

DECEMBER 2021



Online Training Opportunities

Click on training links below to register



Online Class Attendance Guidelines


- 'Accept' meeting confirmation email which includes training access link
- Log-in five minutes before class start time to test your computer connection
- Participate in employee exchange through Chat feature and Class Polls
- To reschedule or cancel your registration - Send an email to Training@franklincountyohio.gov include supervisor acknowledgement to prevent 'No-Show' status reporting

<p>Wednesday December 1st 9:00 am–10:30 am</p>	<p>Understanding Compassion Fatigue</p> <p>Compassion fatigue can develop slowly over time in response to serving those in need. The key to a long and satisfying career is to acquire a deeper understanding of Compassion Fatigue and develop a positive resilience. This workshop is an introduction to the topic of compassion fatigue and burnout.</p> <p>Click here to register.</p>
<p>Thursday December 2nd 9:00 am – 12:00 pm</p>	<p>Peer to Boss</p> <p>Transitioning from “coworker” to “boss” can be a lonely journey that leads to unique challenges for new managers. Learn tips and tricks to make the transition as smooth as possible.</p> <p>Event Training Key: 374021BB User register link: https://lms.nhcms.net/User/Register?trainingKey=374021BB</p>
<p>Thursday December 2nd 1:00 am – 4:00 pm</p>	<p>Time Management</p> <p>The Time Management workshop will cover strategies to help participants learn crucial strategies that include personal motivation, delegation skills, organization tools, and crisis management.</p> <p>Event Training Key: DEA5511B User register link: https://lms.nhcms.net/User/Register?trainingKey=DEA5511B</p>
<p>Monday December 6th 9:00 am– 10:30 am</p>	<p>Psychological Safety in the Workplace</p> <p>What can you do to foster psychological safety in the workplace for yourself and for others? To help answer this question, we'll cover the levels of psychological safety; what it looks like for individuals, supervisors, and teams and how you can advocate for yourself and others.</p> <p>Click here to register.</p>

<p>Tuesday December 7th 9:00 am–12:00 pm</p>	<p>Sexual Harassment Awareness (core class)</p> <p>This workshop discusses the legal definition of sexual harassment, reviews the Board of Commissioners Anti-Harassment policy, and addresses the employee’s rights and responsibilities for working in a discrimination-free environment.</p> <p>Event Training Key: DCB13D99 User register link: https://lms.nhcms.net/User/Register?trainingKey=DCB13D99</p>
<p>Tuesday December 7th 10:00 am–11:00 am</p>	<p>How to Overcome Negativity in the Workplace – presented by OPTUM</p> <p>This program shares how negativity surfaces in the workplace. The goal is to help participants recognize the relationship of workplace change to negative behavior and interaction. Learn to recognize how change can increase feelings of negativity. You will develop strategies for staying positive and identify ways to stay focused and productive.</p> <p>Please click here for your registration link.</p>
<p>Tuesday December 7th 1:00 pm–4:00 pm</p>	<p>Lose the Drama, Do the Work</p> <p>Participants will learn crucial conflict management skills, including dealing with anger. This course examines the basics; most importantly to be considerate of others, the workplace versus social situations, conversation skills and small talk.</p> <p>Event Training Key: 18CAFBA5 User register link: https://lms.nhcms.net/User/Register?trainingKey=18CAFBA5</p>
<p>Wednesday December 8th 9:00 am–10:30 am</p>	<p>Excel Intermediate</p> <p>This workshop provides a review of various useful features to manipulate and enhance spreadsheets. Learn and practice functions such as VLOOKUP, IF Statements, and Absolute cell referencing, plus more.</p> <p>Click here to register.</p>
<p>Friday December 10th 9:00 am–12:00 pm</p>	<p>Customer Service Connection (core class)</p> <p>Public service employees are charged with delivering quality services and treating customers with dignity and respect. This informative workshop will demonstrate how to achieve extraordinary customer relations.</p> <p>Event Training Key: 00B1991E User register link: https://lms.nhcms.net/User/Register?trainingKey=00B1991E</p>

<p>Friday December 10th 1:00 pm–4:00 pm</p>	<p>Leading Effective Meetings for Problem Solving</p> <p>This course will help participants learn active listening skills to facilitate the exchange of ideas in meetings and presentations. They will also help participants organize their ideas to create coherent and convincing oral presentations from a leadership standpoint.</p> <p>Event Training Key: 5FBBF61C User register link: https://lms.nhcms.net/User/Register?trainingKey=5FBBF61C</p>
<p>Monday December 13th 1:00 pm–3:30 pm</p>	<p>Civilian Response to Active Shooter Events C.R.A.S.E. (core class)</p> <p>The CRASE course is designed and built on the Avoid, Deny, Defend (ADD) strategy developed by Advanced Law Enforcement Rapid Response Training (ALERRT) in 2004. It provides strategies, guidance, and a proven plan for surviving an active shooter event. In this class you will learn: The history and prevalence of active shooter events. What you should do if you find yourself in an active shooter situation and what you can expect from law enforcement in our response.</p> <p>Click here to register.</p>
<p>Tuesday December 14th 9:00 am–10:30 am</p>	<p>IN THE DRIVER’S SEAT</p> <p>Integrate positive thinking into your workday with inspirational guideposts designed to refresh, renew, and recharge your career. Participants will be motivated to practice personal accountability to experience results.</p> <p>Click here to register.</p>
<p>Tuesday December 14th 9:00 am–12:00 pm</p>	<p>Positive Impact - Leading for Performance</p> <p>Learn the techniques of true Leadership and Influence; build the confidence it takes to take the lead and coach employees to higher performance.</p> <p>Event Training Key: 834A294C User register link: https://lms.nhcms.net/User/Register?trainingKey=834A294C</p>
<p>Tuesday December 14th 1:00 pm–4:00 pm</p>	<p>Ethics (core class)</p> <p>We often use our own individual value systems to make decisions in our personal lives, but how do we make ethical decisions in the workplace? In order to make the most ethical decisions we need to possess a clear, objective ethical framework for making decisions that take into account more than our own personal value system. We will review the fundamental principles of ethical decision making and its application to resolving ethical issues and conflicts in the workplace.</p> <p>Event Training Key: 9519067C User register link: https://lms.nhcms.net/User/Register?trainingKey=9519067C</p>

<p>Wednesday December 15th 9:00 am–12:00 pm</p>	<p> CPR TRAINING</p> <p>The First Aid/CPR/AED program helps participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. The courses in this program teach the knowledge and skills needed to give immediate care to an injured or ill person and to decide whether advanced medical care is needed. This course is taught using the blended Simulation Learning technique of online and in-person training.</p> <p>Click here to register.</p>
<p>Thursday December 16th 9:00 am–12:00 pm</p>	<p>Freedom from Job Burnout</p> <p>Burnout has been called the epidemic of the modern workplace. Learn to stay free from burnout in this fun, informative workshop.</p> <p>Event Training Key: C7CC2AA7 User register link: https://lms.nhcms.net/User/Register?trainingKey=C7CC2AA7</p>
<p>Thursday December 16th 1:30 pm–3:30 pm</p>	<p>Core Safety Orientation (core class)</p> <p>This course satisfies the safety element of the County's Core Safety & Wellness course. Employees who complete this course will not have to sit through the safety portion of the course when in person learning resumes.</p> <p>Click here to register.</p>
<p>Thursday December 16th 1:00 pm–4:00 pm</p>	<p>Multicultural Awareness (core class)</p> <p>Study cultural differences and biases and learn how to promote better communication.</p> <p>Event Training Key: 579016E5 User register link: https://lms.nhcms.net/User/Register?trainingKey=579016E5</p>
<p>Wednesday December 22nd 9:00 am–10:30 am</p>	<p> This is JEOPARDY! <i>What Does It Take to Be a Public Servant?</i></p> <p>We have the categories; you bring the answers in the form of a question of course. How well do you know your local government? Join the fun and participate in this jeopardy game-style training event to score points for being a super-star employee.</p> <p>Click here to register.</p>

<p>Wednesday December 22nd 9:00 am–10:30 am</p>	<p> CPR TRAINING</p> <p>The First Aid/CPR/AED program helps participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. The courses in this program teach the knowledge and skills needed to give immediate care to an injured or ill person and to decide whether advanced medical care is needed. This course is taught using the blended Simulation Learning technique of online and in-person training.</p> <p>Click here to register.</p>
<p>Tuesday December 28th 9:00 am–10:30 am</p>	<p>How to Build Trust in the Workplace</p> <p>Trust is the foundation for everything we do. But what do we do when it's broken? Attend this training to get a crash course in trust: how to build it, maintain it and rebuild it.</p> <p>Click here to register.</p>

New Self-Guided Learning

Employees will gain access to training topics to be completed at their own pace or as designated by management. Users must submit the required course activities to receive feedback/credit and a class certificate.

TRAINING TOPICS

Leadership Module

Supervisor Spotlight on...

- Documentation
- People Management Challenges
- Power Up Performance

Communication Module

- Building Assertive Communication Skills
- Communicating with Customers
- Diffusing Anger and Hostility



Upon registration we will send you the training access link to get started.

[Click here to register.](#)

Pages 6 & 7 offer registration assistance for New Horizon's training events.

Updated Registration Process

New Horizons now has an Online Registration process for all the students who are part of a group training at your company location.

This new process will accurately track the classes your staff has taken and will also give them immediate access to their end of class certificates. Please have your staff who is taking the training to register themselves in our system at their earliest convenience.

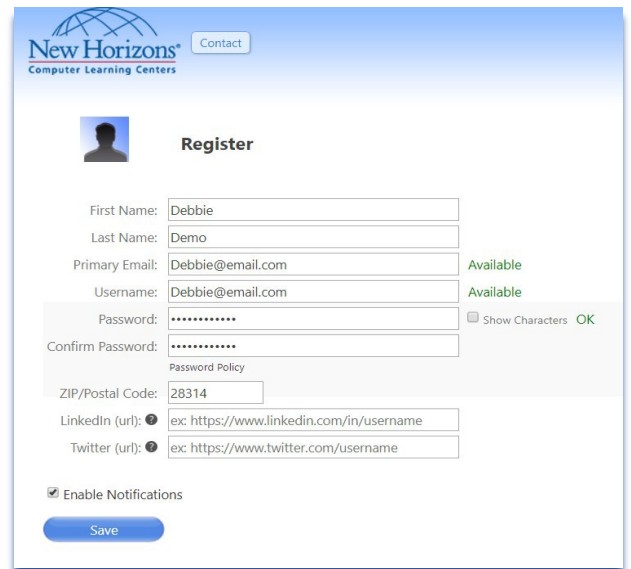


Option 1: NEW STUDENT

If Student is **NEW** to the New Horizons LMS



- Student follows the **Training Key link URL** provided.
- Student must enter their **basic demographic information**.
- Student will be automatically enrolled and taken to the **ENROLLMENT DETAILS** page for this class.



The screenshot shows the 'Register' form in the New Horizons LMS. The form includes fields for First Name (Debbie), Last Name (Demo), Primary Email (Debbie@email.com), Username (Debbie@email.com), Password, Confirm Password, ZIP/Postal Code (28314), LinkedIn (url), and Twitter (url). There are also checkboxes for 'Available', 'Show Characters', and 'Enable Notifications'. A 'Save' button is at the bottom.



The screenshot shows the 'Enrollment Details' page for a student named Debbie Demo. The page displays the following information:

Student:	Debbie Demo	Details
Event:	Excel 2016 - Part 3 (ILT)	Details
Enrollment Status:	Enrolled	
Completion Status:	Unknown	
Classroom:	Columbus: Classroom 3	
Is Retake:	No	
Enable Labs:	No	

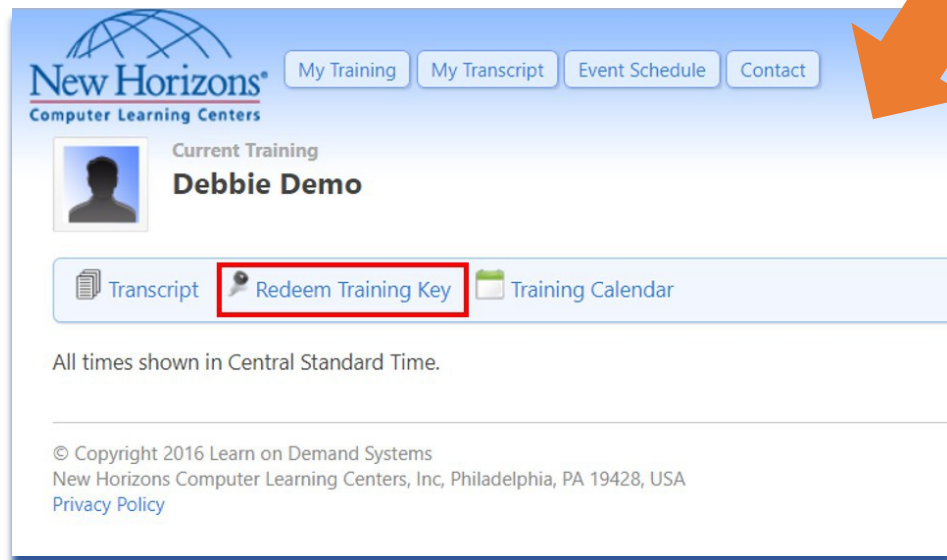




Option 2: CURRENT STUDENT

If Student is **ALREADY REGISTERED** in the LMS

- Login with **existing credentials**: <https://lms.nhcms.net>
- From **Current Training Page**, click option to **REDEEM TRAINING KEY**.



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My Training My Transcript Event Schedule Contact

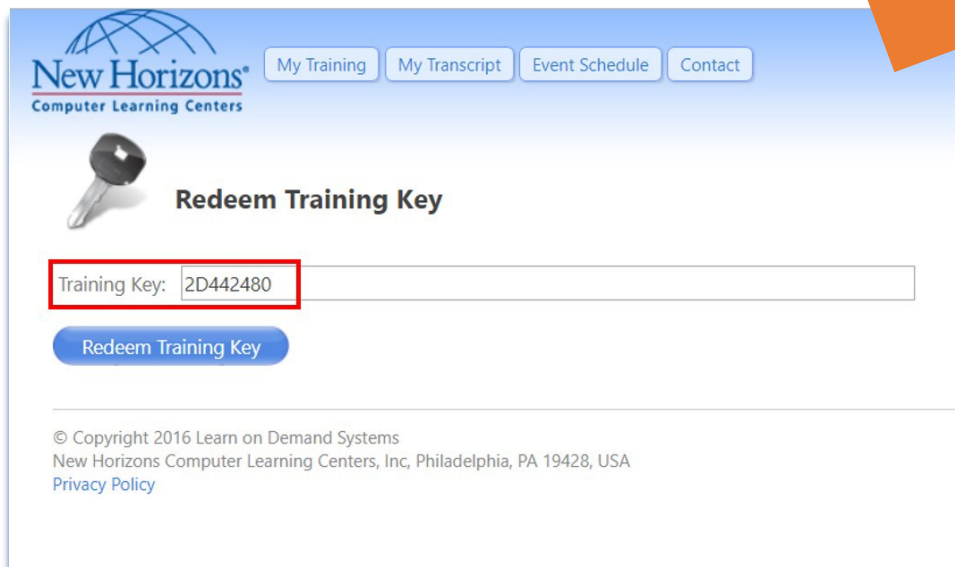
Current Training
Debbie Demo

Transcript **Redeem Training Key** Training Calendar

All times shown in Central Standard Time.

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- Student will be automatically enrolled and taken to the **ENROLLMENT DETAILS** page for this class.



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Redeem Training Key

Training Key: 2D442480

Redeem Training Key

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