses offered for enrichment and personal development. The frog next to a course indicates that the course supports the *Charge for Change* initiative. Course numbers are listed next to the title of each course as it is in the CHRIS system. The session number is listed next to the date of the session. In order to attend a course, consult with your supervisor, fill out a registration form and see your departmental training registrar. Direct all questions to Lisa Auciello 352.1506



Tier 1-Required

- Administrative Regulation #52(**NEO-all employees**)
- Customer Relations (**All employees**)
- New Employee Orientation (**NEO**)
- Leadership Supervisory Series (**Supervisors ONLY**)
- Performance Evaluation (**Supervisors ONLY**)

- Human Resource Liaison: Nuts & Bolts (**Liaisons only**)
- Sexual Harassment Prevention (**NEO- all employees**)
- Workplace Violence (**NEO-all employees**)

Tier 2-Professional

- Americans with Disabilities Act (**ADA**)
- Creative Problem Solving
- Request for Proposal (**RFP**)
- Conflict Resolution

- Family Medical Leave Act (**FMLA- Supervisors only**)
- Successful Leadership
- Anger Management
- Dealing with Difficult People

Tier 3-Enrichment

- Defensive Driving
- Accident Investigations for Supervisors
- Community Recycling-Climate Protection Plan
- Office Recycling (Coordinators)
- Balancing Hormones Naturally (\$10-Healthy Lifestyles Incentive)
- A Drug Free Approach to Attention Deficit Disorder and Hyperactivity
- Five Secrets to Successful Weight Loss (\$10 Healthy Lifestyles Incentive)
- New Solutions to Eliminate Pain (\$10-Healthy Lifestyles Incentive)
- Health and Stress Workshop (\$10-Healthy Lifestyles Incentive)
- ICMA- Volatility in the Market
- ICMA- Money and Credit
- ICMA- Investing in Mutual Funds
- ICMA- Guided Pathways Managed Accounts Employee Presentation
- ICMA- Financial Planner - Money and Credit-**David Park**
- ICMA- Financial Planner - Diversification; Asset Allocation and Your Investment Decisions-**David Park**
- ICMA- Financial Planner - Reaching Your Dreams: 10 Critical Retirement Readiness Questions-**David Park**

Tier 1

2009 Training Schedule Required Courses

ADMINISTRATIVE REGULATION NO. 52: SUBSTANCE ABUSE— 110001

This session provides information on the signs and symptoms of drug and alcohol abuse as well as paraphernalia. This session addresses the City of Cincinnati Administrative Regulation No. 52. in regards to alcohol and drug testing and violations and discipline.

Date	Session Number		
February 12	0183	May 14	0184
August 13	0185	November 12	0186

All class times are: 9:00 a.m. – 12:00 p.m.

Instructors: John Plahovinsak, Jan O’Hair, and Police Specialist Timothy Bley

Training Hours: 3

Capacity: 35

Location: Human Resources Floor 2 Room B

CUSTOMER RELATIONS – 110002



This session provides employees the opportunity to review and enhance their customer relation skills. Staff will participate in hands - on activities that give them a different perspective on their service skills. This session refers to both internal and external customers. One of the City Manager’s City goals is Service Excellence!

Date	Session Number		
January 13	0189	April 7	0190
June 3	0191	November 19	0192

All class times are: 8:00 a.m. – 10:00 a.m.

Instructor: Lisa Auciello

Training Hours: 2

Capacity: 25

Location: Human Resources Floor 2 Room A

NEW EMPLOYEE ORIENTATION – 110005



This session is mandatory for all full time employees within the first 3 months of employment.

This daylong session acquaints new employees with City policies and procedures, employee benefits, the *Charge for Change* etc. in order to help the employee transition smoothly into City service.

Sexual Harassment Prevention, Reg 52, and Workplace Violence will all be met.

Date	Session Number
January 8	0088
March 5	0089
May 7	0090
August 6	0091
November 5	0092

All class times are: 8:30 a.m. - 4:00 p.m.

Instructor: Various

Training Hours: 6.5

Capacity: 40

Location: Human Resources Floor 2 Room B

LEADERSHIP: SUPERVISORY SERIES—130005



New supervisors are required to register within 30 days of their new appointment

This experiential program focuses on the following skills: self-awareness, developing a mission and vision, ethical behavior, employee retention, activity management, influencing and motivating, workplace diversity, conflict, communication, and change maintenance.

All participants must be a supervisor or manager and supervise at least one person. All years of management experience are welcome.

Date	Session #
Program 1: April 2, 9, 16, 23, 30	0076
Program 2: July 2, 9, 16, 23, 30	0077
Program 3: October 1, 8, 15, 22, 29	0078

All class times are: 8:30 a.m. to 3:30 p.m.

Instructor: Lisa Auciello + other guest instructors

Training Hours: 30

Capacity: 30

Location: Human Resources Floor 2 Room B

PERFORMANCE EVALUATION SYSTEM— 110006 
SUPERVISORS and MANAGERS ONLY

Come learn about the new performance tool and how it aligns with the Charge for Change. This session familiarizes the participants with the City's revamped performance evaluation system process. This session provides instruction on completing required and optional forms, developing job core competencies and goals, and conducting a productive meeting with your staff.

Date	Session Number		
January 14	0119	August 12	0121
April 15	0120	November 18	0122

All class times are: 8:00 – 10:00 a.m.

Instructor: Tom Seward/Lisa Auciello

Training Hours: 2

Capacity: 40

Location: Human Resources Floor 2 Room B

HUMAN RESOURCE LIAISON: NUTS AND BOLTS-120137

This is a required course for all HR liaisons.

There are 6 sessions with these topics: FMLA/ADA revisions, Performance Evaluations, Civil Service revisions, EEO/AA Updates, Discipline & Grievances, and Classification Specifications. **These sessions begin immediately after the regularly scheduled liaison meetings from 1-2pm. Participants in the Nuts & Bolts sessions will be given credit in CHRIS.**

Date	Session Number
February 17 FMLA	0001
April 21 Perf. Eval	0002
June 16 CSC	0003
August 18 EEO	0004
October 20 Griev.	0005
December 15 Class Sp	0006

All Class Times: 2:00 –3:30 pm

Instructor: HR Supervisors-Lisa Berning, Ursula McDonnell and Arnell Jackson

Training Hours: 11/2

Location: Human Resources Floor 2 Room B

SEXUAL HARASSMENT PREVENTION – 110007

Provides practical tools to recognize, document, and resolve situations of sexual harassment. The session provides an overview of the laws and City policies on sexual harassment. This requirement is met in the New Employee Orientation course.

Date	Session Number
February 19	0159
June 18	0160
September 17	0161

All class times are: 1:00 - 3:00 p.m.

Instructor: Tom Seward

Training Hours: 2

Capacity: 20

Location: Human Resources Floor 2 Room A

WORKPLACE VIOLENCE – 110011

This session provides guidance on awareness, risk factors, policies to prevent occurrences, security measures, and legal restrictions related to the growing concern of workplace violence. This is now covered in the New Employee Orientation and is a required course for all employees, if they did not have it in NEO.

Date	Session Number		
February 5	0034	May 6	0035
September 16	0036	December 2	0037

All class times are: 9:00 - 11:00 a.m.

Instructor: John Plahovinsak/Tom Seward

Training Hours: 2

Capacity: 20

Location: Human Resources Floor 2 Room A

Tier 2 Professional Development

AMERICANS WITH DISABILITIES ACT—120001

These sessions provides the latest information regarding the Americans with Disabilities Act (ADA). Staff will gain a better understanding of the laws involved and how it applies to City employment.

Date	Session Number
March 19	0036
September 24	0037

All class times are: 1:00-3:00 p.m.

Instructor: Brenda Dixon

Training Hours: 2

Capacity: 15

Location: Human Resources Floor 2 Room C

CREATIVE PROBLEM SOLVING – 120006

This new class is right in-line with the *Charge for Change* topics. Here participants will work together as they learn and practice different ways to resolve conflicts and other problems around the workplace.

Date	Session Number
April 15 -cancelled	0022
August 5	0023
December 16	0024

All class times are: 1:00 -3:00 p.m.

Instructor: Arnell Jackson

Training Hours: 2

Capacity: 20

Location: Human Resources Floor 2 Room A

REQUEST FOR PROPOSAL (RFP) PROCESS-120053

This session is presented by the Finance Department Purchasing Division, and introduces participants to the best practices related to effectively completing the Request for Proposals (RFP) Request for Qualifications (RFQ) and Requests for Information (RFI). Participants receive an RFP and contract manual as a valuable resource. The manual is also available online on the Purchasing Division web page.

Date	Session Number
March 12 New Date	0011
May 21	0012
November 19	0013

All Class Times: 9:00 – 11:00 a.m.

Instructor: Deanna Brown

Training Hours: 2

Capacity: 40

Location: Human Resource Floor 2 Room B

CONFLICT RESOLUTION --120049

Designed to help the employee define conflict and to understand the three primary stages. Once identified, the employee will be able to incorporate specific resolution strategies to meet various levels of intensity. These skills will prove useful in your work and personal life.

Date	Session Number
March 4	0028
July 8	0029
November 4	0030

All class times are: 12:30 – 3:30 pm

Instructor: Captain Gary Lee

Training hours: 3

Capacity: 25

Location: Human Resources Floor 2 Room A

FAMILY MEDICAL LEAVE ACT (FMLA) – 120107

SUPERVISORS and MANAGERS ONLY

Learn the new 2009 ABC's of FMLA. If you are an HR professional or a first line supervisor, this session is for you. It provides all of the information you will need to understand the laws regarding FMLA. You will learn how to manage ongoing or intermittent leave requests as well. Print an FMLA procedure manual from the HR Department web page to bring with you to this session.

Date	Session Number
January 20	0008
March 25	0012 NEW DATE
May 19	0009
September 15	0010

All class times are: 1:00-3:00 p.m.

Instructor: Lisa Berning

Training Hours: 2

Capacity: 25

Location: Human Resources Floor 2 Room A

SUCCESSFUL LEADERSHIP –120061

Learn successful leadership practices through discussion of the differences between being a manager and being a leader, specific leadership qualities, and the characteristics of a good leader. Special emphasis is given to employee motivation, team building, and learning to lead by vision and not by crisis. How to identify and prepare the next generation of leaders from the current workforce is discussed.

Date	Session Number
January 14	0016
May 13	0017
September 9	0018

All Class times are: 12:30 - 3:30 p.m.

Instructor: Captain Gary Lee

Training Hours: 3

Capacity: 25

Location: Human Resources Floor 2 Room A

ANGER MANAGEMENT –120060

Improve your ability to manage anger in the workplace or in your personal life. Learn some of the common origins of anger and how anger can be avoided, reduced, or put to positive use. Anger intervention techniques are revealed, emphasizing personal growth and positive problem solving techniques.

Date	Session Number
February 18	0021
June 17	0022
October 21	0023

All class times are: 12:30 to 3:30 p.m.

Instructor: Captain Gary Lee

Training Hours: 3

Capacity: 25

Location: Human Resources Floor 2 Room A

SPEECH CRAFT – N30110

This is a Toastmaster International program designed to help develop public speaking skills. You will learn these skills through the 6, one hour and fifteen minute sessions. During each meeting you will learn and practice speaking and evaluation skills. You will have the opportunity to learn from experiences speakers, and be guided by people like you who once disliked public speaking and have successfully developed the appropriate skills. 12 max capacity.

Dates	Session Number 0004
April 14	May 5
April 21	May 12
April 28	May 19

Instructor: Sheila Mudd-Baker

Training Hours: 12:00-1:15 pm

Location: Human Resources Floor 2 Room C

DEALING WITH DIFFICULT PEOPLE— 120063

This course will offer techniques and skill development in dealing with personality differences. Appropriate ways to guide coworkers or subordinates in the workplace that can also be utilized in your personal life will be discussed and practiced.

Date	Session Number
April 8	0001
August 19	0002
December 9	0003

All class times are: 12:30 to 3:30 p.m.

Instructor: Captain Gary Lee

Training Hours: 3

Capacity: 25

Location: Human Resources Floor 2 Room A

Tier 3 Lunch and Learn: Enrichment and Personal Development

DEFENSIVE DRIVING –400019

The goal of this course is to provide City employees with knowledge and safe driving techniques to prevent collisions and violations. The course will focus on collision prevention through hazard recognition and application of collision-avoidance techniques. The course will also address common driving violations that result in collisions and how to change driving habits to eliminate moving violations.

A mandatory student manual fee of \$2.84 per person will be billed to each students department.

Instructor: LaTonya Dawson

Training Hours: 8

Capacity: 20

Dates and Locations	Session Number
February 24 Centennial II	0211
8:00 a.m. -4:30 p.m. HR Room A	
May 20 MSD Administration Building	0212
7:30 a.m.- 4:00 p.m.	
August 20 Water Works Spring Grove	0213
7:30 a.m.- 4:00 p.m. Conf Room A	
November 17 Centennial II	0214
8:00 a.m. – 4:30 pm Room A	

ACCIDENT INVESTIGATION FOR SUPERVISORS – 40046

This 2 hour class is a combination of classroom and hands-on exercises. It will cover the basics of accident investigation including; types of accidents, investigation aim and procedures, finding the root cause, benefits of an accident investigation and completing the paperwork.

This is for management staff who complete the Form 91S

Instructor: LaTonya Dawson

Training Hours: 2

Capacity: 20

Dates and Locations	Session #
February 11- Waterworks Spring Grove 9:00 a.m. -11:00 a.m. Room A	0006
May 12 Centennial II 9:00 a.m.- 11:00 a.m. HR Room A	0007
August 13 MSD Administration Bldg 1:00 p.m.- 3:00 p.m.	0008
November 12 Centennial II 1:00 p.m. – 3:00 pm HR Room A	0009

COMMUNITY RECYCLING & CLIMATE PROTECTION—
140015

This is an extra informative session on how you can care about your environment and your wallet too! Learn how to become a more efficient recycler, save energy, and what it means to reduce your carbon footprint. Find out about the “Green Cincinnati” plan (Climate Protection Action Plan). You will learn myth busting facts about recycling effectiveness and energy conservation. Find out how you can make green grow in your department and your home environment.

Date	Session Number
February 10	0001: 9-11 a.m.
April 15	0002: 130-3:30 p.m.
June 18	0003: 1:30-3:30 p.m.
August 28	0004: 130-3:30 p.m.
October 20	0005: 9-11 a.m.

Instructor: Sue Magness and Ginnell Schiller

Training Hours: 2

Capacity: 40

Location: Human Resources Floor 2 Room B

OFFICE RECYCLING! – 140014

This is an orientation for Recycling; *Building Coordinators* and their GREEN team members who are enthusiastic about the recycling program. Participants will learn about the City wide employee recycling program. Participants will learn how to implement and maintain an effective and sustainable program or improve the one in your department. Recycling service options, developing education and marketing strategies will be covered to ensure all staff and visitors are motivated and understand how to effectively participate.

FOR: All City departments and facilities. At least one coordinator from each department or floor is requested. (Police and Fire: one coordinator per building)

Date	Session Number
Friday January 16	0001
Friday May 15	0002
Friday September 18	0003

All Class Times: 1:30 – 3:30 p.m.

Instructor: Sue Magness

Training Hours: 2

Capacity: 25

Location: Human Resources Floor 2 Room A

BALANCING HORMONES NATURALLY – 120093

A Holistic approach to women's hormone related health concerns. Over 80 millions women in the U.S. currently suffer with PMS and menopause symptoms. Many of these women are confused as to what health options is available or even right for them. The lecture will educate about natural alternatives to address this condition.

March 4 New Date	0003
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All Class Times: 12:00 – 1:00 p.m.

Instructor: Dr. Tittle

Training Hours: 1

Capacity: 40

Location: Centennial II Auditorium

A DRUG FREE APPROACH TO ATTENTION DEFICIT DISORDER AND HYPERACTIVITY – 120138

This session will educate parents or anyone who may be distressed by a "problem child", about safe and natural solutions to help improve behavior and performance. Information included is: nutrition, toxins, environmental sensitivities and natural treatments.

March 25	0001
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All Class Times: 12:00 – 1:00 p.m.

Instructor: Dr. Tittle

Training Hours: 1

Capacity: 40

Location: Centennial II Auditorium

FIVE SECRETS TO PERMANENT WEIGHT LOSS- 120091

Education on five key elements to achieving and maintaining full health potential: stop fad dieting, eat to nourish the body, avoid unnecessary drugs, get the body moving and get out of pain. Metabolism, how sugar and carbohydrates are used in the body is explained and the true value of being healthy and fit. How thyroid and hormones tie into weight loss, how water, medications and certain fats play a role in your health is discussed.

May 13	0005
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All Class Times: 12:00 – 1:00 p.m.

Instructor: Dr. Tittle

Training Hours: 1

Capacity: 40

Location: Centennial II Auditorium

NEW SOLUTIONS TO ELIMINATE PAIN – 120139

Millions of Americans will suffer from pain at least once in their life, this presentation will educate the public on the "do's and don'ts" of pain management. A natural approach to pain with the fewest side effects would obviously be the best solution. Much of today's generation sees pain relief coming out of a bottle. The will educate them on why it is important to find the source of the pain for a permanent solution.

September 23	0001
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All Class Times: 12:00 – 1:00 p.m.

Instructor: Dr. Tittle

Training Hours: 1

Capacity: 40

Location: Centennial II Auditorium

HEALTH AND STRESS WORKSHOP-120090

Stress is the underlying cause of most illnesses. This lecture will educate the audience on the symptoms of stress how stress affects the body's overall health and what a person can do to relieve stress both at work and at home to feel better.

December 9	0003
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All Class Times: 12:00 – 1:00 p.m.

Instructor: Dr. Tittle

Training Hours: 1

Capacity: 40

Location: Centennial II Auditorium

The following Dr. Tittle Lunch and Learn sessions are eligible for a \$10 Healthy Life Style Incentive:

- **Balancing Hormones Naturally**
- **Five Secrets to Permanent Weight Loss**
- **Health and Stress Workshop**

In order to receive credit:

1. **Make sure you are enrolled in the class**
2. **Make sure you sign in on the CHRIS sign in sheet**
3. **Make sure your CHRIS ID # is on the sign in sheet**
4. **Put an "X" next to your name and you will receive a copy of the sign in sheet in the inter-office mail in the next week.**

International City/County Management Association (ICMA)
These ICMA classes will be in Centennial II Auditorium
12-1pm

INVESTMENT SERIES COURSE - P02589

Volatility in the Market

The investing in a volatile market presentation walks investors through key principles of good investing strategy in relation to volatile markets. The presentation provides a hypothetical case study and discusses risk level.

January 14	Session 0002
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Investing in Mutual Funds

Discuss basic investing concepts and explains the benefits of mutual funds for many investors. Topics: personal investing process, asset allocation, selecting mutual funds, risk and return, dangers of market timing, personal time horizon, and risk profile, fund selection criteria and creating a portfolio, diversification, one-step investing solutions.

March 18	Session 0003
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Diversification-David Park-Financial Planner

This program looks at the theory and practice of establishing a well-balanced long-term portfolio. We will discuss the necessary pieces of creating a portfolio such as risk tolerance, asset allocation, and setting a personal investment objective. Additionally, we will introduce the concepts of Modern Portfolio Theory and portfolio optimization as they apply to individual portfolios.

November 4	Session 0005
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RETIREMENT SERIES COURSE - P02337

Money and Credit Matters-David Park

Shows how money and credit habits can affect finances overtime and suggest strategies for improving one's financial health. Topics: Emergency Funds, credit cards, good debt vs. bad debt, credit reports, ways to improve one's credit score, minimizing risk of identity theft, and check list for a better fiscal life. *David Park will be conducting the April 7th session.*

February 18	Session 0005
April 13	Session 0006

Guided Pathways Managed Accounts Employee Presentation-David Park

This presentation should be used for employees of plans that have adopted Managed Accounts. It provides a high level of overview of guided Pathways and Managed Accounts to employees.

May 20	Session 0008
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Reaching Your Dreams: 10 Critical Retirement Readiness Questions-David Park

How do you prepare for transition from working full-time to working part-time or not working at all? This program reviews a practical checklist to consider as you approach the final years of your career. It is designed to help you focus on pertinent issues that you will encounter as you gear up for "retirement".

November 3	Session 0009
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