

March 2020

Training and Development

Effective: 01/10/2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

3/10
Sexual Harassment Prev
Police Personnel Only

8
9-4 NEO
Mgrs Rm

10-11 Sexual Harassment Prev
PD / Snow Conf Rm

11
830-2 Basic Defensive Driving
Manager Recommendation
Required
Gilliam

12
9-11 ER/LR
Mgrs Rm
9-11 Sexual Harassment Prev
Gilliam

15

16

17

18

19
830-2 Basic Defensive Driving
Manager Recommendation
Required
Gilliam

20
9-11 Unconscious Bias
Gilliam

21

22

23
9-4 NEO
Mgrs Rm

24
130-330 Leave Admin
Gilliam

25
10-12 Ethics in the Workplace
Gilliam

26

27

28

29

30

31

1

2

3

4

5

6

Basic Defensive Driving - Employees who operate NCC owned or own vehicles for NCC Business **Managers Recommendation Required**

EEO/ADA Employment Law - Overview of legal/policy updates on Equal Employment Opportunity & Americans with Disabilities Act **Mandatory Mgrs/Spvrs Only**

Employee & Labor Relations (ER/LR) - Overview of the grievance and discipline process **Mandatory Mgrs/Spvrs Only**

Ethics in the Workplace - Review of County Ethics Code **Mandatory All Employees (every 2-3 years)**

Interpersonal Communication Skills - Overview of communication styles and etiquette **Mandatory Mgrs/Spvrs Only**

Interview Skills for Hiring Managers - Interviewing skills for hiring managers **Mandatory Mgrs/Spvrs Only**

Leave Administration - Overview of FMLA and Leaves of Absence **Mandatory Mgrs/Spvrs Only**

NEO - New Employee Orientation **Mandatory New Employees (this is scheduled through Human Resources)**

Performance Management - Overview of performance evaluation process **Mandatory Mgrs/Spvrs Only**

Public Safety Awareness - 3 hr Course covering CPR/AED, Fire Extinguisher and Active Shooter Train. **Mandatory All Front Desk (Reception) Personnel; Voluntary All Employees**

Respectful Behavior in the Workplace - Overview of Diversity, Respect, Harassment and Bullying **Mandatory All Employees (every 2-3 years)**

Sexual Harassment - **In 2019 Mandatory All Employees as required by State Law (every 2-3 years)**

Supervision 101 - Overview of key elements of supervision, including performance and discipline **Mandatory Mgrs/Spvrs Only**

Unconscious Bias - Being conscious of our learned biases in order to make unbiased decisions **Mandatory All Employees**

Workforce Planning (Succession) - Ensuring managers have a continuous pool of qualified candidates for operational efficiency **Mandatory Mgrs/Spvrs Only**