

# Office of Learning & Staff Development

## Virtual Training Calendar

*"Having fun is the best way to learn."*  
-Albert Einstein

**July 2022**

### \*Attendance Guidelines

- 'Accept' meeting confirmation email which includes training access link
- Respectfully be on time, log-in at least 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
- \*Update: *Due to the sensitive and graphic content presented in the CRASE core class, late logins will be asked to reschedule.*

**Tuesday, July 5<sup>th</sup>**  
**1:00 pm–4:00 pm**

### **The 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.](#)

**Wednesday, July 6<sup>th</sup>**  
**9:00 am–12:00 pm**

### **CPR /FIRST AID/AED**

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 1<sup>st</sup>** and **in-person 2<sup>nd</sup>** training.

[Click here to register.](#)


**Thursday, July 7<sup>th</sup>**  
**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.](#)

<p><b>Thursday, July 14<sup>th</sup></b>  <b>10:00 am—11:00 am</b></p>	<p><b>Improving Workplace Relationships</b></p> <p>Improving workplace relationships often requires understanding – and managing – underlying difficult behaviors. This class helps identify the difficult behaviors we encounter in both our personal and work lives. Participants will then learn specific guidelines for interacting and dealing with these behaviors in everyday life.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Friday, July 15<sup>th</sup></b>  <b>9:00 am—10:30 am</b></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><b>Tuesday, July 19<sup>th</sup></b>  <b>1:00 pm—2:00 pm</b></p>	<p><b>How to Manage Change</b></p> <p>Supervisors face a double challenge during workplace transition. As employees, they're affected by the changes, but as supervisors they must lead others through change. This class is designed to support supervisors in the midst of a changing work environment. It also introduces the skills needed to assist employees in managing the process.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Wednesday, July 20<sup>th</sup></b>  <b>9:00 am—10:30 am</b></p>	<p><b>Psychological Safety in the Workplace</b></p> <p>In the workplace, psychological safety is the shared belief that employees won't experience negative consequences from speaking up and sharing ideas, questions, concerns, or mistakes. This class looks at why it's important to create a safe space for team members and how to foster a psychologically safe workplace.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Wednesday, July 20<sup>th</sup></b>  <b>9:00 am—12:00 pm</b></p>	<p> <b>CPR /FIRST AID/AED</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 <b>online 1<sup>st</sup></b> and <b>in-person 2<sup>nd</sup></b> training.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Thursday, July 21<sup>st</sup></b>  <b>1:30 pm—3:30 pm</b></p>	<p><b>Core Safety Orientation (core class)</b></p> <p>There are many kinds of hazards in the workplace. This course will increase workers awareness and understanding of those hazards and will ensure every employee is a participant in Franklin County's culture of safety.</p> <p><a href="#">Click here to register.</a></p>

<p><b>Tuesday, July 26<sup>th</sup></b>  <b>9:00 am – 12:00 pm</b></p>	<p><b>Freedom from Job Burnout</b></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><a href="#">Click here to register.</a></p>
<p><b>Wednesday, July 27<sup>th</sup></b>  <b>9:00 am–12:00 pm</b></p>	<p><b>Multicultural Awareness (core class)</b></p> <p>Study cultural differences and biases and learn how to promote better communication.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Thursday, July 28<sup>th</sup></b>  <b>9:00 am–12:00 am</b></p>	<p><b>Time Management</b></p> <p>This Time Management workshop will cover strategies to help participants learn crucial approaches that include personal motivation, delegation skills, organization tools, and crisis management.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Friday, July 29<sup>th</sup></b>  <b>9:00 am–12:00 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>

## 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.



### 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

### ETHICS core class

This e-course challenges the learner to apply knowledge regarding the Ohio Ethics Law, including conflicts of interest, public contracts, nepotism, post-employment, and representation. The course is approximately one hour in length and offers an overview of the entire Ethics Law. An electronic certificate of completion will be offered at the end of the e-course. Do not turn off your browser at completion of course until you have completed the Certificate of Completion page! To receive your Certificate of Completion the course must be viewed in one sitting.

**After you complete the registration form, we will contact you with further instructions and provide a self-guided access link.**  
[Click here to register.](#)