

## Office of Learning & Staff Development Virtual Training Calendar

Click on class 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](mailto:Training@franklincountyohio.gov) include supervisor acknowledgement to prevent 'No-Show' status reporting

<p><b>Tuesday</b> <b>January 4<sup>th</sup></b> <b>9:00 am–10:30 am</b></p>	<p><b>Attitudes to Get You Ahead at Work</b></p> <p>Are you looking for a career boost? There are many paths to get you there; but a positive attitude can make all the difference. The five attitudes outlined in this class, when practiced regularly, will give insight into what every team is looking for and hence, give you a career boost. Register for this insightful class as we discuss ATTITUDES!</p> <p><a href="#">Click here to register.</a></p>
<p><b>Wednesday</b> <b>January 5<sup>th</sup></b> <b>9:00 am–12:00 pm</b></p>	<p><b>Customer Service Connection (core class)</b></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><a href="#">Click here to register.</a></p>
<p><b>Wednesday</b> <b>January 5<sup>th</sup></b> <b>1:00 pm – 4:00 pm</b></p>	<p><b>Dealing with Difficult People</b></p> <p>This course will help participants learn crucial conflict management skills, specifically dealing with difficult people.</p> <p><a href="#">Click here to register.</a></p>

<p><b>Thursday</b> <b>January 6<sup>th</sup></b> <b>9:00 am–10:30 am</b></p>	<p><b>Co-Manage Your Performance: Create an Individual Development Plan (IDP)</b></p> <p>The Individual Development Plan (IDP) is a way to explore and define training goals, professional development needs, and career objectives with your supervisor. It guides you to reflect on where you are and where you would like to be and defines specific actions for goal achievement. This workshop will help you start the new year with self-reflection and personal growth.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Tuesday</b> <b>January 11<sup>th</sup></b> <b>9:00 am–10:30 am</b></p>	<p><b>Communicating Non-Defensively</b></p> <p>There are situations that bring out a naturally defensive response in all of us. This reaction is most obvious during interactions with others. Communicating Non-Defensively presents five steps to positive communication. Participants learn how to send and receive messages in a non-defensive manner to improve workplace communication and individual effectiveness.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Wednesday</b> <b>January 12<sup>th</sup></b> <b>9:00 am–10:30 am</b></p>	<p><b>Microsoft Office 365: Excel Basics</b></p> <p>This workshop introduces the basic features of the Excel program. Learners will build confidence to enter and edit data, create formulas, and become more familiar in the Excel environment, plus more.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Wednesday</b> <b>January 12<sup>th</sup></b> <b>9:00 am–12:00 pm</b></p>	<p> <b>CPR TRAINING</b></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><a href="#">Click here to register.</a></p>
<p><b>Thursday</b> <b>January 13<sup>th</sup></b> <b>9:00 am – 12:00 pm</b></p>	<p><b>Executive Communication Skills</b></p> <p>In this course, participants will be shown how to apply advanced verbal and written communication techniques in the context of executive level communication.</p> <p><a href="#">Click here to register.</a></p>

<p><b>Thursday</b> <b>January 13<sup>th</sup></b> <b>1:00 pm– 4:00 pm</b></p>	<p><b>Sexual Harassment Awareness (core class)</b></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><a href="#">Click here to register.</a></p>
<p><b>Tuesday</b> <b>January 18<sup>th</sup></b> <b>9:00 am–12:00 pm</b></p>	<p><b>Ethics (core class)</b></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><a href="#">Click here to register.</a></p>
<p><b>Tuesday</b> <b>January 18<sup>th</sup></b> <b>1:00 pm–4:00 pm</b></p>	<p><b>Time Management</b></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><a href="#">Click here to register.</a></p>
<p><b>Wednesday</b> <b>January 19<sup>th</sup></b> <b>9:00 am–10:30 am</b></p>	<p><b>Train the Trainer: The Fundamentals of Training Others in the Workplace</b></p> <p>When new employees join your organization, they rely on others to help them learn their new role. This workshop will help those who assist and train others to understand the adult learner process; with tools and techniques for on-the-job training and how they can help new hires transition to top performers.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Thursday</b> <b>January 20<sup>th</sup></b> <b>9:00 am–10:30 am</b></p>	<p><b>Microsoft Office 365: Excel Pivot Tables Basics</b></p> <p>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.)</p> <p><a href="#">Click here to register.</a></p>

<p>Thursday  <b>FEBRUARY 10<sup>th</sup></b>  1:00 pm–3:30 pm</p> <p><b>*date change from  Jan 20<sup>th</sup> to Feb 10<sup>th</sup></b></p>	<p><b>Civilian Response to Active Shooter Events</b>  <b>C.R.A.S.E. (core class)</b></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><a href="#">Click here to register.</a></p>
<p>Thursday  January 20<sup>th</sup>  1:30 pm–3:30 pm</p>	<p><b>Core Safety Orientation (core class)</b></p> <p>This course satisfies the safety element of the County's Core Safety &amp; 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><a href="#">Click here to register.</a></p>
<p>Tuesday  January 25<sup>th</sup>  9:00 am–10:30 am</p>	<p><b>Rewrite the Script of Workplace Drama!</b></p> <p>Power Struggles. Poor team coordination. These are symptoms of workplace Drama. Drama drains your organization of its best talent, gets in the way of productivity, and erodes your personal effectiveness. This workshop will help you identify the cycle of drama and how to rewrite the script for better performance.</p> <p><a href="#">Click here to register.</a></p>
<p>Wednesday  January 26<sup>th</sup>  9:00 am–10:30 am</p>	<p><b>Microsoft Office 365: Excel Intermediate</b></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><a href="#">Click here to register.</a></p>
<p>Wednesday  January 26<sup>th</sup>  9:00 am–12:00 pm</p>	<p> <b>CPR TRAINING</b></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><a href="#">Click here to register.</a></p>

<p><b>Thursday</b> <b>January 27<sup>th</sup></b> <b>9:00 am–12:00 pm</b></p>	<p><b>Multicultural Awareness (core class)</b> Study cultural differences and biases and learn how to promote better communication.  <a href="#">Click here to register.</a></p>
<p><b>Thursday</b> <b>January 27<sup>th</sup></b> <b>1:00 pm–4:00 pm</b></p>	<p><b>Accountability – Self Direction</b> In this workshop learn how to be a self-starter. Discover tips and tricks for staying on task, scheduling, and avoiding procrastination.  <a href="#">Click here to register.</a></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.](#)

***If you need additional assistance: pages 6 & 7 outlines the registration steps 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.

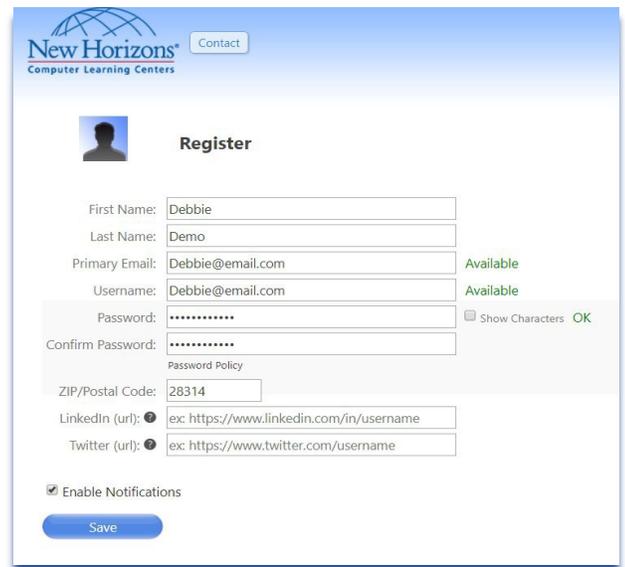


## Option 1: NEW STUDENT

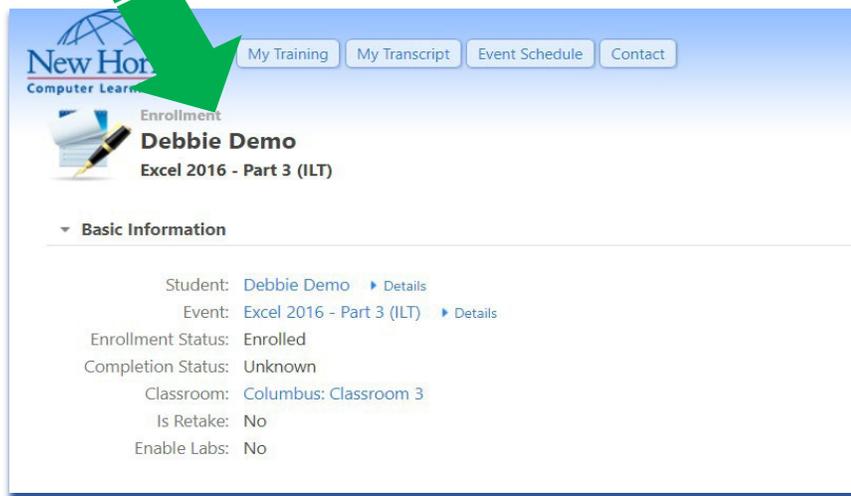
If Student is **NEW** to the New Horizons LMS



- 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 'Available' status indicators for the email and username fields, and a 'Show Characters' checkbox. A 'Save' button is at the bottom.



The screenshot shows the 'Enrollment' page for 'Debbie Demo' in the 'Excel 2016 - Part 3 (ILT)' class. The page has a navigation bar with 'My Training', 'My Transcript', 'Event Schedule', and 'Contact'. A green arrow points to the 'Enrollment' link. Below the student name, there is a 'Basic Information' section with the following details:

Student:	Debbie Demo	<a href="#">Details</a>
Event:	Excel 2016 - Part 3 (ILT)	<a href="#">Details</a>
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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Computer Learning Centers

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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Computer Learning Centers

My Training My Transcript Event Schedule Contact

**Redeem Training Key**

Training Key: 2D442480

Redeem Training Key

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