Online Training Opportunities – Click on training link for each class 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

Tuesday October 5th 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. Event Training Key: 3CBD188C User register link: https://lms.nhcms.net/User/Register?trainingKey=3CBD188C
Tuesday October 5th 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. Event Training Key: 7069AE57 User register link: https://lms.nhcms.net/User/Register?trainingKey=7069AE57
Wednesday October 6th 9:00 am–10:30 am	**The Recipe for Respect** The recipe for respect has been passed down for generations. And like any other recipe there is a combination of key ingredients that must be used. You can earn the respect of others by demonstrating this recipe in the workplace. Click here to register.
Thursday October 7th 9:00 am – 10:30 am	**The Seven Habits of Highly Effective People Fundamentals** 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.

Tuesday **October 12th** **9:00 am – 10:30 am**	**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 **October 13th** **9:00 am– 10:30 am**	**Communicating Non-Defensively** 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. Click here to register.
Thursday **October 14th** **9:00 am–12:00 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. Event Training Key: 83BBBCB3 User register link: https://lms.nhcms.net/User/Register?trainingKey=83BBBCB3
Thursday **October 14th** **1:00 pm–4:00 pm**	**Dealing with Difficult People** This course will help participants learn crucial conflict management skills, specifically dealing with difficult people. Event Training Key: 5972387F User register link: https://lms.nhcms.net/User/Register?trainingKey=5972387F
Monday **October 18th** **9:00 am–10:30 am**	**Can We Talk: Improving Organizational Communication** Gain knowledge and skills to communicate effectively in organizational settings. Click here to register.
Tuesday **October 19th** **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 to enter and edit data, create formulas, and become more familiar in the Excel environment, plus more. Click here to register.

Tuesday **October 19**[th] **10:00 am–11:00 am**	## Making the Holiday's Happier Making the Holidays Happier" helps employees identify some of the factors that contribute to holiday stress. It also explores a variety of ways to create the kind of holiday celebration that meets individual needs. Attendees will be able to make better choices for the holidays while lowering stress levels, improving family relationships and having more fun. Click here to register.
Tuesday **October 19**[th] **2:00 pm–3:00 pm**	## Making the Holiday's Happier Making the Holidays Happier" helps employees identify some of the factors that contribute to holiday stress. It also explores a variety of ways to create the kind of holiday celebration that meets individual needs. Attendees will be able to make better choices for the holidays while lowering stress levels, improving family relationships and having more fun. Click here to register.
Wednesday **October 20**[th] **9:00 am–12:00 pm**	## Effective Leadership This course will teach the participants techniques of true leadership and influence. After attending this course participants will be able to build the confidence necessary to take the lead. Event Training Key: 5FFD9468 User register link: https://lms.nhcms.net/User/Register?trainingKey=5FFD9468
Wednesday **October 20**[th] **1:00 pm–4:00 pm**	## Multicultural Awareness (core class) Study cultural differences and biases and learn how to promote better communication. Event Training Key: BACCCC01 User register link: https://lms.nhcms.net/User/Register?trainingKey=BACCCC01
Thursday **October 21**[st] **9:00 am–12:00 pm**	## Business Writing Writing is a key method of communication for most people, and it's 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. Event Training Key: D8E39EC9 User register link: https://lms.nhcms.net/User/Register?trainingKey=D8E39EC9

Thursday **October 21**st **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. Event Training Key: 11512D3D User register link: https://lms.nhcms.net/User/Register?trainingKey=11512D3D
Thursday **October 21**st **1:30 am–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 **October 26**th **9:00 am–12:00 pm**	**Active Listening Skills** Learn to really listen. Listening is not something that just happens (that is hearing). This workshop will teach techniques to demonstrate the skills of an active listener. Event Training Key: BDC56267 User register link: https://lms.nhcms.net/User/Register?trainingKey=BDC56267
Tuesday **October 26**th **1:00 pm–4:00 pm**	**Diffusing Difficult Behavior** Participants will learn crucial conflict management skills, including how to address and redirect unproductive behavior. Event Training Key: C945DBB1 User register link: https://lms.nhcms.net/User/Register?trainingKey=C945DBB1
Wednesday **October 27**rth **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.

Thursday October 28th 9:00 am–10:30 am	**Boosting Your Self-Image and Self-Esteem** Improving your self-image, like improving any skill, takes time and practice. Developing good self-esteem involves encouraging a positive (but realistic) attitude toward yourself and the world around you. This workshop offers practices to improve your self-image for workplace success. Click here to register.
Tuesday November 2nd 9:00 am–12:00 pm	**Accountability – Self Direction** In this workshop learn how to be a self-starter. Discover tips and tricks for staying on task, scheduling, and avoiding procrastination. Event Training Key: 86DDB2DE User register link: https://lms.nhcms.net/User/Register?trainingKey=86DDB2DE
Tuesday November 2nd 1:00 pm–4:00 pm	**Achieving Work Life Balance** In this workshop learn how to identify the causes of work/life stress. Learn to prioritize roles and responsibilities. Learn tips and techniques to help better create balance in life. Event Training Key: 8F727201 User register link: https://lms.nhcms.net/User/Register?trainingKey=8F727201
Wednesday November 3rd 9:00 am–10:30 am	**Anger Management Refresher** Learn to control and respond to anger effectively for positive results. Click here to register.
Thursday November 4th 9:00 am–12:00 pm	**Executive Communication Skills** In this course, participants will be shown how to apply advanced verbal and written communication techniques in the context of executive level communication. Event Training Key: 59A73772 User register link: https://lms.nhcms.net/User/Register?trainingKey=59A73772
Thursday November 4th 1:00 pm–4:00 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. Event Training Key: FDA83065 User register link: https://lms.nhcms.net/User/Register?trainingKey=FDA83065

Friday **November 5th** **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 to enter and edit data, create formulas, and become more familiar in the Excel environment, plus more. Click here to register.
Tuesday **November 9th** **9:00 am–10:30 am**	**The People Puzzle** Improve and develop your workplace relationships through an understanding of personality and communication styles. Click here to register.
Wednesday **November 10th** **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.
Thursday **November 11th** 🇺🇸	**Honoring Veteran's Day– Office Closed** *"It's about how we treat our veterans every single day of the year. It's about making sure they have the care they need and the benefits that they've earned when they come home. It's about serving all of you as well as you've served the United States of America."* *— Barack Obama*
Tuesday **November 16th** **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. Event Training Key: 99E51A81 User register link: https://lms.nhcms.net/User/Register?trainingKey=99E51A81
Tuesday **November 16th** **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. Event Training Key: 9C63FE89 User register link: https://lms.nhcms.net/User/Register?trainingKey=9C63FE89

Wednesday November 17th 9:00 am–10:30 am	**Create Fillable Forms with Adobe Acrobat Pro** Learn how to define fillable fields in documents to ensure seamless and error-free completion by your customers, employees, or colleagues. People like using fillable forms because information can be entered in the proper fields and formats. Navigating through the fields is easy and intuitive and saves lots of time. We will cover the basics of creating converting a Word document into a Fillable PDF form. Click here to register.
Wednesday November 17th 9:00 am–10:00 am	**Compassion Fatigue** When your job or circumstances invite you to view the world from the perspective of the suffering it is possible to suffer too. The very act of being compassionate and empathic extracts a cost under most circumstances. This depletion is known as compassion fatigue or, sometimes, vicarious trauma. Compassion fatigue can be debilitating robbing individuals of their spark of optimism, sense of humor and hope. It can be exhausting. In this one-hour program we cover the three things every professional helper needs to know. In addition, the program poses some questions back to participants to encourage them to reflect on whether they are at risk, thereby supporting them in any decision they may take to seek follow up. Click here to register.
Wednesday November 17th 1:00 pm–2:00 pm	**Compassion Fatigue** When your job or circumstances invite you to view the world from the perspective of the suffering it is possible to suffer too. The very act of being compassionate and empathic extracts a cost under most circumstances. This depletion is known as compassion fatigue or, sometimes, vicarious trauma. Compassion fatigue can be debilitating robbing individuals of their spark of optimism, sense of humor and hope. It can be exhausting. In this one-hour program we cover the three things every professional helper needs to know. In addition, the program poses some questions back to participants to encourage them to reflect on whether they are at risk, thereby supporting them in any decision they may take to seek follow up. Click here to register.
Thursday November 18th 9:00 am–12:00 pm	**Multicultural Awareness (core class)** Study cultural differences and biases and learn how to promote better communication. Event Training Key: 87897791 User register link: https://lms.nhcms.net/User/Register?trainingKey=87897791

Thursday November 18th 1:00 pm–4:00 pm	**Stress Management** Understand what stress is and how it impacts your life. Recognize the symptoms and causes of stress. Learn relaxation techniques that work and stress management tips. Event Training Key: C0C9DEAC User register link: https://lms.nhcms.net/User/Register?trainingKey=C0C9DEAC
Thursday November 18th 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.
Thursday November 18th 1:00 pm-2:30 pm	**The Blueprint of Effective Supervision** (Reserved for Office on Aging Staff Only) Attend this class to gain a more complete understanding of your job as a supervisor; from the art of delegation, to motivating your new staff, this class offers participants an opportunity to develop effective supervisory practices. Click here to register.
Tuesday November 23rd 9:00 am–10:30 am	**Building Trust in the Workplace** Trust in the workplace is more important than ever. Attend this workshop and learn why trust matters, what damages trust and how to build/rebuild trust with your team. Click here to register.
Wednesday November 24th 9:00 am–10:30 am	**Are Your Nonverbals Showing the Way You Think?** Positively present yourself nonverbally to others when interacting, and learn how to interpret others' nonverbal behavior. Click here to register.
Thursday November 25th	**Thanksgiving Day – Office Closed** *"Appreciation can change a day, even change a life. Your willingness to put it into words is all that is necessary."* *— Margaret Cousins for Woman's Day Magazine*

Tuesday **November 30^{rth}** **9:00 am – 12:00 pm**	**Ethics** 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. Event Training Key: 59495078 User register link: https://lms.nhcms.net/User/Register?trainingKey=59495078
Tuesday **November 30th** **1:00 pm–4:00 pm**	**Charge up Your Motivation** Create a more dynamic, loyal and energized workforce with the skills you will learn in this workshop. Event Training Key: 922C9E11 User register link: https://lms.nhcms.net/User/Register?trainingKey=922C9E11

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.

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.
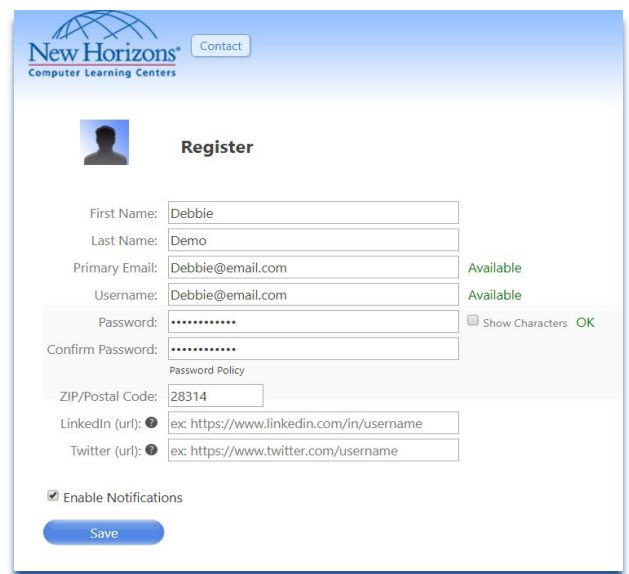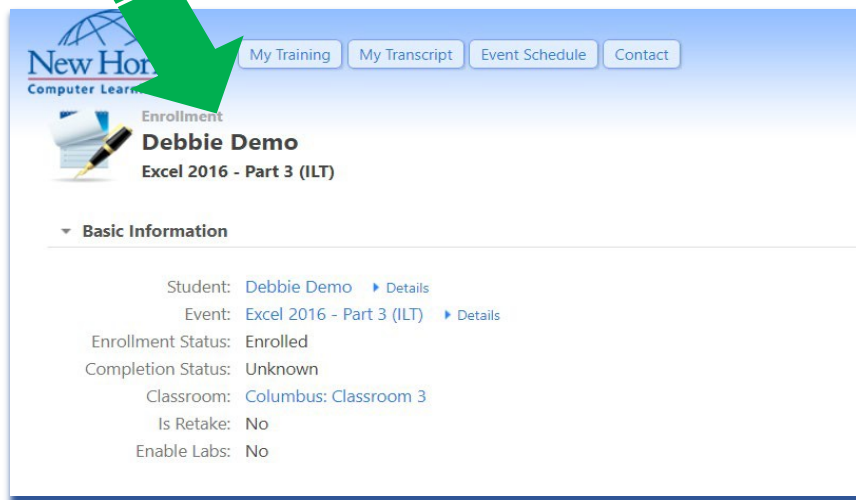
Option 1: NEW STUDENT

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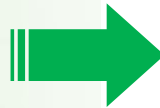
- Student follows the **Training Key link URL** provided.
- Student must enter their **basic demographic information**.
- Student will be automatically enrolled and taken to the **ENROLLMENT DETAILS** page for this class.

Register

First Name: Debbie
Last Name: Demo
Primary Email: Debbie@email.com — Available
Username: Debbie@email.com — Available
Password: ············ — Show Characters OK
Confirm Password: ············
Password Policy
ZIP/Postal Code: 28314
LinkedIn (url): ex: https://www.linkedin.com/in/username
Twitter (url): ex: https://www.twitter.com/username
☑ Enable Notifications
Save

My Training | My Transcript | Event Schedule | Contact

Enrollment
Debbie Demo
Excel 2016 - Part 3 (ILT)

▼ **Basic Information**

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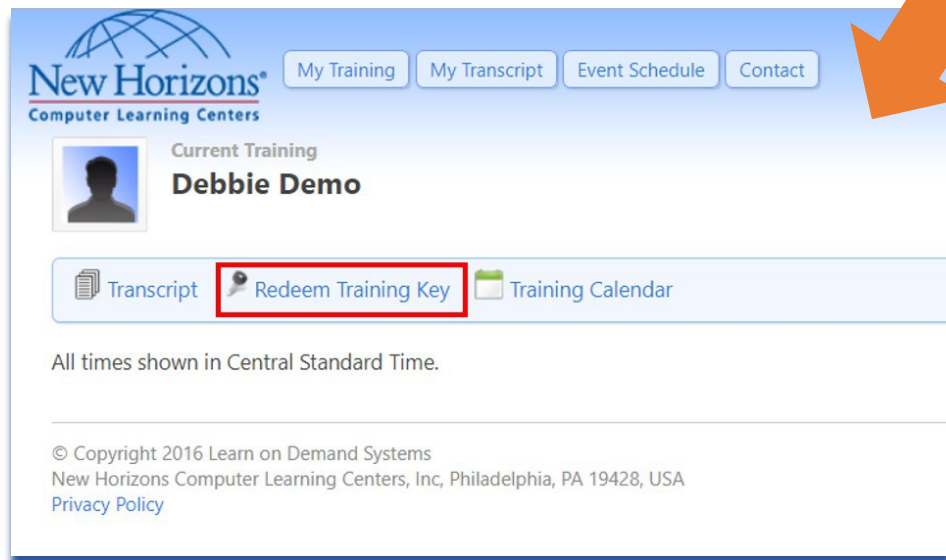Is Retake: No
Enable Labs: No

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.**

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