



4th Quarter 2020 ~ 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; https://www.hamiltoncountyohio.gov/government/departments/human_resources/human_resources_development. Thank you!

NOTE: All sessions listed (other than CPR) will be offered via the Adobe Connect virtual classroom. CPR classes will employ a blended model of a self-paced online course and an in-person skills practice and testing session.

Course	Sessions	Dates	Time
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Thursday, October 8	8:30 - 11:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Tuesday, October 13	8:30 - 11:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Wednesday, December 9	8:30 - 11:30
<input type="checkbox"/> Civil Treatment: The Managers' Course	2	Tuesday & Wednesday, December 1 & 2	8:30 - 11:00
<input type="checkbox"/> CPR	1	Thursday, October 1	8:00 - 10:30
<input type="checkbox"/> CPR	1	Thursday, October 1	10:45 - 1:15
<input type="checkbox"/> CPR	1	Thursday, October 1	2:00 - 4:30
<input type="checkbox"/> CPR	1	Tuesday, October 6	8:00 - 10:30
<input type="checkbox"/> CPR	1	Tuesday, October 6	10:45 - 1:15
<input type="checkbox"/> CPR	1	Tuesday, October 6	2:00 - 4:30
<input type="checkbox"/> Hamilton County Performance Review Process	1	Tuesday, December 8	8:30 - 10:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Wednesday, October 14	8:30 - 11:00
Leadership for Results ~Supervisors <input type="checkbox"/> Performance Management	6	Thursdays, October 15, 22, 29, November 5, 12, & 19	8:30 - 10:30
Leadership for Results ~Supervisors and Employees <input type="checkbox"/> Problem Solving for Results	6	Tuesdays, October 20, 27, November 3, 10, 17, & 24	8:30 - 10:30

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	