

Employee Training Class And Wellness Program Schedule June – August 2014



For additional information, contact

Human Resources & Risk Management
713-755-4843

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

Table of Contents

Human Resources Guide to Employee Training Classes

Management Training	4
Professional Development Training	5
Wellness Training	6
HeartSaver AED/CPR Training	6
Distance Learning Training	7
Collaborative Training	8
E-Learning Classes	8
Resources for Living	11
New Employee Orientation	12
Retirement Seminars	12
The Training Library	13
Descriptions of June - August 2014 Offerings.....	15

Human Resources & Risk Management Wellness Program

Wellness Online Training	24
RD on the Go Health Coaching Program	25
Onsite Mammography Program	27
Onsite Physicals	28
Exercise Classes	29
Wellness Challenges.....	31

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 June - August 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
* Team Building	Tuesday, June 3	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Harassment Awareness and Prevention	Tuesday, June 3	1:30 pm – 3:30 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Peer Today, Boss Tomorrow – Making a Successful Transition	Wednesday, June 4	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Let's Be the One to Get It Done (Motivating Ourselves and Others)	Thursday, June 5	1:00 pm – 4:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Advanced FMLA/ADA	Thursday, June 12	9:00 am – 12:00 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Coaching Your Employees: The 364 Days Before a Performance Appraisal	Tuesday, June 17	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Understanding Human Behavior	Tuesday, July 1	9:00 am – 12:00 pm	Walt Natemeyer	1310 Prairie, Suite 230 Training Room
* Leading Employees to High Performance	Tuesday, July 1	1:00 pm – 4:00 pm	Walt Natemeyer	1310 Prairie, Suite 230 Training Room
* Getting to the Root of the Problem	Thursday, July 17	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Team Problem Solving	Thursday, July 17	1:00 pm – 4:00 pm	Stephen Haslam	1310 Prairie, Suite 230 Training Room
* Assertiveness for Leaders	Tuesday, July 22	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Basic FMLA	Tuesday, August 12	9:00 am – 12:00 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Motivating Your Employees	Thursday, August 14	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Team Decision Making: Balancing Authority & Collaboration	Thursday, August 14	1:00 pm – 4:00 pm	Stephen Haslam	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
Listening Skills for Professional Effectiveness	Wednesday, June 4	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
It's Not Personal: Understanding Why People Behave The Way They Do	Thursday, June 5	9:00 am – 12:00 pm	Rob Pennington	1310 Prairie, Suite 230 Training Room
Construction Zone	Tuesday, June 10	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Minutes Matter	Tuesday, June 10	1:00 pm – 4:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Conquering Conflict	Tuesday, June 17	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Dress for Success - Business Impressions	Tuesday, July 22	1:00 pm – 2:30 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Make Meetings Work	Tuesday, July 29	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Under Construction – Punctuation Booster	Tuesday, July 29	1:00 pm – 2:30 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Under Construction – Grammar and Usage Booster	Tuesday, July 29	3:00 pm – 4:30 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Understanding Your Emotional Intelligence	Thursday, July 31	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
Projecting Professionalism	Tuesday, August 19	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Conflict or Cooperation – Button Pushers	Tuesday, August 19	1:00 pm – 2:30 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Customer Service Skills for First Contact Employees	Thursday, August 21	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Mind Stretchers – Critical Thinking Skills for Every Day Life	Thursday, August 21	1:00 pm – 4:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
SMART Goal Setting	Thursday, August 28	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room

Wellness Training

* WLS – Wellness Lecture Series

* CRS – Culinary Roadshow Series

Course	Date	Time	Instructor(s)	Location
WLS: Super Foods	Wednesday, June 11	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
WLS: Eat a Rainbow – Leading a Nutritarian Lifestyle	Wednesday, June 25	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
WLS: All is Well – A Review of the Employee Wellness Program	Wednesday, June 25	1:30 pm – 3:30 pm	Sarah Acosta & Michael Havens	1310 Prairie, Suite 230 Training Room
CRS: Soul Food – A Heart-Health Makeover	Thursday, June 26	12:00 pm – 1:00 pm	Kari Kooi	1310 Prairie, 9 th Floor Activity Room
WLS: Cutting Through the Hype – Label Fables	Wednesday, July 16	1:30 pm – 3:30 pm	Kari Kooi	1310 Prairie, Suite 230 Training Room
WLS: Dealing with Anger & Learning Forgiveness	Wednesday, July 23	1:30 pm – 3:30 pm	Aetna Representative	1310 Prairie, Suite 230 Training Room
CRS: Healthy, Delicious BBQ Side Dishes	Thursday, July 24	12:00 pm – 1:00 pm	Sarah Acosta & Katie Gerrits	1310 Prairie, 9 th Floor Activity Room
WLS: The Power of Positive Thinking	Wednesday, July 30	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
WLS: Building Skills to Handle Life's Pressure & Change Mastery	Wednesday, July 30	1:30 pm – 3:30 pm	Aetna Representative	1310 Prairie, Suite 230 Training Room
WLS: Managing in Times of Personal Crisis & Emergency Preparedness	Wednesday, August 13	1:30 pm – 3:30 pm	Aetna Representative	1310 Prairie, Suite 230 Training Room
WLS: Letting Go of Worry and Anxiety & Taking Sleep Seriously	Wednesday, August 20	1:30 pm – 3:30 pm	Aetna Representative	1310 Prairie, Suite 230 Training Room
WLS: Practicing the Art of Mindfulness	Wednesday, August 27	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room

HeartSaver AED/CPR Training

Date	Time	Location
Friday, June 6	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, June 20	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, July 18	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Thursday, July 31	1:00 pm – 5:00 pm	1310 Prairie, Suite 230 Training Room

Tuesday, August 5	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, August 15	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, August 29	8:00 am – 12:00 pm	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: Super Foods	Wednesday, June 11	8:30 am – 10:30 am	Comm. Pct. 4 – Admin Office
WLS: Eat a Rainbow – Leading a Nutritarian Lifestyle	Wednesday, June 25	8:30 am – 10:30 am	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
WLS: All is Well – A Review of the Employee Wellness Program	Wednesday, June 25	1:30 pm – 3:30 pm	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
WLS: Cutting Through the Hype – Label Fables	Wednesday, July 16	1:30 pm – 3:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 4 – Admin Office
Dress for Success – Business Impressions	Tuesday, July 22	1:00 pm – 2:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 3 – Fonteno SEC Comm. Pct. 3 – Glazier SEC Comm. Pct. 4 – Admin Office
WLS: Dealing with Anger & Learning Forgiveness	Wednesday, July 23	1:30 pm – 3:30 pm	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
Under Construction – Punctuation Booster	Tuesday, July 29	1:00 pm – 2:30 pm	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
Under Construction – Grammar and Usage Booster	Tuesday, July 29	3:00 pm – 4:30 pm	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
WLS: The Power of Positive Thinking	Wednesday, July 30	8:30 am – 10:30 am	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
WLS: Building Skills to Handle Life’s Pressure & Change Mastery	Wednesday, July 30	1:30 pm – 3:30 pm	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office

WLS: Managing in Times of Personal Crisis & Emergency Preparedness	Wednesday, August 13	1:30 pm – 3:30 pm	Comm. Pct. 4 – Admin Office
Conflict or Cooperation – Button Pushers	Tuesday, August 19	1:00 pm – 2:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 3 – Fonteno SEC Comm. Pct. 4 – Admin Office
WLS: Letting Go of Worry and Anxiety & Taking Sleep Seriously	Wednesday, August 20	1:30 pm – 3:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
WLS: Practicing the Art of Mindfulness	Wednesday, August 27	8:30 am – 10:30 am	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office

Collaborative Training

(COLLABORATIVE TRAINING WITH PUBLIC HEALTH)

Course	Date	Time	Location
Effective & Legal Interviewing and Hiring	Wednesday, June 4	9:00 am – 12:00 pm	2223 West Loop South, Room 532

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
June 18, 2014	1310 Prairie, 16 th Floor
July 16, 2014	1310 Prairie, Suite 230 Training Room
August 20, 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 June – August 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.

*** Advanced FMLA/ADA**

!!NEW!!

(Instructor: Eileen Begle)

The Family & Medical Leave Act and the Americans With Disabilities Act are both very complex laws. Supervisors and managers who have taken Basic FMLA (or already have a good working knowledge of FMLA) will benefit from this interactive class. Come prepared to engage in lively discussions! We will compare and contrast the protections under both laws; discover the reasons why designating FMLA is crucial; identify legal strategies for dealing with potentially abusive situations; and practice recognizing ADA and FMLA issues in the workplace and developing appropriate responses to them. Dealing with employee health issues is never easy. It takes compassion. But it also takes confidence to know that what you say and do is allowed under the law.

This class will give you that confidence! You will have plenty of opportunities to ask questions and discuss possible solutions to current issues you may be facing. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

*** Assertiveness for Leaders**

(Instructor: Amy Castro)

Managers/Supervisors in this session will learn the balanced approach to handle people, get things done, and communicate in a clear, calm and confident manner. Attendees will gain the skills needed to leap over hurdles faced on a day-to-day basis and to handle conflicts in a proactive and positive way. Managers/Supervisors will learn their own assertiveness style and how to adapt it to make it more effective in daily interactions with employees and others. **Limit: 35 Managers/Supervisors.**

This class is recommended for: Managers/Supervisors

*** Basic FMLA**

(Instructor: Eileen Begle)

Part of your responsibility as a supervisor is to recognize those situations that may qualify for protection under the Family & Medical Leave Act (FMLA) to ensure that the County complies with the law. In this interactive session we will identify the FMLA qualifying events; define the three major FMLA protections; distinguish the protections provided by FMLA from those provided under the Americans with Disabilities Act (ADA); and discover the reasons why designating FMLA is so important. You will have plenty of opportunities to ask questions and discuss possible solutions to any FMLA issues you may be facing. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

*** Coaching Your Employees: The 364 Days Before a Performance Appraisal**

(Instructor: Amy Castro)

Managers/Supervisors learn strategies to inspire commitment, build new competencies, and promote persistence to make sure changes and learning last. Also, learn how to effectively implement change in the environment to reward learning and remove barriers. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

Conflict or Cooperation – Button Pushers

(Instructor: Tawnya Mitchell)

Identify the top 5 “button pushing” situations and discuss why they escalate conflict rather than resolve it. Learn appropriate non-escalating interventions and practice techniques with peer critique and discussion.

Limit: 35.

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

Conquering Conflict

!!NEW!!

(Instructor: Amy Castro)

Learn your individual conflict style and be able to identify the style of others. Also, practice effective conflict resolution tips and techniques that will allow you to see conflict in a new light, as an opportunity for improvement rather than something dreaded and avoided. **Limit: 35.**

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

Construction Zone

(Instructor: Tawnya Mitchell)

Identify the purpose for a document and the tasks required to arrange information in a clear, coherent sequence. Learn how to compose clear and concise sentences, identify and eliminate passive voice,

wordiness, and redundancy, and use correct punctuation and grammar. Identify ways to minimize word, sentence, and paragraph lengths without sacrificing clarity; practice composing effective emails; and get tips to quickly proofread and edit any writing. **Limit: 35.**

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

Culinary Roadshow Series: Soul Food – A Heart Healthy Make-over

!!NEW!!

(Instructors: Sarah Acosta and Katie Gerrits)

Southern cuisine and other dishes referred to as Soul Food have the reputation of being high in sodium, fat and calories. However, these comfort foods native to this area use ingredients that are rich sources of vitamins, minerals and healthy fats. Join us as we use cooking techniques to make-over a traditional dish that is not only healthy but delicious! *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: Healthy, Delicious BBQ Side Dishes

!!NEW!!

(Instructor: Kari Kooi)

Are you ready to bring a dish that is sure to dazzle at your next barbeque get-together? Join us as we create a German-style lightened up version of traditional potato salad (sans the mayo) and a radiant summer fruit salad that's bursting with incredible flavor and antioxidant power. *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.**

Customer Service Skills for First Contact Employees

!!NEW!!

(Instructor: Amy Castro)

Identify the importance of projecting a positive, professional image and understand key customer service skills. Participants will practice a five step problem-solving conversation that can be applied to any customer problem or complaint. **Limit: 35.**

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

Dress for Success – Business Impressions

!!NEW!!

(Instructor: Amy Castro)

Learn how a professional appearance can improve creditability, leadership, and authority. Identify the basics of appropriate and inappropriate business attire for men and women, discuss the myth of business casual, and learn the importance of grooming and personal appearance maintenance tips that are essential to a professional appearance. Also, identify key body language and vocal qualities to project a professional image and first impression. **Limit: 35.**

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

*** Effective & Legal Interviewing/Hiring**

(Instructor: Charlie Cunningham)

Participants will review goals for the hiring process, legal and illegal aspects of the hiring and interviewing process, and learn to conduct an employment interview. Interviewing techniques will be covered that include icebreakers, specific interview questions, red flags and employment law. **Limited.**

This class is recommended for: Managers/Supervisors.

*** Getting to the Root of the Problem**

(Instructor: Margaret Johnson)

Managers/Supervisors in this session will examine interpersonal relationships as well as business processes and procedures to determine the root cause of problems and issues. Also, managers/supervisors will learn and practice problem solving techniques to apply to all work concerns and develop plans of action for resolution. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

*** Harassment Awareness and Prevention**

!!NEW!!

(Instructor: Eileen Begle)

Part of your responsibility as a supervisor is to prevent illegal harassment in the workplace. You have to know what it is to be able to do that! In this interactive session we will identify all of the legally-protected characteristics; discuss what is and what is not illegal harassment; explore cultural influences that affect our behavior at work; and recognize your role in preventing harassment. After conquering that information, we will analyze the steps to take if you receive a report of harassment. You will have plenty of opportunities to ask questions, role play, and discuss possible solutions to hypothetical situations. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

HeartSaver AED/CPR Certification

(Instructor: PerSys Medical)

HeartSaver Certification is designed to teach the basic techniques of CPR of all ages and the use of an AED. The student will also learn about using barrier devices in CPR and giving first aid for choking. Participants will be able to recognize signs and symptoms of heart attacks and strokes. At the completion of this course, the student will have the necessary skills and under medical control be able to use the AED. This class places emphasis on the ability to recognize emergencies such as sudden cardiac arrest and how to respond to them. Upon successful completion of the course you will receive an AHA (American Heart Association) course card. **Limit: 24.**

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

It's Not Personal – Understanding Why People Behave the Way They Do

!!NEW!!

(Instructor: Robert Pennington)

Everyone has customers, co-workers, and family who become difficult to deal with from time to time because of our own unconscious habit of feeling uncomfortable, making negative judgments, and taking it all so personally. Learn to notice, interpret and anticipate other's concerns and feelings and anticipate how others will react. Understand both the strengths and weaknesses of yourself and others to find non-threatening way to approach others and make them feel comfortable. **Limit: 35.**

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

*** Leading Employees to High Performance**

(Instructor: Walt Natemeyer)

Managers/Supervisors will examine the process of leadership and the characteristic of effective leaders. Also, attendees will learn about directive and supportive behavior, how to assess employees' readiness levels, and how to use situational leadership to over-lead and under-lead. Additional, managers/supervisors will assess their own leadership styles. **Limit: 35.**

This class is recommended for: Managers/Supervisors

Let's Be the One to Get It Done (Motivating Ourselves and Others)

(Instructor: Margaret Johnson)

Determine the events and behaviors that get in the way of getting things done. Examine what motivates you and work to eliminate or minimize de-motivating behaviors. Participants will make a plan to empower themselves and others to get work done effectively and efficiently. **Limit: 35.**

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

Listening Skills for Professional Effectiveness

!!NEW!!

(Instructor: Amy Castro)

Learn the difference between listening and hearing and identify steps in the listening process. Identify poor listening habits and learn techniques to improve listening skills. Participants will role-play to practice effective listening in situations which include complaints, problem-solving, and more. **Limit: 35.**

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

Make Meetings Work

!!NEW!!

(Instructor: Amy Castro)

Analyze the need for a meeting, learn to identify appropriate meeting participants, and define pre-meeting work. Learn to formulate agendas, responsibilities, how to handle difficult participants and situations, and identify post-meeting follow needs. **Limit: 35.**

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

Mind Stretchers – Critical Thinking Skills for Every Day Life

(Instructor: Margaret Johnson)

Participants in this session will be able to define critical thinking and describe the basic competencies for steps in decision making. Evaluate arguments, assumptions, and patterns in the thinking process to apply methods and remove hindrances to effective critical thinking. Also, develop an action plan to incorporate the new skills back on the job. **Limit: 35.**

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

Minutes Matter

(Instructor: Tawnya Mitchell)

Complete a personal time management assessment to identify "timewasters" and discover techniques to decrease them. Learn to establish and maintain priorities, effectively sort key tasks and duties, and identify tips for using technology tools to assist. Develop a personal plan to implement more effective time management techniques in the workplace. **Limit: 35.**

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

*** Motivating Your Employees**

!!NEW!!

(Instructor: Amy Castro)

Managers/Supervisors will analyze motivation myths, evaluate tools and techniques, and identify employee motivators and methods. Learn the benefits of having motivated employees and practice motivational discussions. **Limit: 35 Managers/Supervisors**

This class is recommended for: Managers/Supervisors

*** Peer Today, Boss Tomorrow – Making a Successful Transition**

!!NEW!!

(Instructor: Amy Castro)

Identify the challenges associated with transitioning from a group's peers to their supervisor. Analyze common reactions of others, practice conducting transition interviews, recognize and plan how to overcome pitfalls of new peer-to-boss supervisors. **Limit: 35 Managers/Supervisors**

This class is recommended for: Managers/Supervisors

Projecting Professionalism

(Instructor: Tawnya Mitchell)

Complete a personal time management assessment to identify "timewasters" and discover techniques to decrease them. Learn to establish and maintain priorities, effectively sort key tasks and duties, and identify tips for using technology tools to assist. Develop a personal plan to implement more effective time management techniques in the workplace. **Limit: 35.**

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

SMART Goal Setting

(Instructor: Amy Castro)

Every year, people dream about the things they would like to accomplish. However, too often, their dreams do not come true. Why? They never turn their dreams into SMART goals with a plan to achieve them. In this session, participants will learn why people fail to achieve their goals, how to overcome resistance to setting goals, how to create SMART goals with specific steps and realistic deadlines, and how to stay motivated on the path to achieving goals. **Limit: 35.**

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

*** Team Building**

!!NEW!!

(Instructor: Margaret Johnson)

Determine your behavioral style and those of others and develop an understanding of how they contribute to success. Learn to improve communication skills through practice, listening, problem solving, and conflict resolution to enhance team productivity. **Limit: 35 Managers/Supervisors**

This class is recommended for: Managers/Supervisors

*** Team Decision Making: Balancing Authority & Collaboration**

!!NEW!!

(Instructor: Stephen Haslam)

Having respect and collaboration in the workplace increases creativity, productivity, and better decision making. Learn how to involve employees to actively take part in the decision process without relinquishing authority and encourage opportunities to work together as a team. **Limit: 35 Managers/Supervisors**

This class is recommended for: Managers/Supervisors

*** Team Problem Solving**

!!NEW!!

(Instructor: Stephen Haslam)

Accountability is up and the pressure is on to create new ways to meet challenging goals. Learn to give employees latitude to make decisions in their own sphere of work and encourage them to set their own goals. Also, learn ways to express confidence in the ability for them to be successful and how to encourage groups to resolve problems on their own. **Limit: 35 Managers/Supervisors**

This class is recommended for: Managers/Supervisors

Under Construction – Grammar and Usage Booster

(Instructor: Tawnya Mitchell)

Participants in this 1 ½ hour session will understand and use appropriate sentence grammar, and utilize grammatical conventions to write accurate texts that are appropriate to the task. **Limit: 35.**

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

Under Construction – Punctuation Booster

(Instructor: Tawnya Mitchell)

Participants in this 1 ½ session will define, recognize, and correctly use periods, commas, apostrophes, colons, semicolons, hyphens, and questions. Attendees will practice tips and tools in the exercises provided.

Limit: 35.

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

*** Understanding Human Behavior**

(Instructor: Walt Natemeyer)

Analyze what motivates people and discuss how to avoid employee frustration. Topics to be explored include the performance equation, hierarchy of needs and achievement motivation, and values and human behavior.

Limit: 35.

This class is recommended for: Managers/Supervisors

Understanding Your Emotional Intelligence

(Instructor: Margaret Johnson)

Develop an understanding of emotional intelligence and its importance in the workplace. Participants will assess their emotional intelligence and how it applies in situations. Develop skills and practice techniques to become successful in your interactions in the workplace. **Limit: 35.**

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

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

(Instructors: Sarah Acosta and 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: Building Skills to Handle Life's Pressures & Change Mastery

!!NEW!!

Instructor: Aetna Resources for Living Representative)

Self-regulation is a valuable tool that can be utilized to improve our responses in both our personal and work lives. This seminar will provide information on the concept of self-regulation while exploring the impact of change and our response to it. Participants will be provided tools to communicate more effectively under pressure and implement a personal plan to relieve pressures. Discover how one can change his/her beliefs about change from limiting to empowering, and define your resilience to change. **Limit: 35.**

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

WLS: Cutting Through the Hype: Label Fables

!!NEW!!

(Instructor: Kari Kooi)

You shouldn't judge a book by its cover or a food product by its package! Food marketing is powerful and just the right buzz word on a package can be enough to make us pull the item off the shelf and toss it into the cart. This eye-opening presentation will help you become a well-informed consumer as we look past the claims and examine food packages for what they really are. **Limit: 35.**

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

WLS: Dealing With Anger and Forgiveness

!!NEW!!

(Instructor: Aetna Resources for Living Representative)

Anger is a powerful human emotion that has physical, psychological and interpersonal consequences. This program explores those areas and provides tips to manage angry responses. Define anger, physiological responses to anger, and learn approaches to dealing with and managing anger. **Limit: 35.**

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

WLS: Eat a Rainbow - Leading a Nutritarian Lifestyle

!!NEW!!

(Instructor: Kari Kooi)

Discover the power of whole foods and delicious ways to prepare them. Learn why eating fruits and vegetables that represent the colors of the rainbow provide a rainbow of disease preventing, health enhancing benefits. The quality of the food you eat matters as much as, if not more than, the quantity. A nutritarian lifestyle focuses on eating nutrient-rich, natural foods to maximize your body's potential for radiantly good health. **Limit: 35.**

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

WLS: Letting Go Of Worry and Anxiety & Taking Sleep Seriously

!!NEW!!

(Instructor: Aetna Resources for Living Representative)

How important is sleep? Without it you wouldn't survive. Sleep is an essential part of daily life. It helps us to stay focused, remember things, and keeps us energized and able to face the tasks of the day. This program is designed to help participants cope with anxiety and looks at what is considered "normal" sleep, things that might indicate a sleeping disorder, lifestyle influences on sleep, and ways to increase your chances of getting a good night's sleep. Learn what anxiety is, how it affects you, and ways to reduce it. **Limit: 35.**

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

WLS: Managing In Times of Personal Crisis and Emergency Preparedness

!!NEW!!

(Instructor: Aetna Resources for Living Representative)

A crisis is a turning point for better or worse. Because it is unexpected, people tend to experience a period of psychological disequilibrium. This seminar will help you understand and manage this process and is intended to help prepare yourself, your family, and your home in case of an emergency. Define crisis, considering stages of a crisis, and prepare an action plan. Learn to create a disaster supply kit, a family emergency plan, and how to cope in the aftermath. **Limit: 35.**

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

WLS: Practicing the Art of Mindfulness

!!NEW!!

(Instructor: Kari Kooi)

Come quiet your mind and learn the essence of mindfulness. Practicing mindfulness has many life applications, including eating behavior. Mindfulness helps you feel centered and connected – a useful antidote to a modern, hurried lifestyle. This class will explore how to cultivate mindfulness in your life by distilling big ideas into easy-to-apply, life-changing tips. **Limit: 35.**

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

WLS: Super Foods

(Instructor Kari Kooi)

Certain foods are brimming with antioxidants and nutrients that are powerful enough to ward off certain diseases. This presentation is packed with fascinating, cutting-edge nutrition information that will inspire you to incorporate these foods into your diet on a regular basis. Gain a whole new appreciation for the magic that lies within real food! **Limit: 35.**

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

WLS: The Power of Positive Thinking

(Instructor: Kari Kooi)

Have you examined your thoughts lately? Your thoughts have a powerful impact on your reality. Being positive doesn't always come naturally. It's a choice you have to make daily and it can take a lot of practice to overcome stifling negative thinking and self-talk. Discover strategies for staying upbeat and the countless benefits of positivity. **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	Online	2.0
Emotional Eating	Online	2.0
Figuring Out the Fats	Online	2.0
Herbal & Dietary Supplements	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	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
Tuesday, June 17	8:30 am – 3:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Thursday, June 19	8:30 am – 3:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Thursday, June 26	8:30 am – 3:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Tuesday, July 15	8:30 am – 3:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Thursday, July 17	8:30 am – 3:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Tuesday, July 22	8:30 am – 3:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Thursday, August 21	8:30 am – 3:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Tuesday, August 26	8:30 am – 3:00 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, August 21	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, June 25	7:00 am – 11:00 pm	30 minutes	1310 Prairie, 9 th Floor

Wednesday, July 16	7:00 am – 11:00 pm	30 minutes	1310 Prairie, 9 th Floor
Wednesday, July 30	7:00 am – 11:00 pm	30 minutes	1310 Prairie, 9 th Floor
Wednesday, August 13	7:00 am – 11:00 pm	30 minutes	1310 Prairie, 9 th Floor
Wednesday, August 27	7:00 am – 11:00 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 June – August 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		4:10 – 5:10 Ppm Cardio-Strength- Interval Yolanda, GUMBO	4:10 – 5:10 pm Step It Up	
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	
5:30 – 6:30 pm Boot Camp Yolanda, GUMBO	5:30 – 6:30 pm Nightclub Cardio Shaundra, GUMBO	5:30 – 6:30 pm Zumba		

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 8 Week 5K	Lifestyle questions with health points	TBA	August 4	September 22	\$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.