

Opportunities

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

4th
Quarter
2016

Thank You Adjunct Instructors and Their Organizations

The Hamilton County HRD program is a County-wide, shared service that has been made possible for over 20 years, because of the support and commitment of the Adjunct Instructors and the organizational leaders who contribute Adjunct Instructor time to the HRD Program.

Thanks to the Adjunct Instructors who take time away from their regular job duties to facilitate classes, every HRD class is facilitated by a County employee. Class participants can trust that the knowledge and skill they're gaining in class is directly applicable in our County organization. Adjunct Instructor time is donated to the program by the Adjuncts' organizational leaders. The commitment and support of these organizational leaders makes a positive difference in helping Hamilton County provide a skilled, knowledgeable workforce to serve our community. Thank you, Adjunct Instructors and organizational leaders!

Adjunct Instructors and Organizations:

Clerk of Courts

- Mary Couzins

County Administration

- Joe Feldkamp

Department of Environmental Services

- Joy Landry
- Dawn Mays
- Bradley Miller

Human Resources

- Paul Allen
- Julian Wagner
- Carolyn Wallis

Job and Family Services

- Kevin Brewer
- Maria Herzog
- Melissa Moll
- Shari Street

Juvenile Court

- Kristie Davis
- Chris Hohmeister
- Kathryn Kagy
- Brent Laman

Law Library

- Mary Jenkins

Public Health

- Ana Rojas

Sheriff's Office

- Corporal Jay Schmitt



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.
Wednesday, November 9
8:30 a.m. — 12:00 p.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, to handle requests for leave and absences fairly and consistently, and to comply with the Family Medical Leave Act and the Fair Labor Standards Act.

Available for all supervisors and managers.

Civil Treatment: The Employees' Course

One half-day session.
Thursday, November 3
Tuesday, December 6
Thursday, December 8
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.

Civil Treatment: The Managers' Course

Two half-day sessions.
You attend both sessions.
Wednesday, November 30 and
Thursday, December 1
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.

Mandatory and available only for supervisors and managers whose organizations participate in the Civil Treatment program.

EAP: Supervisory Overview

One half-day session.
Wednesday, October 19
8:30 a.m. — 11:30 a.m.
CAB 7th Floor

This course provides information about the services the Employee Assistance Program (EAP) offers. Managers will learn how and when to recommend or refer employees to the EAP.

Available for all supervisors and managers.

Hamilton County HRD Course Offerings

Employee Orientation

One half-day session.

Tuesday, October 18

1:00 p.m. — 3:00 p.m.
CAB 7th Floor

Learn more about Hamilton County as an organization and about Worker's Compensation 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.

Get a Grip: Stress Management

One half-day session.

Wednesday, December 7

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: Needs Based Coaching

Four half-day sessions.

You attend all four sessions.

Thursdays, October 6, 13, 20, and 27

8:30 a.m. — 12:30 p.m.
CAB 7th Floor

Sessions include:

- Shaping a Motivational Workplace
- Giving Needs Based Feedback
- Realizing Talent in Others
- Offering Rewards and Recognition

Available only for supervisors who have completed the Leadership for Results "Personal Leadership" course.

LFR: Personal Leadership

Four half-day sessions.

You attend all four sessions.

Tuesdays, October 11, 18, 25,
and November 1

8:30 a.m. — 12:30 p.m.
CAB 7th Floor

Sessions include:

- Building Trust Under Pressure: The Basic Principles
- Listening in a Hectic World
- Providing Constructive Feedback
- Speaking to Influence Others

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

Professional Customer Service - JFS Employees

One half-day session.

Wednesday, October 12

Wednesday, October 26

Thursday, November 17

8:30 a.m. — 12:30 p.m.
CAB 7th Floor

Participants in this class will learn:

- Why it's important to provide good service
- How to provide great service to all customers
- How to calm angry customers
- When to request supervisory assistance

Mandatory and available only for all JFS employees and supervisors.

**Welcome
HRD
Specialist
Jaime
Bonecutter**

Please join us in welcoming Jaime Bonecutter to the Hamilton County HRD Program's HRD Specialist position!

Jaime brings a tremendous amount of experience and credentials to the role. She has seventeen years' experience with Hamilton County's River City Correctional Center. There, Jaime held a variety of positions, including Resident Supervisor, Case Manager, Employment Specialist, Case Manager Coordinator, Quality Assurance Coordinator, and Clinical Supervisor. Jaime will draw on her County experience when developing and facilitating HRD Program classes.

Jaime is an experienced facilitator, as well. She facilitated training classes at River City for six years, and she has been a trainer for the State of Ohio in Therapeutic Communities Treatment modality. As an Independent Contractor, Jaime works with the University of Cincinnati to offer training on subjects related to criminal justice. Jaime's strong facilitation skills will enable her to provide a great experience for those who participate in her HRD classes.

We anticipate that all who participate in the HRD Program's offerings will benefit from Jaime's contributions. Welcome, Jaime!

Congratulations!

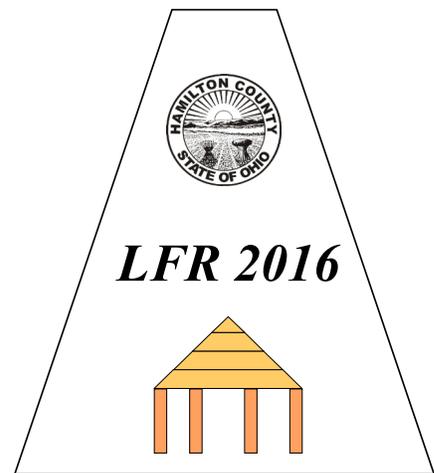
These employees completed the Leadership for Results (LFR) curriculum between May 2016 and July 2016.

We commend their commitment to developing the skills essential for effective leadership!

Matthew Martinson - Job and Family Services

Tim Roberts - River City Correctional Center

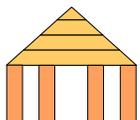
Melissa Stokley - Job and Family Services



Hamilton County Human Resources Department
Human Resources Development Division

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<http://www.hamiltoncountyohio.gov/hr/HRDHome.asp>



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