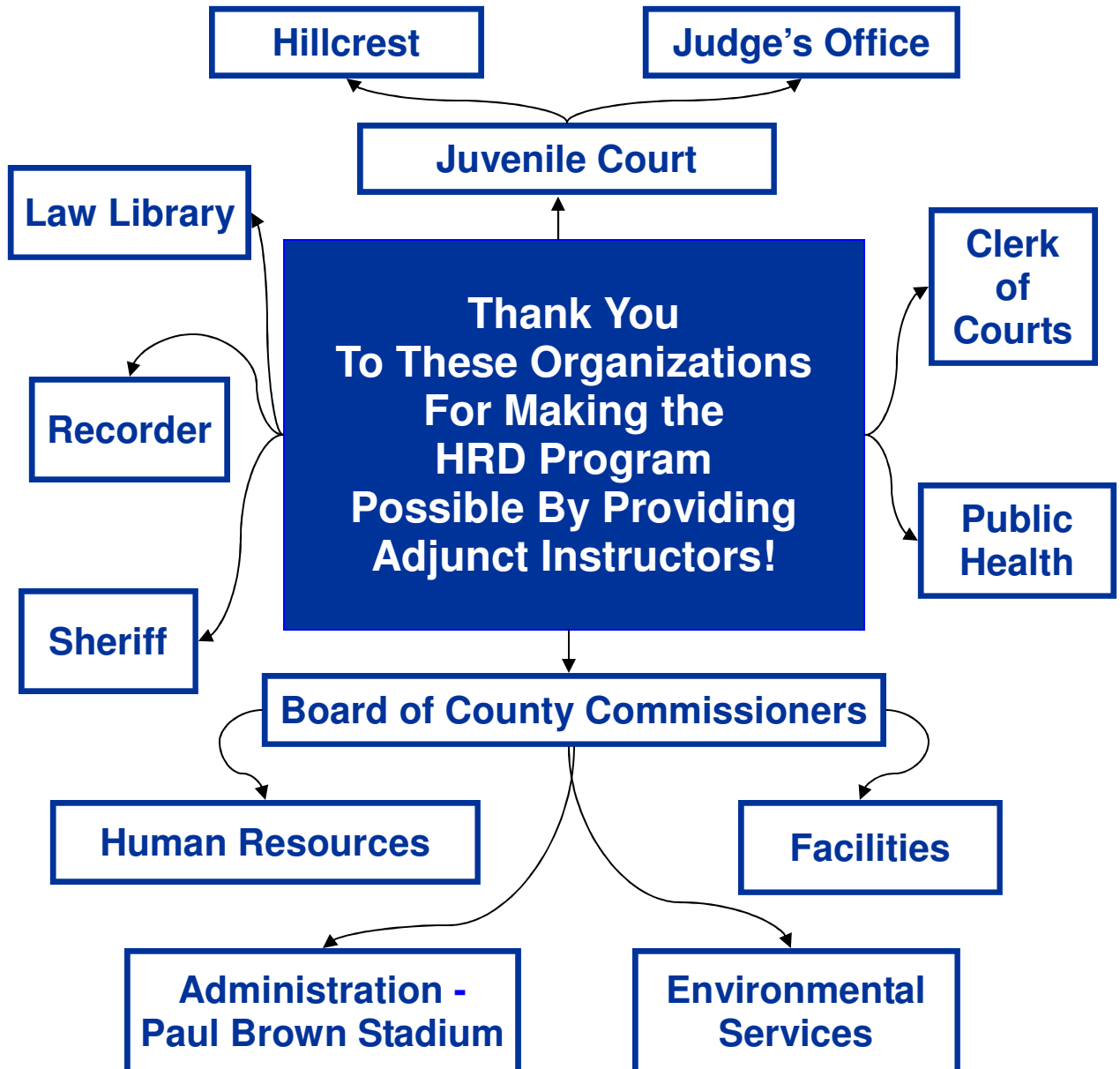


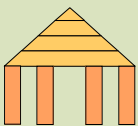
Opportunities

The Hamilton County Human Resources Department's
Human Resources Development (HRD) Newsletter

4th
Quarter
2011



The Hamilton County Human Resources Department's HRD Program, where county employees learn skills in classes taught exclusively by other county employees, is made possible only through county-wide cooperation. Various organizations throughout the county donate their employees' time to serve as Adjunct Instructors. The employees who serve as Adjunct Instructors spend about eight hours teaching each quarter, and they devote additional time preparing to instruct. Thank you to the organizations listed above for making this program possible by providing Adjunct Instructors!



Instructor Insights: Ten Questions with David Knox, Juvenile Court, Hillcrest Training School



1. *What is your current job title? I am currently the Assistant Principal of Hillcrest Training School.*
2. *What is your favorite thing about your job? The favorite thing about my position is the interaction with the students. They keep you young, and the perspectives they provide enables me to be a better support to students and teachers.*
3. *How long have you been in your current position? How long have you worked for Hamilton County? I have been in my current position and with the Hamilton County for a little over three years.*
4. *Why did you decide to become an Adjunct Instructor? I decided to become an adjunct instructor to maintain the edge in delivering instruction and to engage with other county supervisors and employee groups path concerning the issues of the day. As you know, teaching, like learning, is a social activity. The collaboration, and give and take that occurs as I conduct sessions, allows for true growth by enabling other perspectives that often need to be considered when gaining a true understanding of the issues of the day.*
5. *What do you like about being an Adjunct Instructor? What I like most about being an Adjunct instructor is discussing with other county employees the mutual issues; as well as, receiving the confirming reality that whatever issues brought to the table are not unique to any specific agency or organization.*
6. *What do you find challenging about being an Adjunct Instructor? What I find challenging about being an Adjunct Instructor is ensuring that the essential concepts are clear and that everyone leaves with a greater sense of understanding and direction.*
7. *Do you teach other classes in addition to your work with Hamilton County HRD? At this time, I do not teach other classes.*
8. *What do you enjoy doing when you're not at work? I enjoy reading about civil rights and traveling to the historic locations. I enjoy reading urban fiction, as well, and playing racquetball!*
9. *What is the most challenging or rewarding thing you've ever done? The most challenging thing is on-going, and that is always being conscious to make an honest attempt to view matters from someone else's perspective before making a decision.*
10. *What else would you like to add? I would like to add that if you are part of one of my sessions, be prepared to get involved, challenged, and to grow. I want everyone to feel (including myself) that their time was well spent and that their increased knowledge base will enable all to see a clearer path.*

David s Favorites:

Favorite Book: Chasing Destiny

Favorite Food: Pancakes

Hamilton County HRD Course Offerings

To register for a class, please:

- Get your supervisor's approval to attend the class.
- Ask your organization's Training Coordinator to register you for the class.
- Wait to receive a confirmation letter for the class. You should receive it 3-4 weeks before the class begins.
 - **If you receive a confirmation letter**, please plan to attend the class on the dates and times indicated. If you are unable to attend, please notify your Training Coordinator as soon as possible.
 - **If you do not receive a confirmation letter**, please do not attend the class -- it is filled to capacity with other registrants. You will be placed on a wait list and confirmed for the next available class.

Attendance Management

One half-day session.

Tuesday, October 18

8:30 a.m. — 11:30 a.m.

CAB 7th Floor

It's important that Hamilton County supervisors and managers handle attendance issues fairly and legally. This class can help! You'll learn:

- How to encourage good attendance;
- How to handle requests for leave and absences fairly and consistently;
- How to comply with the Family Medical Leave Act and the Fair Labor Standards Act.

Available for supervisors and managers.

Civil Treatment: The Employees' Course

One half-day session.

Thursday, December 1

8:30 a.m. — 12:30 p.m.

CAB 7th Floor

Learn about your rights to fair, equal treatment in the workplace and about your responsibility for treating others fairly at work.

Mandatory and available only for non-supervisory employees of organizations that participate in the Civil Treatment program.

Hamilton County HRD Course Offerings

Civil Treatment: The Managers' Course

Two half-day sessions — you attend both sessions.

*Tuesday, November 15 &
Wednesday, November 16
8:30 a.m. — 12:30 p.m.
CAB 7th Floor*

In this intensive course, you'll learn the Prescriptive Rules for managing fairly and legally.

Available for supervisors and managers whose organizations participate in the CT program.

CPR

One all-day session.

*Thursday, December 8
8 a.m. — 4 p.m.
CAB 7th Floor*

Employees who complete and pass the course earn American Red Cross certification in Adult CPR, AED, First Aid, Child CPR & Infant CPR.

Available only for employees whose jobs require the American Red Cross' CPR certification.

Employee Orientation

One half-day session.

*Tuesday, November 15
1 p.m. — 4 p.m.
CAB, 7th Floor*

Learn more about Hamilton County as an organization and about the benefits available for County employees. Whether you're a new employee or you've been here for years, you're welcome to attend.

Available for all employees.

Hamilton County HRD Course Offerings

Get a Grip: Stress Management

One half-day session.

Tuesday, November 8
8:30 a.m. — 11:30 a.m.
CAB 7th Floor

Stress is unavoidable, but we can learn to get a grip on it. Participants in this class will:

- Learn to identify symptoms of stress
- Practice basic relaxation exercises
- Develop a personal, measurable plan for managing stress

Available for all employees.

LFR: Coaching

Four half-day sessions — you attend all four sessions.

Tuesdays, November 1, 8, 15 & 22
8:30 a.m. — 12:30 p.m.
CAB, 7th Floor

Sessions include:

- Coaching
- Developing Job Skills
- Influencing for Win-Win
- Giving Recognition

Available for non-supervisory employees who have completed the Leadership for Results "Personal Leadership" course.

LFR: Personal Leadership

Four half-day sessions — you attend all four sessions.

Supervisors and Employees:

Tuesdays, October 4, 11, 18 & 25
8:30 a.m. — 12:30 p.m.

OR

Tuesdays, November 22, 29, December 6 & 13
8:30 a.m. — 12:30 p.m.

CAB, 7th Floor

Sessions include:

- The Basic Principles
- Proactive Listening
- Giving & Receiving Constructive Feedback
- Expressing Yourself

Available for supervisors and non-supervisory employees whose organizations participate in the Leadership for Results program.

Hamilton County HRD Course Offerings

LFR: Succeeding in a Dynamic Workplace

Four half-day sessions — you attend all four sessions.

Supervisors and Employees:

Thursdays, October 6, 13, 20 & 27

8:30 a.m. — 12:30 p.m.

CAB, 7th Floor

Sessions include:

- *Personal Strategies for Navigating Change*
- *Managing Your Priorities*
- *Handling Emotions Under Pressure*
- *Moving from Conflict to Collaboration*

Available for supervisors and non-supervisory employees who have completed the Leadership for Results "Personal Leadership" course.

LFR: Problem Solving

Three half-day sessions —you attend all three sessions.

Wednesdays, November 2, 9 & 16

8:30 a.m. — 12:30 p.m.

CAB, 7th Floor

Sessions include:

- *Problem Solving: The Basic Process*
- *Problem Solving: Tools and Techniques*
- *Leading Problem Solving Sessions*

Available for supervisors and non-supervisory employees who have completed the Leadership for Results "Personal Leadership" course.

Personal Security

One half-day session — you attend one half-day.

Tuesday, December 6

8:30 a.m. — 10:30 a.m.

CAB, 7th Floor

After completing this course, which is taught by Hamilton County Sheriffs, participants will be able to:

- *Recognize potentially dangerous situations*
- *Avoid potentially dangerous situations*
- *Use defensive stance, verbalization skills, and effectively deal with a hostile encounter.*

Available for all employees.

Hamilton County HRD Course Offerings

E-Learning Courses: Develop Self and Others

The e-learning courses on developing self and others includes multiple videos. You and your manager would select which sessions best meet your needs.

Available for all employees whose managers will provide permission for them to complete e-learning courses and who have access at work to a PC with internet access.

Sessions may be completed at any time, using a PC with internet access.

E-Learning Courses on Developing Self and Others:

- *Career Development Videos*
 - *Been There, Done That, Now What?*
 - *The Influence Edge and Your Career*
- *Coaching Videos - (Supervisors Only)*
 - *Career Coaching*
 - *Collaborating*
 - *Mentoring*
 - *Training*
- *And More....*

To enroll in e-learning courses, please get your supervisor's permission, and ask your Training Coordinator to register you.

More Learning Opportunities for All Hamilton County Employees

The HRD Program offers many learning and development opportunities in addition to classroom training. The E-Learning program offers a wide variety of online courses and videos which employees can complete at their own pace, using any PC that has internet access. E-Learning courses and videos are available on various topics such as computer software skills, leadership skills, communication skills, and much more!

To register for an E-Learning course, just ask your organization's Training Coordinator or visit this link: <http://www.hamiltoncountyohio.gov/hr/HRDHome.asp>

Quote of the Quarter

*"Leadership and learning
are indispensable to each other."*

~John F. Kennedy



***Congratulations to All who Completed
The Leadership for Results (LFR) Curriculum
May 2011 - July 2011***

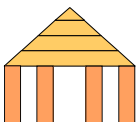


These employees have completed 24 LFR supervisory sessions or 15 employee sessions. We commend their commitment to developing the skills essential for effective leadership.

- Ofori Bando - Environmental Services**
- Belinda Bankes - Environmental Services**
- Adam Blundell - Environmental Services**
- Chelcia Colbert - Job & Family Services**
- Bret Dennis - Environmental Services**
- Erin Eckert - Job & Family Services**
- Nicholas Herbert - Administration - Paul Brown Stadium**
- Terry Hoskins - Job & Family Services**
- Dorothy Kelley - Job & Family Services**
- Leonard Manley - Environmental Services**
- Lori Manning - Environmental Services**
- Cherrie Mohring - Environmental Services**
- Terry Moore - Administration - Paul Brown Stadium**
- Latasha Rosich - Job & Family Services**
- Timothy Starcher - Human Resources**



*Hamilton County Human Resources Department
Human Resources Development Division
138 E. Court St., Room 707 Cincinnati, Ohio 45202
<http://www.hamiltoncountyohio.gov/hr/HRDHome.asp>*



Laura Maus Sr. HRD Manager 946-4708	Lisa Doerger HRD Specialist 946-4713	Patti Singler HRD Coordinator 946-4701
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