



2nd Quarter 2012 ~ Human Resources Development Course Offerings



Please check the course(s) you want to attend, write your name, phone number, date & department, get your supervisor's signature, and return to your training coordinator. Our newsletter can also be accessed by visiting our webpage <http://www.hamiltoncountyohio.gov/hr/HRDHome.asp>. Thanks!

Course	Sessions	Dates	Time
<input type="checkbox"/> Attendance Management	1	May 22	8:30 - 11:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	April 17	8:30 - 12:30
<input type="checkbox"/> CPR	1	April 24	8:00 - 4:00
<input type="checkbox"/> Documenting Employee Performance	1	June 14	8:30 - 12:30
<input type="checkbox"/> Employee Orientation	1	May 15	1:00 - 4:00
Leadership For Results~ Supervisor <input type="checkbox"/> Moving the Organization Forward	5	April 26, May 3, 10, 17 & 24	8:30 - 12:30
Leadership for Results~ Supervisor/Employee <input type="checkbox"/> Problem Solving	3	June 5, 12 & 19	8:30 - 12:30
<input type="checkbox"/> Personal Security	1	April 10	8:30 - 10:30
<input type="checkbox"/> Time Management: Juggling Multiple Priorities	1	May 8	8:30 - 3:00
<input type="checkbox"/> Workplace Violence: Prevention and Response ~Supervisor	1	June 21	8:30- 11:30

HAMILTON COUNTY E-LEARNING

Course Title

Employee Information

Department: _____		
Requested By: _____	Employee's E-mail _____	Date _____
Employee (Please Print)	Employee's E-mail	Date
Employee's Phone Number: _____	Approved By: _____	Date _____
	Supervisor's Signature	Date