

Employee Training Class And Wellness Program Schedule March - May 2014



For additional information, contact

Human Resources & Risk Management
713-755-4843

<http://www.harriscountytexas.gov/hctraining/>

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Human Resources Guide to Employee Training Classes

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Human Resources & Risk Management Wellness Program

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Harris County Human Resources & Risk Management Guide to Employee Training Classes



Distance Learning

Selected HR & RM training classes are available by Distance Learning. Dates, times, locations, and registration announcements are available online at <http://www.harriscountytexas.gov/hctraining> and through email announcements.

REGISTRATION IS OPEN for March – May 2014

If you do not have access to the online system, contact your supervisor for help. Supervisors may contact the department for additional help. If you cannot attend, please contact our office to cancel. Supervisors will be notified of those employees who registered but did not attend any class.

CLASSROOM ETIQUETTE: Please turn off cell phones and pagers or put them on vibrate. Limit cell phone calls and sidebar conversations to break periods. Instructors may ask non-cooperative employees to leave class and HR & RM Training will notify the employee's supervisor.

NOTE: Classroom doors close 5 minutes after the class begins. Once the door is closed, please do not enter. Return to work, notify your supervisor, and ask permission to re-schedule at another time and date.

COMPLIANCE WITH ADA: Harris County offers reasonable accommodations for people who need them. Please call HR & RM at 713-755-4390 at least one week before the class if you need an accommodation.

Management Training

WHO SHOULD ATTEND: Managers, supervisors, or team leaders who need to learn or review employment laws or the essentials of supervision.

*** This class is available to Managers and Supervisors Only.**

| Course | Date | Time | Instructor | Location |
|------------------------------|-----------------------|----------------------|----------------------|--|
| * Leading in Difficult Times | Thursday, April 10 | 1:00 pm – 2:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |

Professional Development Training

WHO SHOULD ATTEND: Employees who have their supervisor's approval to attend class to acquire new skills or sharpen old skills to improve performance.

These classes are open to all employees with supervisory approval.

| Course | Date | Time | Instructor | Location |
|--|-----------------------|-----------------------|-------------------|--|
| Planning Your Financial Future & Overcoming Debt | Tuesday, March 18 | 9:00 am – 11:00 am | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Providing Excellent Customer Service | Tuesday, March 18 | 1:00 pm – 2:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Managing a Difficult Customer | Thursday, March 20 | 9:00 am – 10:30 am | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Respectful Communication in the Workplace | Thursday, March 20 | 1:00 pm – 2:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Budgeting Basics & Living Off Your Paycheck | Tuesday, March 25 | 9:00 am – 11:00 am | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Strengthening Work Relationships – Team Building | Tuesday, March 25 | 1:00 pm – 2:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Dealing with Conflict in the Workplace & Effective Communication at Work | Tuesday, March 27 | 1:00 pm – 3:00 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Managing Your Money in Tough Times & Kids and Money | Tuesday, April 1 | 9:00 am – 11:00 am | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Coping with Organization Change | Tuesday, April 1 | 1:00 pm – 2:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Building Successful Teams & Effective Collaboration | Tuesday, April 8 | 9:00 am – 11:00 am | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Professional Writing and Email Etiquette & Effective Communication: Email and Technology | Tuesday, April 8 | 1:00 pm – 2:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |

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|---|--------------------|--------------------|-------------------|---------------------------------------|
| Managing Violence in the Workplace for Employees | Thursday, April 10 | 9:00 am – 10:30 am | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| Auto Buying 101 | Tuesday, May 6 | 11:30 am – 1:00 pm | Christa Wall | 1310 Prairie, Suite 230 Training Room |

Wellness Training

* WLS – Wellness Lecture Series

* CRS – Culinary Roadshow Series

| Course | Date | Time | Instructor | Location |
|---|---------------------|--------------------|-------------------------------|---|
| WLS: Benefits of a Good Night's Sleep | Wednesday, March 12 | 1:30 pm – 3:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| CRS: Speedy and Fresh – Heart-Healthy Artisan Pizza Without Delivery | Thursday, March 13 | 12:00 pm – 1:00 pm | Kari Kooi | 1310 Prairie, 9 th Floor Activity Room |
| WLS: All is Well - A Review of the Employee Wellness Program | Wednesday, March 19 | 1:30 pm – 3:30 pm | Sarah Acosta & Michael Havens | 1310 Prairie, Suite 230 Training Room |
| WLS: The Art & Science of Diabetes Management - Caring For Yourself & Others | Wednesday, March 26 | 8:30 am – 10:30 am | Kari Kooi | 1310 Prairie, Suite 230 Training Room |
| WLS: Healthy Things We *Heart* - Fresh Tips for Heart Healthy | Wednesday, April 9 | 8:30 am – 10:30 am | Kari Kooi | 1310 Prairie, Suite 230 Training Room |
| WLS: Dealing with Anger & Learning Forgiveness | Wednesday, April 16 | 1:30 pm – 3:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| CRS: Fiesta in the Kitchen – Fresh Flavors of Mexican Cuisine | Thursday, April 17 | 12:00 pm – 1:00 pm | Kari Kooi | 1310 Prairie, 9 th Floor Activity Room |
| WLS: Fueling Well - Eating for Energy When You're on the Go | Wednesday, April 23 | 8:30 am – 10:30 am | Kari Kooi | 1310 Prairie, Suite 230 Training Room |
| WLS: Depression in Families & Emotional Eating | Wednesday, April 30 | 1:30 pm – 3:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| WLS: Fountain of Youth - Increasing Longevity | Wednesday, May 7 | 8:30 am – 10:30 am | Kari Kooi | 1310 Prairie, Suite 230 Training Room |
| WLS: The Work and Home Balancing Act & Dealing with Burnout | Wednesday, May 14 | 1:30 pm – 3:30 pm | Judy Entzenberger | 1310 Prairie, Suite 230 Training Room |
| CRS: A Fresh Twist on Salads | Thursday, May 15 | 12:00 pm – 1:00 pm | Kari Kooi | 1310 Prairie, 9 th Floor Activity Room |
| WLS: Protect the Skin You Are In | Wednesday, May 21 | 1:30 pm – 3:30 pm | Kari Kooi | 1310 Prairie, Suite 230 Training Room |

Distance Learning Training

Comm. Pct. 1 - El Rio Service Center – 7901 El Rio Service Center, 77054

Comm. Pct. 2 - Washburn Tunnel – 3100 Federal Road, 77015

Comm. Pct. 3 - Glazier SEC – 16600 Pine Forest Drive, 77084

Comm. Pct. 3 - Fonteno SEC – 6600 Bissonnet, 77074

Comm. Pct. 4 - Admin Office – 1731 Hugh Road, 77067

Public Health - 2223 West Loop South, Room 633, 77027

Children’s Assessment Center – 2500 Bolsover, Library – Room 328, 77005

| Course | Date | Time | Location |
|---|------------------------|-----------------------|---|
| WLS: Benefits of a Good Night’s Sleep | Wednesday, March 12 | 1:30 pm – 3:30 pm | Comm. Pct. 4 – Admin Office |
| Planning Your Financial Future & Overcoming Debt | Tuesday, March 18 | 9:00 am – 11:00 am | Comm. Pct. 1 - El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Children’s Assessment Center |
| Providing Excellent Customer Service | Tuesday, March 18 | 1:00 pm – 2:30 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |
| WLS: All is Well - A Review of the Employee Wellness Program | Wednesday, March 19 | 1:30 pm – 3:30 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Public Health |
| Managing a Difficult Customer | Thursday, March 20 | 9:00 am – 10:30 am | Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |
| Respectful Communication in the Workplace | Thursday, March 20 | 1:00 pm – 2:30 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |
| Budgeting Basics & Living Off Your Paycheck | Tuesday, March 25 | 9:00 am – 11:00 am | Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Children’s Assessment Center |
| Strengthening Work Relationships – Team Building | Tuesday, March 25 | 1:00 pm – 2:30 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 3 Fonteno SEC Comm. Pct. 4 – Admin Office Children’s Assessment Center |
| WLS: The Art & Science of Diabetes Management - Caring For Yourself & Others | Wednesday, March 26 | 8:30 am – 10:30 am | Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Public Health |
| Dealing with Conflict in the Workplace & Effective Communication at Work | Tuesday, March 27 | 1:00 pm – 3:00 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |
| Managing Your Money in Tough Times & Kids and Money | Tuesday, April 1 | 9:00 am – 11:00 am | Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |

| | | | |
|---|------------------------|-----------------------|---|
| Coping with Organization Change | Tuesday, April 1 | 1:00 pm – 2:30 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |
| Building Successful Teams & Effective Collaboration | Tuesday, April 8 | 9:00 am – 11:00 am | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 3 – Glazier SEC Comm. Pct. 4 – Admin Office Children’s Assessment Center |
| Professional Writing and Email Etiquette & Effective Communication: Email and Technology | Tuesday, April 8 | 1:00 pm – 2:30 pm | Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Children’s Assessment Center |
| WLS: Healthy Things We *Heart* - Fresh Tips for Heart Healthy | Wednesday, April 9 | 8:30 am – 10:30 am | Comm. Pct. 4 – Admin Office |
| Managing Violence in the Workplace for Employees | Thursday, April 10 | 9:00 am – 10:30 am | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |
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| WLS: Dealing with Anger & Learning Forgiveness | Wednesday, April 16 | 1:30 pm – 3:30 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |
| WLS: Fueling Well - Eating for Energy When You’re on the Go | Wednesday, April 23 | 8:30 am – 10:30 am | Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Public Health |
| WLS: Depression in Families & Emotional Eating | Wednesday, April 30 | 1:30 pm – 3:30 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |
| WLS: Fountain of Youth - Increasing Longevity | Wednesday, May 7 | 8:30 am – 10:30 am | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Public Health |
| WLS: The Work and Home Balancing Act & Dealing with Burnout | Wednesday, May 14 | 1:30 pm – 3:30 pm | Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Children’s Assessment Center |
| WLS: Protect the Skin You Are In | Wednesday, May 21 | 1:30 pm – 3:30 pm | Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office |

Collaborative Training

(COLLABORATIVE TRAINING WITH PUBLIC HEALTH)

| Course | Date | Time | Location |
|---|----------------------|----------------------|-----------------------------------|
| Guided Meditation for the Non-Yoga Type Person | Tuesday, March 25 | 1:30 pm – 4:30 pm | 2223 West Loop South, Room 416 |
| Defensive Driving | Monday, March 31 | 9:00 am – 4:00 pm | 2223 West Loop South, Room 416 |

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|---|---|--|-----------------------------------|
| Understanding Grant Procurement | Wednesday, April 9 | 9:00 am – 12:00 pm | 2223 West Loop South, Room 416 |
| How to Write a Fundable Grant Proposal | Tuesday, April 15 & Wednesday, April 16 | 9:00 am – 5:00 pm & 9:00 am – 12:00 pm | 2223 West Loop South, Room 416 |
| Defensive Driving | Thursday, May 1 | 9:00 am – 4:00 pm | 2223 West Loop South, Room 416 |
| Defusing Angry People and Emotional Situations | Tuesday, May 13 | 8:30 am – 12:30 pm | 2223 West Loop South, Room 416 |

E-Learning Classes

E-learning courses are open to all employees with supervisory approval. To register for the following e-learning classes, email gracie.guillen@bmd.hctx.net.

Manager /Supervisor Skills Series is limited and on a first come, first serve basis with a maximum of two classes at a time. These classes are worth 2.0 hours of training credit each.

Achieving Communication Effectiveness

Learn to function more productively through improved communication to get tasks done faster with fewer mistakes. Understand the elements of communication to overcome barriers to effective listening. Learn to improve your ability to listen and interpret messages.

Coaching Job Skills

Managers/Supervisors will learn the process of developing relationships with team members to successfully achieve results to perform a job, task, or skill. Understand the special nature of coaching, one-on-one activities that involve showing a team member how to perform a task, and the importance of observation and analysis before coaching a team member. Learn to involve team members in the coaching process by asking questions and encouraging feedback.

Communicating Up

Learn how to frame communication to achieve a desired result. Understand the importance of framing all communication in terms of self-interest. Use questions to focus on benefits to be gained when the objective is reached. Clearly and concisely restate the decisions that resulted from communication to ensure that those decisions are mutually understood.

Delegating

Delegating provides the tools necessary to develop messages that communicate the “what” and “why” of every delegated task to increase confidence and responsibility. Understand the importance of effective delegation as well as the problems associated with the lack of delegating or delegating poorly. Encourage participation and involvement through proper delegating methods and establish responsibility and authority for a delegated task.

Developing and Coaching Others

Effectively and successfully develop team members to become better and more consistent performers. Successfully motivate, direct, and coach through a learning process to ensure learning is transferred into improved on-the-job-performance. Effectively handle “coaching moments” to improve performance on the job.

Developing Performance Goals and Standards

Establish specific measurable, attainable, results-oriented, and time-framed performance goals. Learn the steps that gain team member agreement and commitment to those performance goals. Define and establish goals, objectives, and performance standards. Involve and create team member’s own individual performance standards.

Diversity Awareness

Understand, recognize, and appreciate cultural diversity. Learn how to interact with different kinds of people and recognize the benefits and enrichment of wealth multi-culturalism can bring.

Effective Discipline

Learn effective techniques for addressing problem behaviors. Use communication skills to preserve self-respect and encourage the best kind of discipline – self-discipline. Manage discussions and recognize the importance of team member participation in defining problems and their solutions.

Essential Skills of Communication

This session provides the tools necessary to develop clear, concise messages. By focusing on communication as a two-way process, messages will be clear, well organized, and aimed at the needs and interests of the listener. By developing the essential skills of communication, managers/supervisors will improve relations with their team members and increase productivity.

Essential Skills of Leadership

Participants focus on three critical management skills to establish a methodology for productive interaction between team members and team leaders. This class will help experienced managers, new managers, and aspiring managers refocus on the basics – the skills required to manage the individuals while also leading the team. Deal with your team members on a day-to-day basis to maintain and enhance their self-esteem. Base your discussions about performance and work habits on your team member’s behaviors rather than on their personalities or attitudes and involve your team members in setting goals, solving problems, and making decisions.

Hiring Winning Talent

This session teaches a behaviorally-based interview approach and how to discover the “real” person behind a job applicant.

Improving Work Habits

Learn to recognize and address negative behaviors and poor work habits effectively before it becomes a disciplinary problem. Distinguish between job performance and work habits and understand the importance of dealing with unsatisfactory work habits early. Involve the individual in the process of correcting the unsatisfactory behavior and increase accountability by commitment to a clear plan of action and review progress regularly.

Managing Complaints

Many times complaints may seem unimportant; however they should all be addressed and resolved in a sensitive manner rather than ignored or dismissed. Learn how to resolve simple complaints and identify hidden agendas that often underlie the chronic grievances. Use various techniques to solve problems while maintaining a positive relationship with team members.

Motivating Team Members

Learn implementation tools, troubleshooting guides, and additional resources to help apply skills to perform a job or task. Understand the factors that motivate to perform effectively and distinguish between motivators and dissatisfiers. Learn to create a work environment that will motivate higher performance.

Professionalism in the Office

Gain the skills needed to be more professional on the job. This session will emphasize the positive results when an employee has courtesy, work organization, time management skills, effective interpersonal communication skills, knowledge of organizational culture and flexibility for change. Learn how to increase your productivity by organizing work, setting priorities, and managing your time effectively. Understand all professional skills and behaviors can be learned, perfected, and used successfully in both the business world and in personal life.

Providing Performance Feedback

This session establishes performance standards and a clear and credible performance evaluation. Learn to base assessments on facts and behaviors for positive performance feedback to encourage self-motivation. Gain team member participation, agreement, and commitment to the change needed to improve performance.

Resolving Conflicts

Using effective communication and management techniques, managers/supervisors can develop skills to identify the source of conflicts. Distinguish the two major sources of personality clashes and work structure problems and be aware of the positive and negative impacts of conflicts. Accept conflict as an inevitable part of all work situations, establish a cooperative atmosphere, and help individuals understand each other's point of view and lead them to agree on the facts and solution.

Solving Workplace Problems

Learn a process for solving problems to understand that by working together and looking at things with a new perspective, anyone can be creative and innovative. Participants will learn how to define problems, identify blocks to creativity, and develop skills and create strategies to plan creative solutions.

Supporting Change

Understand and interpret change to set a clear communication to reduce misunderstanding and anxiety. Learn to assist and involve team members as they adjust to change and follow-up to make sure adjustment to the change is going as planned.

To register, send an email to gracie.guillen@bmd.hctx.net.

Resources for Living

Contact Harris County Human Resources & Risk Management Benefits Section at **713-755-4827** to schedule a Resources for Living Orientation Program for your department. A minimum of 15 people is needed to host an on-site orientation program. Departments are encouraged to open their RFL Orientation Programs to other Harris County employees in their immediate area.

To Access the Aetna RFL Website:

www.AetnaEAP.com

Password: EAP4HCTX

1-866-849-8229

Confidential assistance is available 24 hours a day, 7 days a week at Aetna RFL program. Service is provided free to you and any member of your household. You can turn to the RFL program for help with anything that interferes with your job or personal life. Among other things, your RFL can help you with:

| | |
|------------------------|-------------------------------|
| Stress Management | Family or parenting issues |
| Substance Abuse/misuse | Work/life balance |
| Burnout | Marital/relationship problems |
| Child and elder care | Anxiety |
| Depression | Anger Management |
| Legal concerns | Financial issues |
| Coping with Change | Self-esteem |

For additional information, contact Sarah Acosta at 713-755-4827.

New Employee Orientation

**** Please note: Registration is required.**

| Date | Location |
|-----------------------|---------------------------------------|
| March 19, 2014 | 1310 Prairie, Suite 230 Training Room |
| April 16, 2014 | 1310 Prairie, Suite 230 Training Room |
| May 21, 2014 | 1310 Prairie, Suite 230 Training Room |

Open to all new employees. Learn about your health care, payroll, retirement benefits, your rights and responsibilities as an employee, training programs and other Harris County services. Registration for this class is required.

Call **713-755-4394** for further information.

Retirement Seminars

Employees may register for a Retirement Seminar by invitation only. If you have already attended a Retirement Seminar, you may register for another one, but only on your time.

| Date | Location | Address |
|---|---|--|
| June 19, 2014 <i>(registration period: 5/12 – 6/5)</i> | Leon Grayson Community Center | 13828 Corpus Christi Houston, Texas 77047 |
| August 7, 2014 <i>(registration period: 6/23 – 7/24)</i> | Tom Bass Community Center | 15108 Cullen Blvd. Houston, Texas 7747 |
| November 6, 2014 <i>(registration period: 9/22 – 10/23)</i> | Trini Mendenhall Sosa Community Center | 1414 Wirt Road Houston, Texas 77055 |

Call **713-755-4394** for further information.

The Training Library

Check out workbooks, CD training programs, and DVDs on a variety of work related subjects and study at your own pace. The library is open for use by all Harris County Departments and employees. Material can be checked out for a period of two weeks at a time. For more information, please call HR & RM at (713) 755-4843.

Communication

- The Continuously Improving Self (text)
- Winning at Human Relations (text)

Compliance Training

- A Concise Guide to Successful Employment Practices (text)
- Ethics Training (DVD & Handouts)
- FMLA (DVD)
- HR How To: Discipline (text)
- HR How To: Harassment Prevention (text)
- HR How To: Recruiting and Hiring (text)

- It's About Respect (CD/DVD)
- Open Government Training Resources (CD/DVD)
- Sexual Harassment - What You Need to Know (text)

Employee Development

- Balancing Home & Career (text)
- Communication Booster Shots: Prescription for Healthy Communications (CD/DVD)
- Concentration! (text)
- Create Your Own Future (text)
- Doubling Your Productivity (CD/DVD)
- How to Master Your Time (CD/DVD)
- How to Negotiate with Confidence (text)
- How to Talk – Secrets of Great Communication (CD/DVD)
- Influence: The Formula for Success (text)
- Managing Anger (text)
- Managing Stress for Mental Fitness (text)
- Overcoming Anxiety (text)
- Personal Time Management (CD/DVD)
- Preventing Workplace Violence (text)
- Stress that Motivates (text)
- Successful Lifelong Learning (text)
- The Oz Principle: Getting Results Through Individual and Organizational Accountability (text)
- The Miracle of Self-Discipline (CD/DVD)
- The Power of Clarity (CD/DVD)
- The Psychology of Achievement (CD/DVD)
- The Science of Self-Confidence (CD/DVD)
- The Ultimate Goals Program (CD/DVD)
- Time Management for Results (CD/DVD)
- Time Power (text)
- TQM – 50 Ways to Make It Work for You (text)
- Understanding Organizational Change (text)
- Unlock Your Potential (CD/DVD)
- Village of 100; 3rd Edition (CD/DVD)

Essential Office Skills

- 50 One-Minute Tips to Better Communication (text)
- Giving and Receiving Feedback (text)
- Office Management (text)
- Professionalism in the Office (text)

Leadership

- Behavior Based Interviewing (text)
- Leadership Made Simple (text)
- Learning to Lead (text)
- Life is a Series of Presentations (CD/DVD)

- Office Politics (text)
- Understanding Leadership Competencies (text)
- WorkSmarts: How to Get Along, Get Noticed, and Get Ahead (CD & text)

Management

- Achieving Consensus (text)
- Effective Performance Appraisals (text)
- Finance for Non-Financial Managers (text)
- Handling the Difficult Employee (text)
- Managing Disagreement Constructively (text)
- Managing Performance (text & CD)
- Managing Upwards (text)
- Preventing Workplace Violence (text)
- Retaining Employees (text)
- The Wall Street MBA – Your Personal Crash Course in Corporate Finance (text)

Supervision (Managers/Supervisors ONLY)

- Delegating and Supervising (CD/DVD)
- Discussing Performance (text & CD)
- Dynamics of Diversity (text)
- Effective Recruiting Strategies (text)
- Excellence in Supervision (text)
- Quality Interviewing (text)
- Successful Negotiation (text)
- The Fifty-Minute Supervisor (text)
- The New Supervisor (text)

Train the Trainer

- 50 One-Minute Tips for Trainers (text)
- Delivering Effective Training Sessions (text)
- Effective Presentation Skills (text)
- Sales Training Basics (text)
- Technical Presentation Skills (text)
- Training Managers to Train (text)
- Training Methods that Work (text)

Writing

- Better Business Writing (text)
- Clear Writing (text)
- Fat Free Writing (text)
- The Building Blocks of Business Writing (text)
- Writing Effective E-Mail (text)
- Writing Fitness (text)
- Writing that Sells (text)

To borrow any of the titles above, please call 713-755-4843.

Description of March - May 2014 Offerings

Classes that have an asterisk * are open to **managers/supervisors only**

Collaborative Training: To register for the collaborative training classes, go under the Public Health tab.

NOTE: All topics and presenters are confirmed at the time of printing and are subject to change or cancellation without notice.

Auto Buying 101

(Instructor: Christa Wall)

Car shopping can be very scary. This seminar will help you become familiar with the steps when buying a new vehicle, from researching your dream car to being financed. *Note: Lunch will be provided by the Harris County Federal Credit Union.* **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Budgeting Basics & Living Off Your Paycheck

(Instructor: Judy Entzenberger)

Participants will learn basic budgeting concepts which include recognizing debt trouble, setting priorities, reducing expenses, and strategies for saving. This class also provides no-nonsense advice for making ends meet by exploring how personal money beliefs affect the way people save or spend their money. It distinguishes “meat vs. gravy” spending and includes guidance on reducing debt. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Building Successful Teams & Effective Collaboration

!!NEW!!

(Instructor: Judy Entzenberger)

Participants will focus on the 4 stages of team development and the key ingredients that make up a successful team. Understand team development issues and its chances of success to implement team building techniques. Learn how to effectively communicate and manage the collaborative process to overcome barriers. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Coping with Organizational Change

!!NEW!!

(Instructor: Judy Entzenberger)

In all organizations change is a rule rather than the exception because of rapid growth and new technology. Participants will discuss the impact of organizational change, the seven stages of change, the key features of resiliency, and how to cope with high-magnitude change. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Culinary Roadshow Series: A Fresh Twist on Salads

!!NEW!!

(Instructor: Kari Kooi)

Often a salad is a salad by name only, but when prepared the right way a salad it can be filling and light in calories at the same time. Learn how to jazz up salads using flavorful, hunger-satisfying combinations that are sure to dazzle your taste buds, and lift your diet’s overall nutrient density. Discover how easy it is to make

your own salad dressing that brings out the best in the flavorful ingredients. *Note: Small samples (1-2 bites) of the dish or dishes prepared are offered to attendees signed in on the class roster. This does not constitute a meal. Attendees with food allergies or intolerances will need to review the recipe card that is given in the class before trying a sample of the prepared dish. No special requests to alter the planned recipe will be made.*
Limit: 30. This class is recommended for: all employees with supervisory approval.

Culinary Roadshow Series: Fiesta in the Kitchen – Fresh Flavors of Mexican Cuisine

!!NEW!!

(Instructor: Kari Kooi)

Let's take a culinary trip south of the border with these Mexican-inspired dishes that we've lightened up. Many Mexican staples – beans, corn, tomatoes and peppers – are bursting with nutrients. The tantalizing, zesty flavors of these dishes will delight the senses and you will be ready to create your own fiesta-worthy dish at home! *Note: Small samples (1-2 bites) of the dish or dishes prepared are offered to attendees signed in on the class roster. This does not constitute a meal. Attendees with food allergies or intolerances will need to review the recipe card that is given in the class before trying a sample of the prepared dish. No special requests to alter the planned recipe will be made.* **Limit: 30.**

This class is recommended for: all employees with supervisory approval.

Culinary Roadshow Series: Speedy and Fresh – Healthy Artisan Pizza Without Delivery

!!NEW!!

(Instructor: Kari Kooi)

You will think twice before ever ordering pizza again! Join us as we prepare a savory, satisfying pizza that will dazzle your taste buds with robust flavors from the super-fresh, antioxidant-packed ingredients. Take away savvy tips on how to make your homemade pizzas taste truly 'Artisan'. *Note: Small samples (1-2 bites) of the dish or dishes prepared are offered to attendees signed in on the class roster. This does not constitute a meal. Attendees with food allergies or intolerances will need to review the recipe card that is given in the class before trying a sample of the prepared dish. No special requests to alter the planned recipe will be made.* **Limit: 30.**

This class is recommended for: all employees with supervisory approval.

Dealing with Conflict in the Workplace & Effective Communication at Work

!!NEW!!

(Instructor: Judy Entzenberger)

The first part of this seminar provides tips for managing and resolving conflict in the workplace. Participants learn the causes of conflict, how to improve communication skills, resolve conflict, and the warning signs of violence. Individuals will review different types of communication used in the workplace and learn how to be effective in each form. Participants will learn the benefits and challenges for each type of communication, and gain practical tips and "do's and don'ts" to communicate at work. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Defensive Driving

(Instructor: Jeraine Root)

This six-hour National Safety Council Defensive Driving Class (DDC) is designed to save lives, time and money regardless of the actions of others on the road. DDC includes lecture, group discussion, videos, and a written exam. *Note: Payment of \$5.00 is required to cover the cost of materials.* **Limited.**

This class is recommended for: all employees with supervisory approval.

Defusing Angry People and Emotional Situations

(Instructor: Jeraine Root)

One of the hardest parts of serving the public is dealing with irate people and highly charged circumstances that come along the job. In this seminar, learn specific phrases you can say to calm people down, how to cut through emotions to get the facts you need to solve the problem, ways to make furious folks feel heard, and techniques to prevent hostilities in the first place. **Limited.**

This class is recommended for: all employees with supervisory approval.

Guided Meditation for the Non-Yoga Type Person

(Instructor: Jeraine Root)

This class provides information on various types of meditation techniques as well as the psychological, physical, and emotional benefits of the practice. Actual participation in guided meditations will be part of the experience. No yoga mat required. **Limited.**

This class is recommended for: all employees with supervisory approval.

How to Write a Fundable Grant Proposal

(Instructor: Jeraine Root)

This class will include the following topics proposal summaries, statements of qualifications, need or problem statements, project plan, project evaluation, and long term funding. *Note: Must attend both days.* **Limited.**

This class is recommended for: all employees with supervisory approval.

*** Leading in Difficult Times**

!!NEW!!

(Instructor: Judy Entzenberger)

Changes occur constantly which presents a challenging environment. Explore ways to respond by increasing communication and address employee disengagement. Managers/Supervisors will discuss the impact of organization change, review the 7 stages, and learn key management skills for each stage. Create a vision for the future to maintain awareness of employee's struggles to take action steps to help with the transition.

Limit: 35.

This class is recommended for: Managers/Supervisors.

Managing a Difficult Customer

!!NEW!!

(Instructor: Judy Entzenberger)

Consider how perception influences a person. Identify the three basic behavioral/personality styles and learn techniques for enhancing customer interactions. Learn how to handle customers who may be challenging to work with appropriately. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Managing Violence in the Workplace

!!NEW!!

(Instructor: Judy Entzenberger)

In this seminar, learn ways to avoid workplace violence, how to detect the potential for it, and resources for a troubled employees or situation. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Managing Your Money in Tough Times & Kids and Money

!!NEW!!

(Instructor: Judy Entzenberger)

For years we have heard if you follow sound financial practices and stick to a plan with a solid foundation, you will come out ahead. Financial times today have changed not only the rules, but how we need to react in order to survive tough financial times and still out even, if not ahead. Learn new ways to think and implement

new actions. In the second half of this seminar participants will gain the knowledge and information to make smart decisions and create good habits for their children as early as possible. Learn the basics to foster lifelong financial security at an early age, understand different money values, goal setting, spending and saving strategies, and parent communication. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Planning Your Financial Future & Overcoming Debt

(Instructor: Judy Entzenberger)

Planning for the future requires saving today. This seminar shows you how to overcome the typical road blocks to saving – not only getting out of debt but also the importance of investing. You will also learn about the different types of debt and how to work towards living debt-free. This class distinguishes between good debt and bad debt; explains the effect of interest charges; and describes ways to manage spending habits and create savings habits. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Professional Writing and Email Etiquette & Effective Communication – Email and Technology **!!NEW!!**

(Instructor: Judy Entzenberger)

Identify the dos and don'ts of email to capture the attention of the recipient with all the pertinent information. Improve online communication, learn when to use it, identify sources of miscommunication, and examine online etiquette. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Providing Excellent Customer Service

(Instructor: Judy Entzenberger)

Difficult people make our job challenging and we tend to get frustrated, angry, and uncomfortable. Participants will learn how to control their responses while still obtaining appropriate customer service etiquette. Attendees will review strategies to deal with situations and people when it escalates and promote good habits in successful interactions. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Respectful Communication in the Workplace

(Instructor: Judy Entzenberger)

It is important to be aware of workplace culture so individuals can navigate these relationships successfully. Participants will learn how to distinguish different kinds of boundaries and understand the wide range of factors in dealing with personalities and situations. Students will learn helpful strategies when dealing with different personalities and develop skills to maintain healthy boundaries. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Strengthening Work Relationships – Team Building **!!NEW!!**

(Instructor: Judy Entzenberger)

This seminar stresses the importance of workplace satisfaction and positive team engagement. Understand that the contributions of each team member are of vital importance to team success. Topics include workplace satisfaction and learn to trust to create positive energy. Gain the knowledge that all contributions and team member are important and learn to appreciate each other's differences. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

Understanding Grant Procurement

(Instructor: Jeraine Root)

This class provides an overview of grant funding sources and how to find Requests for Proposals (RFPs), Notification of Funding Announcements (NOFAs), and Request for Funding Announcements (RFAs) with a hands-on computer search using www.grants.gov. **Limited.**

This class is recommended for: all employees with supervisory approval.

WLS: All is Well – A Review of the Employee Wellness Program

(Instructor: Sarah Acosta & Michael Havens)

This class reviews the basics of the Harris County employee wellness program, All is Well at Harris County and the benefits provided by the Aetna Resources for Living program. Whether you are new or have been around for a while, the employee wellness program has something for you. Team challenges, classes, and coaching are just a few of the benefits this program offers at no cost to all covered members of the Harris County Medical Plan (Aetna). In addition to a review of benefits/services, this class will also discuss the new, 2015-2016 Healthy Actions Medical Plan, a premium incentive for benefits-eligible employees. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: Benefits of a Good Night's Sleep

!!NEW!!

(Instructor: Judy Entzenberger)

Sleep is an essential part of our daily lives and wellbeing. Lost sleep robs us of the opportunity to restore ourselves physically, emotionally, and even cognitively. The first part of this class will cover the physical and mental benefits of a good night's sleep, ways to establish daily habits that promote sleep, recommendations to improve your sleep environment, and a discussion on techniques for relaxation and dealing with insomnia. The remainder of the class will provide relaxation techniques and help in identifying personal supports and resources to help you in live a healthier life. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: Healthy Things We *Heart* - Fresh Tips for Heart Health

!!NEW!!

(Instructor: Kari Kooi)

From cutting-edge apps to trendy super foods, come learn the latest and greatest tips to stay hip on heart health! You will leave knowing savvy tidbits like which health tracking apps are the best on the market and how chia seeds can help lower cholesterol. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: Dealing with Anger & Learning Forgiveness

!!NEW!!

(Instructor: Judy Entzenberger)

Anger is a powerful human emotion that has physical, psychological, and interpersonal consequences. The first part of this class explores those areas and provides tips to manage angry responses. Participants will be able to define anger, identify the physiological responses, and understand how to use proactive approaches to manage their anger. Carrying around feelings of anger can hurt our health and relationships too. The second part of this seminar provides participants with the tools to set themselves free from these feelings and move forward for their own wellbeing. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: Depression in Families & Emotional Eating

!!NEW!!

(Instructor: Judy Entzenberger)

What is depression? Come learn the basics of what causes depression and how depression impacts a family. Attend this interactive seminar to learn ways on how to dealing with family members who are depressed.

Following this topic, we will cover emotional eating. Sometimes it is hard to know whether you are truly hungry or if you are filling another need. This part will help you to learn the difference between hunger of the body and hunger of emotions. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: Fountain of Youth - Increasing Longevity

!!NEW!!

(Instructor: Kari Kooi)

Where is the much sought after, elusive fountain of youth? You may be surprised to learn that it's in places like your grocery cart, sleep pattern, and exercise routine! This thought provoking, fact-packed presentation will equip you with strategies for adding years and years to your life. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: Fueling Well - Eating for Energy When You're on the Go

!!NEW!!

(Instructor: Kari Kooi)

It's 2pm and you feel like taking a nap under your desk. What do you do to power through? Grabbing a coffee or candy bar sounds like the solution for many. This presentation will provide clever ideas to give yourself an energy reboot throughout the day with high-octane power snacks, meals, and an eating pattern that will help you become your highest-energy self! Also uncover the truth behind counterfeit sources of energy. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: Protect the Skin You Are In

!!NEW!!

(Instructor: Kari Kooi)

There's one body organ we wear on the outside – our skin! Learn how to nourish and protect your skin from the inside out! Your skin's appearance and texture can give you clues about the rest of your health. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: The Art & Science of Diabetes Management - Caring for Yourself and Others

!!NEW!!

(Instructor: Kari Kooi)

Whether you have diabetes, you're caring for someone who does or you want to learn steps to prevent it, this presentation will leave you well-informed. Living well with diabetes requires active, diligent, effective self-management. Successful outcomes can be achieved and a long, healthy life can be lived with proper self-care behaviors. The growing epidemic of diabetes and pre-diabetes has shined a light on the need for diabetes education. One in three Americans have pre-diabetes and 23.6 million Americans have diabetes. This class will refresh your perspective on diabetes management and provide life skills that can be applied by anyone looking to live a healthier lifestyle. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.

WLS: The Work and Home Balancing Act & Dealing with Burnout

!!NEW!!

(Instructor: Judy Entzenberger)

The first part of this seminar helps you consider the multiple roles you play in life and how much time you spend on these varied roles. Does this work for you? Do you wish you had more time for other pursuits? The information contained in the seminar will help you to answer these questions. In the second part of this class, burnout will be discussed. A very real phenomenon that needs attention, this seminar will provide basic information on how to recognize and cope with burnout. **Limit: 35.**

This class is recommended for: all employees with supervisory approval.



all is well at Harris County



www.wellathctx.com

Password: WELL4HCTX

Online Training

Learn more about important health topics such as nutrition, fitness, work/life balance and stress management while at work or at home. Classes are worth 2 hours of training credit and can be streamed directly from the Employee Wellness website, www.wellathctx.com (**well4hctx**). Training credit is provided upon completion of the corresponding, online quiz (60% or better) and will be reported to your department. It is at the department’s discretion to accept/deny credits earned from wellness training classes.

To view the online training classes:

1. Go to the Employee Wellness website at www.wellathctx.com (**WELL4HCTX**)
2. Click on “Be Informed” and then “Online Training”
3. Click on the class you want to begin and register.

| Course | Online | Hours |
|---|--------|-------|
| Dining Out in Houston – <i>New!</i> | Online | 2.0 |
| Emotional Eating | Online | 2.0 |
| Figuring Out the Fats – <i>New!</i> | Online | 2.0 |
| Herbal & Dietary Supplements – <i>New!</i> | Online | 2.0 |
| How Long Is Your Food Chain? | Online | 2.0 |
| More Fiber, Please! | Online | 2.0 |
| More Than Meats the Eye | Online | 2.0 |
| Playing Defense: Diabetes & Heart Disease – <i>New!</i> | Online | 2.0 |
| Portion Distortion | Online | 2.0 |
| Sports Nutrition: Peak Your Performance at Any Level | Online | 2.0 |
| The Pressure is On | Online | 2.0 |
| What Does Sleep Have to Do with It? | Online | 2.0 |

Onsite Training

Learn more about important health topics such as nutrition, fitness, work/life balance and stress management while at work. Wellness Lecture Series classes are generally 2 - 3 hours in length while the new Culinary Roadshow Series is 1 hour in length during the noon hour. Training credit is provided upon completion and

will be reported to your department. It is at the department's discretion to accept/deny credits earned from wellness training classes.

To register for an onsite class:

1. Go to the Training website at <http://www.harriscountytexas.gov/hctraining/>
2. Click on the '+' to expand Human Resources & Risk Management
3. Click on Wellness Training and then class you want.

To register for an onsite class offered through Distance Learning:

1. Go to the Training website at <http://www.harriscountytexas.gov/hctraining/>
2. Click on the '+' to expand Human Resources & Risk Management
3. Click on Distance Learning and then the class/location you want.

Healthy Actions Medical Plan 2015 - 2016

Completion of 2 hours of wellness training (online or onsite) fulfills an eligibility requirement of the Healthy Actions Medical Plan. You must receive a passing grade (60%) for the online class to receive credit.

Not Downtown?

Check with your department Wellness Champion for requesting onsite classes for your office/department. Go to www.wellathctx.com (**WELL4HCTX**) and click on "About Employee Wellness" to find your department Wellness Champion.

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-755-7057.

RD on the Go Health Coaching Program

This program provides FREE onsite, preventive nutrition and diet counseling as well as general health coaching by a registered and licensed dietitian and certified health coach from Houston Methodist Hospital. Sessions are based on what YOU want to learn more about! Sessions are one hour in length and are offered 3-4 days each month at 1310 Prairie, Suite 970 Health & Wellness Center.

Make Your Appointment Online

1. Go to <http://www.harriscountytexas.gov/hctraining/>
2. Click on the (+) to expand the HUMAN RESOURCES & RISK MANAGEMENT classes & programs
3. Click on the (+) to expand RD ON THE GO and select the date/time you want.
4. Your registration is complete when you receive an email confirmation. *Not receiving an email confirmation means you are waitlisted.*

Eligibility

This program is only open to covered members of the Harris County Medical Plan (Aetna) as well as new, full-time employees still within their 3-month benefits waiting period. This program may be used as frequently as needed.

| Date | Time | Appt. Length | Location |
|-----------------------|----------------------|---------------------|--|
| Thursday, March 6 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |
| Tuesday, March 18 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |
| Thursday, March 20 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |
| Thursday, April 3 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |
| Tuesday, April 15 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |
| Thursday, April 24 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |
| Thursday, May 1 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |
| Tuesday, May 13 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |
| Thursday, May 22 | 8:30 am – 4:00 pm | 1 hour | 1310 Prairie, 9th Floor Wellness Center |

Confidentiality

All health information collected and discussed during the onsite counseling session WILL NOT be shared with Harris County by The Methodist Hospital.

Healthy Actions Medical Plan 2015 - 2016

Completion of 2 hours of coaching sessions (two, 1-hour sessions) in the RD on the Go program fulfills an eligibility requirement of the Healthy Actions Medical Plan.

Not Downtown?

Check with your department Wellness Champion for requesting this program for your office/department. Go to www.wellathctx.com (WELL4HCTX) and click on “About Employee Wellness” to find your department Wellness Champion.

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-755-7057.

Onsite Mammography Program

The Rose, a non-profit breast cancer organization, provides mobile (digital) mammography services on the 9th Floor Wellness Clinic of the Anderson-Clayton Building (1310 Prairie) every other month.

Who is eligible for an onsite routine mammogram?

Covered members of the Harris County Medical Plan (Aetna) may take advantage of this onsite service provided at NO COST (100% covered) by meeting the following plan criteria for receiving routine mammography:

- 1 baseline mammography for ages 35-40 years
- Age 40 years and older, 1 mammography every calendar year

Women who are under age 35, have been diagnosed with breast cancer within the prior two years, are pregnant or currently breastfeeding, have implants or are experiencing symptoms cannot be screened by The Rose’s mobile mammography. Please seek this service through their stand-alone facilities (www.therose.org) or another Aetna network provider.

Make your appointment online with The Rose

To make your appointment for an upcoming date, please follow these steps:

1. Go to the secure scheduling website, <http://www.sentinelanalytics.net/mms/>
2. Enter the Company Code, **HCTX** (not case-sensitive)
3. Answer the pre-screening questions and enter your personal information
4. Select your appointment date and time

| Date | Time | Appt. Length | Location |
|--------------------|-------------------|-----------------|---|
| Thursday, March 20 | 9:00 am – 3:45 pm | 15 – 30 minutes | 1310 Prairie, 9th Floor Wellness Center |
| Thursday, May 22 | 9:00 am – 3:45 pm | 15 – 30 minutes | 1310 Prairie, 9th Floor Wellness Center |

Please note that you STILL have the freedom to choose ANY provider within the Aetna network to receive your mammogram at no cost per plan criteria. If you have questions about finding a provider near you or the date of your last mammogram please contact Aetna at 713-755-5604 or 1-800-279-2401. You can also log in to your Aetna Navigator at www.aetna.com to view this information.

Confidentiality

Any health information collected and discussed during the onsite mammogram WILL NOT be shared with Harris County by The Rose.

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-755-7057.

Onsite Physicals

Routine physicals are available onsite and at no cost at the Anderson-Clayton Building (1310 Prairie, 9th Floor Wellness Clinic) to eligible* employees covered by the Harris County Medical Plan (Aetna).

The annual physical is provided by a medical doctor from Houston Methodist Hospital and includes the following:

- Physician history and physical
- Vital signs (height, weight, blood pressure, girth measurement)
- Resting electrocardiogram (EKG)
- Blood and urine laboratory tests (CBC Diff, Urinalysis, Comprehensive Metabolic Panel, TSH, Free T4, Lipid Panel, and PSA-the prostate cancer screening for men over 40 or with history of disease.)

Make your 30-minute appointment online:

1. Go to <http://www.harriscountytexas.gov/hctraining/>
2. Click on the (+) to expand the HUMAN RESOURCES & RISK MANAGEMENT classes & programs
3. Click on the (+) to expand ONSITE PHYSICALS and select the date/time you want.
4. Your registration is complete when you receive an email confirmation. *Not receiving an email confirmation means you are waitlisted.*

One week before your scheduled appointment you will receive another email with additional information from The Methodist Hospital and a reminder phone call the day before.

Eligibility

The Harris County Medical Plan (Aetna) covers at 100% ONE routine physical per calendar year. If you are an employee covered by the Harris County Medical Plan (Aetna) and have not received a routine physical for this calendar year, you are eligible to take advantage of this onsite service at no cost to you. **Please note that you STILL have the freedom to choose ANY physician or nurse practitioner within the Aetna provider network to receive your annual physical at no cost per plan criteria.** If you have questions about finding a provider near you or the date of your last annual physical please contact Aetna at 713-755-5604 or 1-800-279-2401. You can also log in to your Aetna Navigator at www.aetna.com to view this information.

| Date | Time | Appt. Length | Location |
|---------------------|--------------------|--------------|-------------------------------------|
| Wednesday, March 12 | 7:00 am – 12:00 pm | 30 minutes | 1310 Prairie, 9 th Floor |
| Wednesday, March 26 | 7:00 am – 12:00 pm | 30 minutes | 1310 Prairie, 9 th Floor |
| Wednesday, April 9 | 7:00 am – 12:00 pm | 30 minutes | 1310 Prairie, 9 th Floor |
| Wednesday, April 23 | 7:00 am – 12:00 pm | 30 minutes | 1310 Prairie, 9 th Floor |
| Wednesday, May 7 | 7:00 am – 12:00 pm | 30 minutes | 1310 Prairie, 9 th Floor |
| Wednesday, May 21 | 7:00 am – 12:00 pm | 30 minutes | 1310 Prairie, 9 th Floor |

Confidentiality

All health information collected and discussed during the onsite annual physical WILL NOT be shared with Harris County by Houston Methodist Hospital.

Healthy Actions Medical Plan 2015 - 2016

Completion of a routine annual physical OR County-coordinated Wellness Screening fulfills an eligibility requirement of the Healthy Actions Medical Plan.

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-755-7057.

Exercise Classes

Participation in County-coordinated exercise classes is voluntary (personal time) and completion of a liability waiver is required. Walk-in participation is allowed as space permits.

Downtown Schedule March – May 2014

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|--|--|
| | | 12:10 – 12:50 pm Toning & Core Stability Yolanda, GUMBO | | 12:10 – 12:50 pm Line Dancing Yolanda, GUMBO |
| 4:10 – 5:10 pm Zumba Yolanda, GUMBO | | 4:10 – 5:10 Ppm Cardio-Strength-Interval Yolanda, GUMBO | 4:10 – 5:10 pm Step It Up Stephanie, GUMBO | |
| 5:10 – 5:30 pm Power Abs Yolanda, GUMBO | 5:10 – 5:30 pm Power Abs Shaundra, GUMBO | 5:10 – 5:30 pm Power Abs Yolanda, GUMBO | 5:10 – 5:30 pm Power Abs Stephanie, GUMBO | |
| 5:30 – 6:30 pm Boot Camp Yolanda, GUMBO | 5:30 – 6:30 pm Nightclub Cardio Shaundra, GUMBO | 5:30 – 6:30 pm Zumba Yolanda, GUMBO | 5:30 – 6:30 pm Kickboxing Stephanie, GUMBO | |

NO CLASS DAYS: April 18th and May 26th (County Holidays)

Important Information for Health & Wellness Center Fitness Classes ONLY

- NO REGISTRATION is required for the downtown exercise classes.
- Classes are limited to 20 participants. Please print your name on the sign-in sheet when you attend.
- Only members of the Harris County Medical Plan (Aetna) and new, full-time employees still within their 90-day benefits waiting period are allowed to participate. Contract and State employees are not allowed to participate in the exercise classes provided at the Health & Wellness Center.

Boot Camp: This is a challenging, highly structured, athletic-based class. No choreography is involved. The class incorporates plyometric training and physical military moves.

Cardio-Strength-Interval: This 1-hour class incorporates intervals of cardio endurance and muscle conditioning to create a fitness training experience. Improve overall fitness, agility, speed, and athleticism in this hi-intensity class. All levels are welcome.

Kickboxing: Strength, endurance and interval moves are all part of this workout. Kick, punch, and jab your way to a healthier lifestyle with this upbeat workout. This class will improve overall fitness, coordination, and stamina. All levels are welcome.

Line Dancing: This fun class involves a choreographed dance with a repeated sequence of steps in which a group of people dance in one or more lines or rows, all facing the same direction and executing steps at the same time.

Nightclub Cardio: The lights are low and the moves are simple, yet effective. Somewhere between the music and the Soul Train line, you begin to forget you are even working out.

Power Abs: Want those wash-board abs? This 20-minute class is a quick and effective workout designed to get your core in shape. Selected equipment may be used including stability ball, bands, or weights. Lower back exercises may be implemented. All levels are welcome.

Step It Up: Enhance your cardio endurance in this high energy step class. Workouts are choreographed to offer full body exercise with movements on and around a step. Benefits also include improved coordination and balance. Classes may include core work and resistance training. All levels are welcome.

Zumba: This cardio-Latin fusion class features aerobic interval training to maximize fat burning and total body toning, all to incredible music with moves that are easy to learn!

Not Downtown?

Check with your department Wellness Champion for requesting this program for your office/department. Go to www.wellathctx.com (**WELL4HCTX**) and click on “About Employee Wellness” to find your department Wellness Champion.

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-755-7057.

Wellness Challenges

Live Healthy Harris County (LHHC) is a team-focused program sponsored by Harris County and Aetna in conjunction with Live Healthy America.

To register, go to www.livehealthyhouston.org

- Enter the Group Registration Code, **LHHC**, to get to the Live Healthy Harris County Registration page.
- Teams may have 2-10 members and captains are allowed to manage multiple teams.

| Challenge | Type | Registration Opens | Start | End | Fee* |
|---|---|--------------------|-------|---------|------|
| LHHC 60-Day Vision & Dental Hygiene Challenge | Lifestyle questions with health points | April 17 | May 1 | June 20 | \$0 |

*Standard registration fee is \$15; Harris County is contributing \$15 for all eligible employees, dependents and retirees. This includes employees, retirees, and their dependents 18 years and over covered by the Harris County Medial plan (Aetna). New employees still within their benefits waiting period are also eligible for the \$0 entry fee. All other participants including contract, temporary, part-time, and State employees will be required to pay the standard registration fee of \$15. Eligibility is subject to verification. Please contact Human Resources & Risk Management, Benefits Division at 713-755-7057 for more information.