

January 2020

Training and Development

Effective: 01/10/2020



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