

# February 2020

# Training and Development

Effective: 01/10/2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26 2/4,2/6,2/11,2/14, 2/18 Sexual Harassment Prev Police Personnel Only	27	28	29	30	31	1
2	3 <b>HOLIDAY</b>	4 10-11 Sexual Harassment Prev PD / Snow Conf Rm	5 9-11 EEO/ADA Mgrs Rm	6 10-11 Sexual Harassment Prev PD / Snow Conf Rm	7 830-2 Basic Defensive Driving Manager Recommendation Required Gilliam	8
9	10 9-4 NEO - Mgrs Rm 130-330 Sexual Harassment Prev Gilliam	11 10-11 Sexual Harassment Prev PD / Snow Conf Rm	12 9-11 Leave Admin Mgrs Rm	13	14 10-11 Sexual Harassment Prev PD / Snow Conf Rm	15
16	17 <b>HOLIDAY</b>	18 10-11 Sexual Harassment Prev PD / Snow Conf Rm	19	20	21	22
23	24 9-4 NEO Mgrs Rm	25 130-330 Unconscious Bias Gilliam	26 9-11 Intv Skills 1-3 Ethics in the Workplace Both at Gilliam	27 830-2 Basic Defensive Driving Manager Recommendation Required Gilliam	28	29
1	2	<p><b>Basic Defensive Driving</b> - Employees who operate NCC owned or own vehicles for NCC Business <b>Managers Recommendation Required</b></p> <p><b>EEO/ADA Employment Law</b> - Overview of legal/policy updates on Equal Employment Opportunity &amp; Americans with Disabilities Act <b>Mandatory Mgrs/Spvrs Only</b></p> <p><b>Employee &amp; Labor Relations (ER/LR)</b> - Overview of the grievance and discipline process <b>Mandatory Mgrs/Spvrs Only</b></p> <p><b>Ethics in the Workplace</b> - Review of County Ethics Code <b>Mandatory All Employees (every 2-3 years)</b></p> <p><b>Interpersonal Communication Skills</b> - Overview of communication styles and etiquette <b>Mandatory Mgrs/Spvrs Only</b></p> <p><b>Interview Skills for Hiring Managers</b> - Interviewing skills for hiring managers <b>Mandatory Mgrs/Spvrs Only</b></p> <p><b>Leave Administration</b> - Overview of FMLA and Leaves of Absence <b>Mandatory Mgrs/Spvrs Only</b></p> <p><b>NEO</b> - New Employee Orientation <b>Mandatory New Employees (this is scheduled through Human Resources)</b></p> <p><b>Performance Management</b> - Overview of performance evaluation process <b>Mandatory Mgrs/Spvrs Only</b></p> <p><b>Public Safety Awareness</b> - 3 hr Course covering CPR/AED, Fire Extinguisher and Active Shooter Train. <b>Mandatory All Front Desk (Reception) Personnel; Voluntary All Employees</b></p> <p><b>Respectful Behavior in the Workplace</b> - Overview of Diversity, Respect, Harassment and Bullying <b>Mandatory All Employees (every 2-3 years)</b></p> <p><b>Sexual Harassment</b> - <b>In 2019 Mandatory All Employees as required by State Law (every 2-3 years)</b></p> <p><b>Stress Management</b> - Addresses symptoms and sources of stress at home and work with useful relievers and techniques <b>Voluntary All Employees</b></p> <p><b>Supervision 101</b> - Overview of key elements of supervision, including performance and discipline <b>Mandatory Mgrs/Spvrs Only</b></p> <p><b>Unconscious Bias</b> - Being conscious of our learned biases in order to make unbiased decisions <b>Mandatory All Employees</b></p> <p><b>Workforce Planning (Succession)</b> - Ensuring managers have a continuous pool of qualified candidates for operational efficiency <b>Mandatory Mgrs/Spvrs Only</b></p>				