



1st Quarter 2017 ~ 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>. Thank you!

Course	Sessions	Dates	Time
<input type="checkbox"/> Attendance Management	1	February 8	8:30 - 12:00
<input type="checkbox"/> Civil Treatment: The Employees' Course <input type="checkbox"/> Civil Treatment: The Employees' Course <input type="checkbox"/> Civil Treatment: The Employees' Course	1 1 1	February 7 February 22 March 28	8:30 - 12:30 8:30 - 12:30 8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Manager's Course	2	February 14, 15	8:30- 12:30
<input type="checkbox"/> CPR	1	January 24	8:00 - 4:30
<input type="checkbox"/> EAP: Supervisory Overview	1	March 8	8:30 - 11:30
<input type="checkbox"/> Employee Orientation	1	February 14	1:00 - 3:00
Leadership for Results ~Supervisors <input type="checkbox"/> Performance Management	5	March 2, 9, 16, 23, 30	8:30 - 12:30
<input type="checkbox"/> Professional Customer Service – JFS Employees <input type="checkbox"/> Professional Customer Service – JFS Employees <input type="checkbox"/> Professional Customer Service – JFS Employees	1 1 1	January 31 March 15 March 22	8:30 - 12:30 8:30 - 12:30 8:30 - 12:30
<input type="checkbox"/> Situational Leadership II <input type="checkbox"/> Situational Leadership II	3 3	January 19, 26, Feb. 2 February 9, 16, 23	8:30 - 12:30 8:30 - 12:30

HAMILTON COUNTY E-LEARNING (Please check the box below, based on your need)

PC Skills

Business Skills

Employee Information

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