



Winchester
Virginia

March 2015
Edition

Employee Training Calendar

Provided by Human Resources



REQUIRED

NIMS is the first-ever standardized approach to incident management and response. Developed by the Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. The NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and disasters.

Location: Timbrook Public Safety Center, 3rd Floor
Time: 8 am-5 pm (+ 1 hr for exam) for classroom sessions
Min/Max: 10/20 Employees

ICS-700 Introduction to NIMS



June 10, 2015
For: All full-time City employees

ICS-100 Introduction to Incident Command



September 9, 2015
For: Front Line Supervisors

ICS-200 Single Resources and Initial Action



November 17-18, 2015 (2-day course)
For: Division Supervisors

 = Independent study program available online at <http://training.fema.gov/IS/NIMS>

ICS-400 Advanced Incident Command

August 11-12, 2015 (2-day course)
For: Area Commands and Emergency Managers

NOTES:

- Exams can be taken online.
- All FEMA Certificates of Completion must be forwarded to Human Resources.

ATTENTION:

Preregistration is required for all classes.

OFFERED

For: All full-time City employees
Location: City Hall, 4th Floor Exhibit Hall (unless stated otherwise)
Min/Max: 10/30 Employees (unless stated otherwise)

CPR/First Aid

Instructor: J.D. Orndorff, WFRD

If one of your family members was having an emergency, wouldn't you want to help? If you answered yes, you should consider taking this class. This class will prepare you to assist in handling an emergency in your work place. With this training you should be able to apply lifesaving skills until emergency services arrive. You will receive a certification card when the course is completed. (#Min/Max: 4/8 Employees)

April 8 8:30 am-3 pm
 Timbrook Public Safety
 Center, 231 E. Piccadilly

Sexual Harassment & Diversity

Instructor: Judy Mills, HR

This awareness training is an effective catalyst in making the work environment safe, comfortable and productive for everyone.

May 13 9 am-10 am

Training Day

Instructor: HR

Designed to provide new City employees with an overview and understanding of all City policies, procedures and structure. Objective of this course is to help new employees learn the organization and prepare him/her to succeed in the new role. Other training topics included: Customer Service, Safety Manual, EAP, Valuing Diversity, Sexual Harassment, Preventing Workplace Violence. Must register for entire day of training.

April 23 8 am-4 pm
May 28 8 am-4 pm
June 30 8 am-4 pm
August 27 8 am-4 pm
September 24 8 am-4 pm
November 19 8 am-4 pm
December 17 8 am-4 pm

FOIA/Conflicts of Interest

Instructor: Anthony Williams, City Attorney

Supervisors, managers and department heads are required to attend if you have not had this training in the past three years.

June 4 9 am-11 am

ATTENTION:

Preregistration is required for all classes.

Winchester Enterprise

LEARNING CENTER

Enterprise Learning Center Information

From: Information Technology

Questions? Call IT at ext. 2120

The City is launching the Enterprise Learning Center to deliver a wide range of courses and to enable employees to schedule class attendance and review their training transcript. The center will email class reminders and announce any changes in class details.

Please go to the following link on the City's internal web page and follow the instructions to register for the Winchester Enterprise Learning Center. <http://internal.winchesterva.gov/wp-content/uploads/ELC-Signup.pdf>.

Once you have registered, logged on and watched the getting started video, you can search and register for classes and look at your training transcript. We are still validating the historical record of your training. Do not be concerned yet if you think something is missing!

In the future, supervisors will be able to register their employees for classes and monitor course completion.



Register Now

Preregistration is required for ALL classes. By registering, you agree to attend the training. If for some reason, you are not able to attend, please let Human Resources know immediately.

REGISTRATION CONTACT

Human Resources • Rouss City Hall, 3rd Floor
(540) 667-1815, ext 1454 • hrdept@winchesterva.gov

Certification Credit: Upon completing your NIMS requirement or any other training, remember to submit a copy of your certificate to Human Resources for inclusion in your personnel file.