

HR Training & Development Opportunities December 2009



Instructor-Led Courses for the Month of December

| For All Employees: | | |
|--|-------------|-------------------------------------|
| Course Title | Course Code | Date/Time |
| Managing Time Effectively | PER-17 | Tuesday, December 1, 1:00 – 5:00 |
| Taking Charge of Stress | PER165 | Tuesday, December 8, 1:00 – 5:00 |
| Welcome to Oakland County! New Employee Orientation | PER-08 | Thursday, December 17, 9:00 – 12:00 |
| For Supervisors (or those in a lead role): | | |
| Course Title | Course Code | Date/Time |
| Governmental Ethics: Leading by Example | PER121 | Thursday, December 3, 8:30 – 12:30 |
| Promoting Optimal Performance | PER124 | Wednesday, December 9, 8:30 – 3:00 |
| Solving Problems and Making Effective Decisions | PER136 | Tuesday, December 15, 8:30 – 3:00 |

Seats also still available in these November courses*

| For All Employees: | | |
|---|-------------|-----------------------------------|
| Course Title | Course Code | Date/Time |
| Exploring Diversity and Individual Differences | PER172 | Monday, November 9, 8:30 – 3:30 |
| For Supervisors (or those in a lead role): | | |
| Course Title | Course Code | Date/Time |
| Working Toward Effective Solutions: Dealing with Conflict | PER127 | Tuesday, November 24, 8:30 – 3:00 |

Course Location: All instructor-led courses are held in the Executive Office Building, 2100 Pontiac Lake Rd., Bldg. 41 West in the West Oakland Conference Room, unless otherwise noted.

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Course Registration Information

Please register for classroom training **at least two weeks prior to the course** unless otherwise noted. **Minimum class size** is 10 participants. A course will be cancelled two weeks prior to the start date if there are less than 10 participants registered.

To register, visit our website at <http://my.oakgov.com/sites/hr/Training/Pages/default.aspx>. Employees must have supervisor approval prior to any training enrollments.

If you (or your team) are **interested in taking a course** advertised in our catalog or on the web, **but don't see it listed** in this monthly reminder, contact the HR Training & Development Unit and we'll start a **wait list** for a possible add-on to our published schedule.

Computer-Based Training

This month's **featured course**:

The Boss Factor

PD0135

Audience All employees

The boss can make or break an employee. Employees must first build rapport and continue to develop it. Participants will learn how to solicit and give feedback and even learn how to use corrective feedback to their advantage. They'll also get tips on managing their manager, and turning the annual appraisal process into a year-round activity.

Length 3 hours

CBT Highlights:

- Develop/enhance your skills at your desktop computer
- **Work at your own pace** with the SkillPort **bookmarking feature**
- Variety of curriculum available
- Learn at no cost
- Earn a place on the monthly **CBT Honor Roll!** Check the CBT website monthly to see if you've earned one of our three honors.

For **more information** on CBT, including **course listings, descriptions, and registration information**, visit our website at <http://my.oakgov.com/sites/hr/Training/Pages/default.aspx>. Contact Stephanie Bedricky at 248-858-4638 or by e-mail at bedrickys@oakgov.com with questions.

Want to receive Training updates directly to your inbox?

Subscribe to Oakland County Training and Development course offerings and have training updates sent directly to your inbox! To subscribe, click on our website at <http://my.oakgov.com/sites/hr/Training/Pages/default.aspx>.

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To view our **current catalog**, which includes **registration** information, **course descriptions** and **course schedule**, visit our website at <http://my.oakgov.com/sites/hr/Training/Pages/default.aspx> or contact us:

OAKLAND COUNTY HR/TRAINING & DEVELOPMENT

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