



City of Winchester

FY  
2013

# Employee Training Calendar

Provided by  
Human Resources Department



# FY13 Employee Training Calendar Getting Started

The City of Winchester is committed to investing in staff development both professionally and personally. As you know, serving the people of Winchester in this rapidly changing world requires us to learn and grow constantly. Learning can also make work more fulfilling by providing additional self-confidence and a broader sense of security.

While you review this calendar, please ask yourself the following questions:

- Are there any **mandatory training courses** (identified with \*) offered in the calendar you have not completed yet?
- Would a refresher course be interesting or useful to you?
- What type of trainings would you like that are not currently offered?

Your feedback matters for improving future training programs. Your skills, and your commitment to growth, make the City such a great place to live and work.

Thank you for all your dedication to the City and its customers and we look forward to serving and working along side you this upcoming year. Please feel free to contact the H.R. Department at 667-1815 if you should have any questions or suggestions.

*Joel Davis*

Human Resources Director

**ATTENTION:**  
Mandatory training courses (identified with \*) must be completed within **two years** and NIMS training must be completed within **three years** of employment.

## Register Now

By registering, you agree to attend the training. If for some reason, you are not able to attend, please let Pam or Lynn know immediately.

### For regular training programs:

**CONTACT**

Pam Peacemaker

**PHONE**

(540) 667-1815, ext 1454

**EMAIL**

ppeacemaker@ci.winchester.va.us

### For NIMS sessions:

Ask your supervisor which NIMS classes you are required to complete.

**CONTACT**

Lynn Miller

**PHONE**

(540) 545-4721

**EMAIL**

lmiller@ci.winchester.va.us

**Online Classes:** If you are interested in completing your NIMS requirement online (where applicable), please contact Lynn for assistance with registering.

**Certification Credit:** Upon completion, remember to submit your certificate(s) to Human Resources for inclusion in your personnel file.



## September - October

Training held in Rouss City Hall, 4th Floor Exhibit Hall unless stated otherwise.

**NEW! Registration Deadline:** FIVE (5) business days prior to training class

### **New Employee Orientation \***

**September 13 | 9-10 am**

### **Identifying Troubled Employees**

*Learn what to look for and how seriously to take signs of impending problems.*

Instructor: Bernie Lewis, EAP

**September 18 | 1-2 pm**

### **FOIA & Conflict of Interest Act**

Instructor: Tony Williams, City Attorney

**September 20 | 9-11 am**

### **Customer Service \***

*Explore techniques for developing better rapport with customers of government.*

Instructor: Bill Pence, LFCC

**September 25 | 9-11 am**

### **First Aid/CPR/AED**

*This American Red Cross-certified course gives you the basics of responding to medical emergencies.*

Instructor: Eddie McClellan, WFRD

Location: Timbrook PSC, 3rd Floor

**October 5 | 9 am-1 pm**

### **ICMA Financial Planning**

*Learn about Roth IRA and Deferred Comp. as added savings for the future.*

Instructor: Ron Samson, ICMA

**October 9 | 9-11 am**

### **Employee Motivation & Rewards-Keeping the Good Ones!**

*Discover the most popular leadership strategies to motivate and inspire positive employee relationships.*

Instructor: Jeanian Clark, LFCC

**October 16 | 10 am-Noon**

### **It's About Respect \***

*This awareness training is an effective catalyst in making the work environment safe, comfortable, and productive for everyone. Includes a special emphasis on sexual harassment.*

Instructor: Cindy Hunter, LFCC

**October 30 | 9-11 am**

# WELLNESS FAIR

**FREE Flu Shots** \* Health & Wellness Vendors \*  
Screenings \* Door Prizes \* Give Aways \* MORE!  
**9:00 am-Noon** **Jim Barnett Park Social**



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# FALL 2012

## November - December

Training held in Rouss City Hall, 4th Floor Exhibit Hall unless stated otherwise.

**NEW! Registration Deadline:** FIVE (5) business days prior to training class

### Fire Safety

*Fire safety in the home and at work.*

Instructor: Jeremy Lutrell, Fire Marshal

**November 6 | 10-11 am**

### Safety Manual Overview \*

*Get tips on staying safe at work.*

**November 14 | 9:00-10:00 am**

### Preventing Workplace Violence \*

*Then learn to spot warning signs and take action to protect yourself and others.*

Instructor: Steve Corbit, Risk Mgt.

**November 14 | 10 am-Noon**

### Essentials of Leadership for Supervisors

*Enhance your ability to assign tasks, develop goals, and evaluate performance.*

Instructors: Cindy Hunter, LFCC

**November 27 | 9-11 am**

### Defensive Driving

*Refresh your knowledge of safe driving, and avoiding accidents.*

**Date and Time TBD**

### Effectively Addressing Employee Misconduct

*Discover the keys for identifying opportunities and encourage others to take charge of improving performance and altering work habits.*

Instructor: Judy Mills, LFCC

**December 4 | 9-11 am**

### New Employee Orientation \*

**December 13 | 9-10 am**

### Ethics \*

*Define ethics, review City policy, and discuss examples of life in a fish bowl.*

Instructor: Bernie Lewis, EAP

**December 18 | 9 am-Noon**

NIMS

**Location:** Timbrook Public Safety Center, 3rd Floor

**ICS-700\*** (For all employees)  
National Incident Management System introduction

**November 5 | 8-5 pm**

**ICS-100\*** (For first line & division supervisors) Introduction to ICS  
Pre-requisite: ICS-700

**November 7 | 8-5 pm**

**ICS-200\*** (For division supervisors) ICS for Single Resources and Initial Action  
Pre-requisite: ICS-700 & 100  
**November 13-14 | 8-5 pm**

\* Available online but classroom instruction is preferred

**NOTE:** Department directors & deputy directors are required to complete all NIMS.

## **January - February**

Training held in Rouss City Hall, 4th Floor Exhibit Hall unless stated otherwise.

**NEW! Registration Deadline:** FIVE (5) business days prior to training class

### **Dealing with Anger and Temper Problems at Home and Work**

*It takes thought and preparation to properly respond to unwarranted anger and temper outbursts. This presentation will help you think through how, when, and whether to respond.*

Instructor: Bernie Lewis, EAP

**January 10 | 1-2 pm**

### **It's About Respect \***

*This awareness training is an effective catalyst in making the work environment safe, comfortable, and productive for everyone. Includes a special emphasis on sexual harassment.*

Instructor: Cindy Hunter, LFCC

**January 15 | 9-11 am**

### **FMLA/Payroll/Timesheets**

*Learn and ask questions about Family Medical Leave Act (FMLA) laws and procedures as well as most frequently asked questions about payroll and timesheets.*

Instructor: Judy Sarber & Kim McDonald, Human Resources

**January 24 | 9-10:30 am**

### **Communicating and Listening**

*When people in the organization are communicating effectively, they are informed and able to participate, contribute and add value to their jobs and the organization. This program is designed to equip supervisors with the skills they need to communicate clearly and listen carefully.*

Instructor: Cindy Hunter, LFCC

**January 29 | 9-11 am**

### **Giving/Receiving Feedback**

*Improving our skills and abilities in both giving and receiving constructive feedback can improve performance and advance your career. Discover the art of giving tactful feedback without making enemies.*

Instructor: Judy Mills, LFCC

**February 5 | 9-11 am**

### **Characteristics of High Achievers**

*A look at what sets apart those who achieve at the highest level and what they are capable of versus those who struggle in the workplace.*

Instructor: Bernie Lewis, EAP

**February 13 | 1-2 pm**

# WINTER/SPRING 2013

## February - March

Training held in Rouss City Hall, 4th Floor Exhibit Hall unless stated otherwise.

**NEW! Registration Deadline:** FIVE (5) business days prior to training class

### Customer Service \*

*Explore techniques for developing better rapport with the distinctive customers of government.*

Instructor: Bill Pence, LFCC

**February 19 | 9-11 am**

### Generations in the Workplace

*People do see the world and their organizations differently based on their life experiences, and certain tendencies do exist by generation. Engagement can be the solution powered by generational knowledge and awareness.*

Instructor: Judy Mills, LFCC

**February 28 | 9-11 am**

### Setting Performance Expectations

*Clear performance expectations help employees understand how their day-to-day activities contribute to the success or failure of the greater organization. Learn a fail-proof technique to setting expectations that will increase performance, accountability and commitment.*

Instructor: Judy Mills, LFCC

**March 5 | 9-11 am**

### Stress Management

*When times get busy, stress can be overwhelming. Take a look at both short and long term stress management techniques that can help protect your health and happiness.*

Instructor: Bernie Lewis, EAP

**March 5 | 1-2 pm**

NIMS

**Location:** Timbrook Public Safety Center, 3rd Floor

**ICS-700\*** (For all employees)  
*National Incident Management System introduction*

**March 12 | 8-5 pm**

**ICS-100\*** (For first line & division supervisors)  
*Introduction to ICS*  
*Pre-requisite: ICS-700*

**March 13 | 8-5 pm**

**ICS-200\*** (For division supervisors)  
*ICS for Single Resources and Initial Action*  
*Pre-requisite: ICS-700 & 100*  
**March 19-20 | 8-5 pm**

\* Available online but classroom instruction is preferred

**NOTE:** Department directors & deputy directors are required to complete all NIMS.

## March - April

Training held in Rouss City Hall, 4th Floor Exhibit Hall unless stated otherwise.

**NEW! Registration Deadline:** FIVE (5) business days prior to training class

### **New Employee Orientation \***

**March 7 | 9-10 am**

### **ICMA Financial Planning**

*Learn about Roth IRA and Deferred Comp. as added savings for the future.*

Instructor: Ron Samson, ICMA

**March 19 | 9-11 am**

### **Safety Manual Overview \***

*Get tips on how to stay healthy and safe.*

**March 26 | 9 am-10 am**

### **Preventing Workplace Violence \***

*Understand different potential threats. Then learn to spot warning signs and take action to protect yourself and others.*

Instructor: Steve Corbit, Risk Mgt.

**March 26 | 10 am-Noon**

### **Fire Safety**

*Overview of fire safety at home and work.*

Instructor: Jeremy Lutrell, Fire Marshal

**April 2 | 10-11 am**

### **Effectively Addressing Employee Misconduct**

*Discover the keys for identifying opportunities and encourage others to take charge of improving performance and altering work habits.*

Instructor: Judy Mills, LFCC

**April 9 | 9-11 am**

### **Recognizing Alcohol & Drug Abuse Around You**

*The signs of abuse in family, friends, and co-workers can be obvious or subtle.*

*Learn how to detect these and what to do next.*

Instructor: Bernie Lewis, EAP

**April 17 | 1-2 pm**



# EMPLOYEE RECOGNITION Breakfast

March 15  7:00 am  
Lee Jackson Best Western



# SPRING/SUMMER 2013

## April - June

Training held in Rouss City Hall, 4th Floor Exhibit Hall unless stated otherwise.  
**NEW! Registration Deadline:** FIVE (5) business days prior to training class

### Employee Motivation & Rewards-Keeping the Good Ones!

*Discover the most popular leadership strategies to motivate and inspire positive employee relationships.*

Instructor: Jeanian Clark, LFCC

**April 23 | 10 am-Noon**

### Resolving Conflict

*Differences of opinion can quickly escalate into an out of hand battle. Learn to resolve workplace conflict and reduce the negative effects.*

Instructor: Jeanian Clark, LFCC

**May 9 | 9-11 am**

### Employment Law

*Designed to be a general overview of the comprehensive statutory, regulatory and common law issues surrounding employment relationships in VA.*

Instructor: Cindy Hunter, LFCC

**May 14 | 9-11 am**

### Dealing with Troubled Employees

*When an employee is in distress what you do can be helpful or damaging. Discover some general rules about how, when and whether to intervene.*

Instructor: Bernie Lewis, EAP

**May 16 | 9 am-Noon**

### CEMS

*Discussion on Employee Management System (CEMS) including revisions and appendices.*

Instructor: Joel Davis, Human Resources

**May 22 | 9-10 am**

### Defensive Driving

*Refresh your knowledge of safe driving, and avoiding accidents.*

**Date and Time TDB**

### New Employee Orientation \*

**June 13 | 9-10 am**

**NIMS**

**Location:** Timbrook Public Safety Center, 3rd Floor

**ICS-300** (For dept. directors & deputy directors)  
*Intermediate ICS for Expanding Incidents*

*Pre-requisites: ICS-700, 100, 200 & IS-800*

**June 10, 11 & 13 | 8-5 pm**

### IS-800

*National Response Framework  
Pre-requisites: None*

**Available online only:**  
[training.fema.gov/is/crslist.asp](http://training.fema.gov/is/crslist.asp)

**NOTE:** Department directors & deputy directors are required to complete all NIMS.