



# Office of Learning & Staff Development

## Virtual Training Calendar

### May 2022

Memorial Day observed 5/30/22

Self-Guided courses & ETHICS core class pg. 4

#### \*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.*

### Supporting Mental Health Concerns with Friends & Family

From time to time we all have friends or family who suffer with a low mood. When low mood persists, it is hard to know what to do, especially when you worry about making things worse. This is not a program about your mental and emotional health, but it is about the very positive role you can play in other's wellness. Because you are probably not a doctor or health professional, there are limits to the support you can provide, so it is important to know those boundaries. Then, once you understand those limitations there are many helpful and supportive conversations and actions you can be taking.

[Click here to register.](#)

**New Class**  
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**Thursday, May 19<sup>th</sup>**  
**2:00 pm to 3:00 pm**

**Tuesday, May 3<sup>rd</sup>**  
**1:00 pm–2:30 pm**

### Projecting a Professional Image

This insightful class will focus on how to build a professional image and become more effective in workplace relationships.


[Click here to register.](#)

**Wednesday, May 4<sup>th</sup>**  
**1:00 pm–4:00 pm**  
**Option I**


### 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.](#)

<p><b>Thursday, May 5<sup>th</sup></b>  <b>9:00 am—10:30 am</b></p>	<p><b>Are Your Nonverbals Showing the Way You Think?</b></p> <p>People use facial expressions, gestures, eye contact, posture, proximity, paralanguage, and touch to interpret the messages received from others — whether we use words or not. This training will explore the power of nonverbal communication, examining the congruency factor, opportunities to make interpretations and discussing caveats when interpreting nonverbal communication.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Tuesday, May 10<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, May 11<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 online and in-person training.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Wednesday, May 11<sup>th</sup></b>  <b>1:00 pm—4:00 pm</b>  <b>Option I</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, May 12<sup>th</sup></b>  <b>1:00 pm – 3:30 pm</b>  <b>Option I</b></p>	<p><i>Civilian Response to Active Shooter Events</i></p> <p><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><b>Monday, May 16<sup>th</sup></b>  <b>9:00 am–12:00 pm</b></p>	<p><b>The 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>Tuesday, May 17<sup>th</sup></b>  <b>9:00 am–10:30 am</b></p>	<p><b>Email Etiquette: Communicating with Style</b></p> <p>This workshop is intended to help participants learn to communicate more effectively using e-mail. Explore specific communication styles and etiquette to get better business results.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Wednesday, May 18<sup>th</sup></b>  <b>9:00 am–12:00 pm</b>  <b>Option II</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>Thursday, May 19<sup>th</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>Friday, May 20<sup>th</sup></b>  <b>9:00 am–10:30 am</b></p>	<p><b>Microsoft Office 365: Excel PIVOT TABLE 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!</p> <p><a href="#">Click here to register.</a></p>
<p><b>Tuesday, May 24<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>Wednesday, May 25<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 online and in-person training.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Wednesday, May 25<sup>th</sup></b>  <b>1:00 pm–2:30 pm</b></p>	<p><b>The Seven Habits of Highly Effective People Fundamentals</b></p> <p>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.</p> <p><a href="#">Click here to register.</a></p>
<p><b>Thursday, May 26<sup>th</sup></b>  <b>9:00 am–12:00 pm</b>  <b>Option II</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>Friday, May 27<sup>th</sup></b>  <b>1:00 pm – 3:30 pm</b>  <b>Option II</b></p>	<p><i>Civilian Response to Active Shooter Events</i></p> <p><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><b>Tuesday, May 31<sup>st</sup></b>  <b>1:00 pm–2:30 pm</b></p>	<p><b>Boosting Your Self Esteem and Self Confidence</b></p> <p>This workshop is designed to enhance self-esteem as it relates to job performance.</p> <p><a href="#">Click here to register.</a></p>

## **\*Updated 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**

#### **\*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.

#### **\*How to Overcome Negativity in the Workplace (Will be offered as a live/virtual training in June through OPTUM)**

This pre-recorded program shares how negativity surfaces in the workplace. You will develop strategies for staying positive and identify ways to stay focused and productive. **Please see the June calendar for this class when posted. Thank you.**

#### **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

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