

TRAINING AND DEVELOPMENT

February Training Schedule 2017

POWER UP
YOUR LEARNING!

[SIGN UP FOR A TRAINING CLASS TODAY!](#)

If focusing on your professional development is important to you, then you definitely need to check out the [2017 Training Calendar](#) to see what classes are being offered. Take charge of your career development and power up your skills by signing up for a training class today!

City Training Opportunities: February	
Course Name	Dates
Workflow Analysis	2/1
SAP Basic Navigation	2/13
MS Project – Intermediate	2/16
Understanding Team Stages and Dynamics	2/21 & 2/22 (2-day class)
First Aid Awareness	2/22
Delegating Effectively	2/24
- SUPERVISORS ONLY -	
CORE Onboarding for Supervisors	2/14
SET Module #1: Coaching, Counseling, and Progressive Discipline	2/1
SET Module #2: Performance Management	2/8
SET Module #3: Recruitment & Selection	2/15
SET Module #4: Leave Management	2/22

City training courses are FREE and vary in length from half to full-day and cover a wide variety of topics, including technical, general education, supervisory, and professional skills. Take a look at the [2017 Training Calendar](#) and the [2017 Course Catalog](#) to review class dates and descriptions.

Registration: Please ensure you have your supervisor's approval to attend a training class before you contact your department's [Employee Relations Team](#) to sign you up. Once you have been registered for the class, you will receive an email with the course location, date, and time.

Special Instructions for Uniformed Fire Personnel: Currently, these classes are not being offered to uniformed Fire Department personnel who work a shift schedule (i.e., Fire, EMS, and Communications divisions). Uniformed Fire Department employees who do not work a shift schedule must get authorization from their Division Head prior to making contact with the department's [Employee Relations Team](#).

Special Instructions for Uniformed Police Personnel: The scheduling of any classes while on-duty or on special assignment should be approved by a Police Officer's chain of command before contacting the department's [Employee Relations Team](#).