



# COURSE CALENDAR

## 2016-2017

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| <b>ABSENCE MANAGEMENT</b>  | <b>CONTROLLER'S PROCESS/PURCHASING</b>   |
| October 13, 2016      9:00 – 10:30    MCH -7 <sup>th</sup> Floor<br>February 9, 2017      9:00 – 10:30    CityPlace 3134<br>April 13, 2017        9:00 – 10:30    MCH - BCR      | October 13, 2016      10:45 – 12:30    MCH – 7 <sup>th</sup> Floor<br>December 13, 2016    10:45 – 12:30    CityPlace 3134   |
| <b>COMMUNICATION SKILLS FOR SUPERVISORS</b>  | <b>INTERVIEWING SKILLS</b>   |
| September 29, 2016    9:00 - 10:30    CityPlace 3134<br>February 14, 2017      9:00 - 10:30    MCH - BCR<br>April 20, 2017        12:30 - 2:00    CityPlace 3134                 | September 29, 2016    10:45 - 12:30    CityPlace 3134<br>February 14, 2017      10:45 - 12:30    MCH - BCR<br>April 20, 2017        2:15 - 4:00      CityPlace 3134                |
| <b>WORKPLACE HARASSMENT PREVENTION &amp; BARRIERS TO DIVERSITY AND INCLUSION</b>   | <b>WORKPLACE VIOLENCE-<br/>Prevention, Managing Conflict, &amp; Investigations</b>   |
| October 20,2016        9:00 - 10:15    MCH - BCR<br>February 2, 2017      12:30 - 1:45    CityPlace 3134<br>April 25, 2017        9:00 - 10:15    MCH - BCR                      | October 20, 2016        10:30 - 12:15    MCH - BCR<br>February 2, 2017      2:00 - 3:45      CityPlace3134<br>April 25, 2017        10:30 - 12:15    MCH- BCR                      |
| <b>DISCIPLINE AND DISCHARGE</b>  | <b>THE GRIEVANCE AND ARBITRATION PROCESS</b>   |
| October 18, 2016        9:00 -10:30    MCH - 7 <sup>th</sup> Floor<br>February 28, 2017      1:00 - 2:30      MCH - BCR<br>May 11, 2017            9:00 -10:30    CityPlace 3134 | October 18, 2016        10:45 -12:00    MCH - 7 <sup>th</sup> Floor<br>February 28, 2017      2:45 - 4:00      MCH - BCR<br>May 11, 2017            10:45 -12:00    CityPlace 3134 |
| <b>LEADERSHIP SKILLS</b>   | <b>EAP TOOLS FOR SUPERVISORS</b>   |
| November 15, 2016      12:30 - 2:00    MCH – 7 <sup>th</sup> Floor<br>January 10, 2017        12:30 - 2:00    MCH - BCR<br>March 30, 2017        9:00 - 10:30    CityPlace 3134  | November 15, 2016      2:15 - 3:45      MCH – 7 <sup>th</sup> Floor<br>January 10, 2017        2:15 - 3:45      MCH - BCR<br>March 30, 2017        10:45 - 12:15    CityPlace 3134 |
| <b>OVERVIEW OF COUNTY PERSONNEL POLICIES</b>   | <b>EMPLOYEE BENEFITS</b>   |
| October 27, 2016        9:00 - 10:30    CityPlace 3134<br>February 7, 2017        9:00 - 10:30    CityPlace 3134<br>May 9, 2017            9:00 - 10:30    MCH - BCR             | October 27, 2016        10:45 – 12:00    CityPlace 3134<br>February 7, 2017        10:45 – 12:00    CityPlace 3134<br>May 9, 2017            10:45 – 12:00    MCH - BCR            |

# COURSES CONTINUED 2016-2017

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| <b>PERFORMANCE MANAGEMENT</b>   | <b>HOW TO EFFECTIVELY COMPLETE PERFORMANCE EVALUATIONS</b>   |
| October 4, 2016      1:00 – 2:15      CityPlace 3134<br>December 8, 2016      9:00 – 10:15      MCH - BCR<br>April 6, 2017      9:00 – 10:15      MCH - BCR   | October 4, 2016      2:30 - 3:30      CityPlace 3134<br>December 8, 2016      10:30 – 11:30      MCH - BCR<br>April 6, 2017      10:30 – 11:30      MCH - BCR        |
| <b>WORKPLACE ETHICS</b>   | <b>NYS WORKERS' COMPENSATION &amp; WORKPLACE INJURIES INVESTIGATIONS</b>   |
| November 17, 2016      12:30 - 1:45      CityPlace 3134<br>January 19, 2017      9:00 - 10:15      MCH - BCR<br>March 2, 2017      9:00 - 10:15      CityPlace 3134   | November 17, 2016      2:00 - 3:30      CityPlace 3134<br>January 19, 2017      10:30 - 12:00      MCH - BCR<br>March 2, 2017      10:30 - 12:00      CityPlace 3134 |
| <b>DISABILITY RIGHTS-<br/>Overview of Rights &amp; Responsibilities</b>   | <b>CIVIL SERVICE-<br/>Everything You Need To Know</b>  |
| October 11, 2016      9:00 – 10:45      CityPlace 3134<br>December 6, 2016      12:00 - 1:45      CityPlace 3134<br>March 7, 2017      12:00 - 1:45      MCH - BCR  | October 11, 2016      11:00 – 12:45      CityPlace 3134<br>December 6, 2016      2:00 – 3:45      CityPlace 3134<br>March 7, 2017      2:00 – 3:45      MCH - BCR    |
| <b>HUMAN RESOURCE MANAGEMENT FOR SUPERVISORS</b>  | <b>BUDGET PROCESS/FINANCE</b>  |
| September 22, 2016      8:30 - 12:00      MCH - BCR<br>November 29, 2016      8:30 - 12:00      CityPlace 3134<br>January 26, 2017      12:30 - 4:00      MCH - BCR<br>March 14, 2016      12:30 - 4:00      CityPlace 3134 | February 9, 2017      10:45 – 12:15      CityPlace 3134<br>April 13, 2017      10:45 – 12:15      MCH - BCR  |

**Location Key:**

|                           |   |   |
|---------------------------|---|---|
| CityPlace                 | = | CityPlace, Room 3134  |
| MCH BCR                   | = | Monroe Community Hospital, Brass Chandelier Room, 1 <sup>st</sup> Floor |
| MCH 7 <sup>th</sup> Floor | = | Monroe Community Hospital, 7 <sup>th</sup> Floor Conference Room        |

**REGISTRATION:**      **Registration will be held in two sections:**

- 1) For Fall Courses (September 2016 - December 2016) registration will begin on August 15, 2016.
- 2) For Spring Courses (January 2017 – May 2017) registration will begin on December 5, 2016.

To register for courses and to view a course calendar, please visit the Monroe County Intranet or <http://www.monroecounty.gov/hr-leadershipacademyreg>

The registration deadline for all courses is two weeks prior to the scheduled date of the course.