

Hamilton County HRD Course Offerings

NOTE: Unless otherwise noted, all Hamilton County HRD courses are currently being offered virtually, due to social distancing guidelines.

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.

Civil Treatment: The Employees' Course

One half-day session:
Thursday, October 8, or
Tuesday, October 13, or
Wednesday, December 9
8:30 a.m. — 11:30 a.m.

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:
Participants attend both sessions.
Tuesday & Wednesday,
December 1 & 2
8:30 a.m. — 11:00 a.m.

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.

CPR

One half-day session:
Thursday, October 1 or
Tuesday, October 6
CAB, 7th Floor
In-person Session options:
A: 8:00 a.m. — 10:30 a.m., or
B: 10:45 a.m. — 1:15 p.m., or
C: 2:00 p.m. — 4:30 p.m.

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

Available only for employees whose jobs require the American Heart Association's CPR certification.

Blended Training: Online Course, followed by in-person skills practice and testing session.

Hamilton County Performance Review Process

One session.
Tuesday, December 8
8:30 a.m. — 10:30 a.m.

In this course, you'll learn how to write effective performance objectives, when to document employee performance, and how to write accurate, complete documentation that will be useful when it's time to write annual performance reviews.

Available for all supervisors and managers.

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LFR: Building Trust Under Pressure: The Basic Principles

One half-day session:
Wednesday, October 14
8:30 a.m. — 11:00 a.m.

In this course, you will be introduced to the Basic Principles, which will help you learn:

- How to build trust with others, even under pressure-packed conditions
- How to establish a wide network of effective relationships
- How to maintain a positive work environment, and
- How to defuse highly charged situations with others.

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

LFR: Performance Management

Six two-hour sessions.
You attend all six sessions.

Thursdays, October 15, 22, 29,
November 5, 12, & 19

8:30 a.m. — 10:30 a.m.

Sessions include:

- Identifying Work Priorities
- Setting Verifiable Goals
- Delegating for Shared Success
- Correcting Performance Problems
- Conducting Performance Reviews

Available only for supervisors who have completed the Leadership for Results “Building Trust Under Pressure: The Basic Principles” course.

LFR: Problem Solving for Results

Six two-hour sessions:
Participants attend all six sessions.

Tuesdays, October 20, 27,
November 3, 10, 17, & 24

8:30 a.m. — 10:30 a.m.

Sessions include:

- Connecting People and Process
- Exploring Gaps, Causes and Solutions
- Deciding on a Solution
- Making it Happen

Available for supervisors and non-supervisory employees who have completed the Leadership for Results “Building Trust Under Pressure: The Basic Principles” course.

Congratulations!

The following employees completed the Leadership for Results (LFR) Employee Curriculum in August 2020. We commend their commitment to developing the skills essential for effective leadership.

- **Cheryl Cipollone - Job and Family Services**
- **Deborah Gates - Common Pleas Court/Adult Probation**



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[HRD Website](#)



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