Office of Learning & Staff Development
VIRTUAL TRAINING CALENDAR

Franklin County
Board of Commissioners
HUMAN RESOURCES
1803

Click on class links to register
(Registration Update on pg.5)

Attend Training

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

Tuesday, February 1st **1:00 pm–2:30 pm**	## The Seven Habits of Highly Effective People Who should attend: anyone seeking to become more effective, build better relationships, and help their organization succeed. Learn to effectively lead yourself, influence, engage, and collaborate with others—and continuously improve and renew your capabilities. The seven habits of highly effective people are at the heart of team, organizational, and personal effectiveness. Attend this training and transform your habits. Click here to register.
Thursday, February 3rd **9:00 am–10:30 am**	## Microsoft Office 365: Excel Basics This workshop introduces the basic features of the Excel program. Learners will build confidence toenter and edit data, create formulas, and become more familiar in the Excel environment, plus more. Click here to register.
Tuesday, February 8th **1:00 pm–2:30 pm**	## Introduction to Emotional Intelligence This training course will give you an overview of EI and strategies to improve your own emotional intelligence. Emotional Intelligence is defined as the ability to recognize and manage emotions, both in ourselves and in others. Many people believe that EI is as important as IQ as an indicator of success in life and in the workplace. Click here to register.

Wednesday, February 9th **9:00 am–10:30 am**	## Microsoft Office 365: Excel Intermediate 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. Click here to register.
Wednesday, February 9th **9:00 am–12:00 pm**	 ## CPR TRAINING 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. Click here to register.
Thursday, February 10th **9:00 am–12:00 pm**	## Charge Up Your Motivation Create a more dynamic, loyal, and energized workforce with the skills you will learn in this workshop. Click here to register.
Thursday, February 10th **1:00 pm–3:30 pm**	Civilian Response to Active Shooter Events ## C.R.A.S.E. (core class) 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. Click here to register.
Thursday, February 10th **1:00 pm–4:00 pm**	## Customer Service Connection (core class) 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. Click here to register.
Friday, February 11th **9:00 am–12:00 pm**	## Sexual Harassment Awareness (core class) 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. Click here to register.

Friday, February 11th **1:00 pm–4:00 pm**	**Juggling Multiple Priorities – The Art of Multitasking** Learn to accomplish more in less time stress by setting priorities and becoming more efficient. Click here to register.
Tuesday, February 15th **9:00 am–12:00 pm**	**Business Writing** Writing is key method of communication for most people and its one that many people struggle with. This workshop will give participants a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace. Click here to register.
Tuesday, February 15th **1:00 pm–4:00 pm**	**ETHICS (core class)** 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. Click here to register.
Wednesday, February 16th **1:00 pm–2:30 pm**	**Anger Management Refresher** Learn to control and respond to anger effectively for positive results. Click here to register.
Thursday, February 17th **9:00 am–10:30 am**	**How to Work as a Team** Remote work settings create new opportunities and unique challenges for team members. The collaboration, creativity, and teamwork that seems to flow naturally in an in-person setting can often feel stilted in a virtual environment. This course examines the pros and cons of remote teamwork and provides strategies for overcoming challenges and promoting team success. Click here to register.
Thursday, February 17th **1:30 pm–3:30 pm**	**Core Safety Orientation (core class)** 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. Click here to register.

Tuesday, February 22nd **1:00 pm–2:30 pm**	**The People Puzzle** Improve and develop your workplace relationships through an understanding of personality and communication styles. Click here to register.
Wednesday, February 23rd **9:00 am–10:30 am**	**Microsoft Office 365: Excel Pivot Tables Basics** Participants will learn and practice how to create basic pivot tables. This special Excel tool allows you to summarize and explore data interactively. Join the fun! (frequent use of Excel is helpful in learning this skill.) Click here to register.
Wednesday, February 23rd **9:00 am–12:00 pm**	**CPR TRAINING** 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. Click here to register.
Thursday, February 24th **9:00 am–12:00 pm**	**Civility in the Workplace** This workshop will equip leaders and employees with practical tools for creating civil, respectful work environments. Click here to register.
Thursday, February 24th **1:00 pm–4:00 pm**	**Multicultural Awareness** (core class) Study cultural differences and biases and learn how to promote better communication. Click here to register.

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.

Registration Update:

New Horizon's is transitioning to a new learning management system. During the month of February, we are asking employees to register for all classes by clicking on the class links provided. New Horizon's will contact you with a class confirmation via email. Please complete the Training Registration Form completely to avoid delays.

Thank you for your patience.

Training Registration Request

* Denotes required field

Employee Information:

*First Name:
*Last Name:
*Agency:
*Employee Phone (with area code):
Employee Title:
*Employee Email:

Supervisor Information:

Did your supervisor approve this training request?   ○ Yes   ○ Pending
*Supervisor First Name:
*Supervisor Last Name:
*Supervisor Phone (with area code):
*Supervisor Email:

Specific Information -
No is assumed unless you check "yes"

Do you require ADA accommodations? A representative will contact you when your registration is processed.   ☐ Yes

Class Selection:

*Class 1
Class 2:
Class 3:

Comments:

Register

Use this Form to Register for All Classes