

# Harris County Employee Training Conference

Tuesday, September 30, 2008

◆ For Managers/Supervisors Only



Class continues after break



Distance Learning

	HR & ADMINISTRATIVE COMPLIANCE EFFECTIVENESS	ORGANIZATIONAL EFFECTIVENESS	PROFESSIONAL EFFECTIVENESS I	PROFESSIONAL EFFECTIVENESS II	PROFESSIONAL EFFECTIVENESS III	FINANCE	SAFETY	BENEFITS & WELLNESS EFFECTIVENESS
7:30								
8:00 – 9:30	Writing Effective Disciplinary Documentation ◆ (E. Begle) <b>CLASS FULL</b>	It's A Bird, It's A Plane...It's A SUPERVISOR! ◆ (T. Mitchell)	It's Not Personal: The Key to Dealing with People: Who Get On Your Nerves (R. Pennington/ S. Haslam)	 The Service Mentality – A Mind-Set for Serving Customers (M. Mitchell)	Deadly Emotions: How to Handle Your Emotions (S. Gaddis) <b>CLASS FULL</b>	Invest in Your Debt (T. Watson)	First Aid/BBP Certification (TBA) <b>CLASS FULL</b>	Weight Loss Plans & Strategies (F. Johnson) <b>CLASS FULL</b>
9:30 – 10:00	Break + Exhibits							
10:00 – 11:30	Writing Effective Disciplinary Documentation (conclusion)	Helping Your New Employees Succeed ◆ (A. Castro)	The Balancing Act – Work and Home (T. Mitchell)	 1, 2, 3! – Improved Job Performance! (B. Brady)	Communicate Your Way Through Change (S. Gaddis) <b>CLASS FULL</b>	A Simple Approach to Building Wealth (O. Gutierrez) <b>CLASS FULL</b>	First Aid/BBP Certification (conclusion)	The Mind-Body Connection (L. Snook) <b>CLASS FULL</b>
11:30 – 12:45	Lunch + Exhibits							
1:00 – 2:30	What Everyone Should Know about the ADA (E. Begle) ↓	Transition & Diversity in the Workplace (R. Lewis) ↓	Delegation – You Don't Have To Do It Yourself! ◆ (A. Castro)	 Electronic Equipment & Records Retention (M. Gay) ◆	Messages Without Words: How To Use Non-Verbal Communication (S. Gaddis) <b>CLASS FULL</b>	Financial Success: Make TIME Work For You (O. Gutierrez) <b>CLASS FULL</b>	Heart Saver AED Certification (TBA) ↓	Reduce Your Cancer Risks (D. Saddler, M.D. Anderson)
2:30 – 3:00	Break + Exhibits							
3:00 – 4:30	What Everyone Should Know about the ADA (Conclusion) (E. Owens, D. Stewart)	Transition & Diversity in the Workplace (conclusion)	Get It Done – Right (B. Brady)	 Lead On – Catch Them Doin' Good! ◆ (T. Mitchell)	CPR Comm. Skills for Mgrs/Sups ◆ (S. Gaddis)	Spend Smart (T. Watson) <b>CLASS FULL</b>	Heart Saver AED Certification (conclusion)	Exercise and Fitness (R. Jenkins) <b>CLASS FULL</b>
4:30 – 5:00	Exhibits							

# Harris County Employee Training Conference

Wednesday, October 1, 2008

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	HR & ADMINISTRATIVE COMPLIANCE EFFECTIVENESS	ORGANIZATIONAL EFFECTIVENESS	PROFESSIONAL EFFECTIVENESS I	PROFESSIONAL EFFECTIVENESS II	PROFESSIONAL EFFECTIVENESS III	FINANCE	SAFETY EFFECTIVENESS	BENEFITS & WELLNESS EFFECTIVENESS
7:30								
8:00 – 9:30	Legal Issues Regarding Workplace Diversity ◆ (J. Aldis)	Team Building (R. Lewis) ↓	Projecting Professionalism – Business Boundaries (T. Mitchell)	🖥 Conflict Management (A. Castro)	Secrets to Developing 7 Key Relationships At Work (S. Gaddis) <b>CLASS FULL</b>	Social Security and You (E. Hermsen)	Defensive Driving (B. Bush, J. Glover) <b>CLASS FULL</b> ↓	Cut The Junk (S. Acosta)
9:30 – 10:00	Break + Exhibits							
10:00 – 11:30	Accounts Payable: Practical Tips For Paying Invoices (R. James, V. Cash, D. Ferraro, P. Stokes, T. Smith)	Team Building (cont'd.)	Creative Thinking (A. Castro)	🖥 You Cant' Push My Buttons! (T. Mitchell)	Super-Stressed! Techniques for Fighting What's Fighting You (S. Gaddis) <b>CLASS FULL</b>	Wills, Probate, and Trusts (County Attorney's Office) <b>CLASS FULL</b>	Defensive Driving (cont'd.) ↓	The ABC's Of Life Management (J. Power)
11:30 – 12:45	Lunch + Exhibits							
1:00 – 2:30	Employment Strategies for Supervisors: Conducting Internal Investigations ◆ (E. Begle) <b>CLASS FULL</b>	Leadership In Action ◆ (W. Natemeyer) ↓	NIMS 100, 200, 700, 800) (OEM) ↓	🖥 Listening In Layers: How To Master The Art of Listening (S. Gaddis) <b>CLASS FULL</b>	Assertiveness for Leaders ◆ (A. Castro)	Post Retirement Benefits (R. Vincent) <b>CLASS FULL</b>	Defensive Driving (cont'd.) ↓	Diabetes: Meters, Meds and More – Oh My! (F. Minor & B. Neleigh)
2:30 – 3:00	Break + Exhibits							
3:00 – 4:30	Employment Strategies for Supervisors: Conducting Internal Investigations (conclusion)	Leadership in Action (conclusion)	NIMS 100, 200, 700, 800) (conclusion)	🖥 40 Hours: Invest In Yourself (A. Castro)	How To Be Happier! (S. Gaddis) <b>CLASS FULL</b>	Retirement Planning Overview (T. Krause) <b>CLASS FULL</b>	Defensive Driving (conclusion)	Seasonal Allergies and Asthma (Allergy & Asthma Associates)
5:00	Conference Closes							