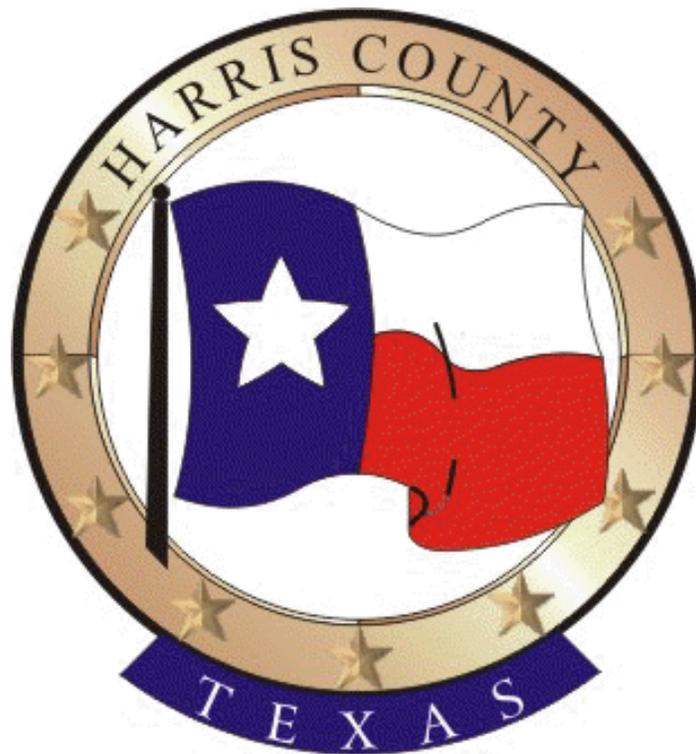


# **Employee Training Class And Wellness Program Schedule June 2013 – February 2014**



For additional information, contact

**Human Resources & Risk Management**  
713-755-4843

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

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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://harriscountytexas.gov/hctraining> and through email announcements.

## REGISTRATION IS OPEN for June 2013 – February 2014

If you do not have access to the online system should, 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:** Class room 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 713-755-4396 at least two weeks 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.**

<b>Course</b>	<b>Date</b>	<b>Time</b>	<b>Instructor</b>	<b>Location</b>
* Performance Management I: Performance Goals	Tuesday, June 25	9:00 am – 12:00 pm	Stephen Haslam/ Robert Pennington	1310 Prairie, Suite 230 Training Room
* Working with TWC Unemployment Claims	Tuesday, July 16	9:00 am – 11:00 am	Erika Owens	1310 Prairie, Suite 230 Training Room
* R*E*S*P*E*C*T	Thursday, July 18	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
* Introduction to Employment Law	Tuesday, July 23	2:00 pm – 5:00 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Coaching for Excellence	Tuesday, July 30	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Tough Talks	Tuesday, July 30	1:00 pm – 2:30 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Transition & Diversity	Tuesday, August 6	9:00 am-12:00 pm	Richard Lewis	1310 Prairie, Suite 230 Training Room
* Managing and Resolving Conflict in the Workplace	Tuesday, August 6	1:00 pm – 4:00 pm	Richard Lewis	1310 Prairie, Suite 230 Training Room
* R*E*S*P*E*C*T	Tuesday, September 10	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
* The Supervisor Mediator: How to Effectively Mediate Conflict Between Employees	Tuesday, September 10	1:00 pm – 5:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Big or Small – We Can Manage Them All! (Managing Projects Effectively)	Thursday, September 19	1:00 pm – 4:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* FMLA, ADA, and Workers' Compensation	Tuesday, October 8	1:00 pm – 4:00 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* The New Manager/Supervisor	Tuesday, October 22 & Thursday, October 24	1:00 pm – 4:30 pm (both days)	Amy Castro	1310 Prairie, Suite 230 Training Room
* Crossing the Great Divide	Tuesday, October 29	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
* Coaching your Employees: The 364 Days Before a Performance Appraisal	Tuesday, November 5	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Transition and Diversity	Friday, November 8	9:00 am – 12:00 pm	Richard Lewis	1310 Prairie, Suite 230 Training Room

* Introduction to Employment Law	Tuesday, November 12	1:00 pm – 4:00 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* The Supervisor Mediator: How to Effectively Mediate Conflict Between Employees	Tuesday, December 5	8:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Managing and Resolving Conflict in the Workplace	Tuesday, January 14	1:00 pm – 4:00 pm	Richard Lewis	1310 Prairie, Suite 230 Training Room
* Performance Management I: Performance Goals	Tuesday, January 16	9:00 am – 12:00 pm	Stephen Haslam/ Robert Pennington	1310 Prairie, Suite 230 Training Room
Big or Small – We Can Manage Them All! (Managing Projects Effectively)	Tuesday, January 28	1:00 pm – 4:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room

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## 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
The Other Part of Your Job – Dealing with Personalities, Egos, and Office Politics	Tuesday, June 18	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
The Martial Art of Communication	Tuesday, June 18	1:00 pm – 4:00 pm	Stephen Haslam/ Robert Pennington	1310 Prairie, Suite 230 Training Room
Projecting Professionalism	Tuesday, July 16	1:00 pm – 4:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Under Construction	Thursday, July 18	1:00 pm – 4:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Preparing to Purchase a Home: The Keys to Home Ownership	Tuesday, July 23	11:30 am – 1:00 pm	Christa Martin	1310 Prairie, Suite 230 Training Room
Get Organized Now	Thursday, July 25	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Super Stressed! Techniques for Fighting What's Fighting You	Thursday, August 8	8:30 am – 10:00 am	Susanne Gaddis	1310 Prairie, Suite 230 Training Room
Deadly Emotions: How to Handle Your Emotions Before They Have a Handle on You	Thursday, August 8	10:30 am – 12:00 pm	Susanne Gaddis	1310 Prairie, Suite 230 Training Room
Goal Setting Success: How to Set and Get Goals that Matter the Most	Thursday, August 8	1:00 pm – 2:30 pm	Susanne Gaddis	1310 Prairie, Suite 230 Training Room
R*E*S*P*E*C*T	Thursday, August 22	1:00 pm – 4:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Conflict or Cooperation	Tuesday, August 27	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room

<b>Make the Write Choice – Guidelines for Usage</b>	Tuesday, August 27	1:00 pm – 2:30 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Managing Multiple Priorities</b>	Thursday, August 29	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
<b>Workplace Generational Issues</b>	Friday, September 13	9:00 am – 12:00 pm	Richard Lewis	1310 Prairie, Suite 230 Training Room
<b>Minutes Matter</b>	Tuesday, September 17	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Construction Zone</b>	Tuesday, September 17	1:00 pm – 4:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Building a New Habit</b>	Thursday, September 19	1:00 pm – 4:00 pm	Stephen Haslam/ Robert Pennington	1310 Prairie, Suite 230 Training Room
<b>ID Theft: Who’s Got Your Number?</b>	Tuesday, September 24	11:30 am – 1:00 pm	Christa Martin	1310 Prairie, Suite 230 Training Room
<b>Presentation Skills for Out of the Box (and this World!) Presentations</b>	Tuesday, October 8	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
<b>Turning Worries into Action Plans</b>	Thursday, October 10	9:00 am – 12:00 pm	Stephen Haslam/ Robert Pennington	1310 Prairie, Suite 230 Training Room
<b>Power Tools – Proofing Practice</b>	Tuesday, October 29	1:00 pm – 2:30 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Managing Multiple Priorities</b>	Tuesday, November 5	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
<b>Assertiveness in Action</b>	Tuesday, November 12	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Conflict or Cooperation – Button Pushers</b>	Thursday, November 14	8:30 am – 10:00 am	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Make the Write Choice – Guidelines for Usage</b>	Thursday, November 14	10:30 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>R*E*S*P*E*C*T</b>	Tuesday, December 5	1:00 pm – 4:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>The Other Part of Your Job – Dealing with Personalities, Egos, and Politics</b>	Tuesday, December 10	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
<b>Tough Talks</b>	Tuesday, December 10	1:00 pm – 2:30 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
<b>The Martial Art of Communication</b>	Thursday, December 12	9:00 am – 12:00 pm	Stephen Haslam/ Robert Pennington	1310 Prairie, Suite 230 Training Room
<b>Change Your Attitude, Change Your Life!</b>	Thursday, January 9	8:30 am – 10:00 am	Susanne Gaddis	1310 Prairie, Suite 230 Training Room
<b>Deadly Emotions: How to Handle Your Emotions Before They Have a Handle on You</b>	Thursday, January 9	10:30 am – 12:00 pm	Susanne Gaddis	1310 Prairie, Suite 230 Training Room
<b>Goal Getting Success: How to Set and Get Goals that Matter the Most</b>	Thursday, January 9	1:00 pm – 2:30 pm	Susanne Gaddis	1310 Prairie, Suite 230 Training Room
<b>Crossing the Great Divide</b>	Tuesday, January 14	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Projecting Professionalism</b>	Tuesday, January 21	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Under Construction</b>	Tuesday, January 28	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room

<b>Conflict or Cooperation</b>	Tuesday, February 4	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
<b>Workplace Generational Issues</b>	Thursday, February 6	9:00 am – 12:00 pm	Richard Lewis	1310 Prairie, Suite 230 Training Room

## Wellness Training

<b>Course</b>	<b>Date</b>	<b>Time</b>	<b>Instructor</b>	<b>Location</b>
<b>WLS: The Great Outdoors</b>	Wednesday, June 5	8:30 am – 10:30 am	YMCA Healthy Living Specialist	1310 Prairie, Suite 230 Training Room
<b>WLS: All is Well - An Orientation to Employee Wellness</b>	Wednesday, June 5	1:30 pm – 3:30 pm	Brenda Heredia	1310 Prairie, Suite 230 Training Room
<b>WLS: A Healthy Eating Plan-Secrets to Making it Work</b>	Wednesday, June 12	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
<b>WLS: Change Mastery &amp; Your Conflict Management Style</b>	Wednesday, June 19	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
<b>WLS: Dining Out in Houston</b>	Wednesday, June 26	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
<b>WLS: Negativity &amp; Respectful Communication in the Workplace</b>	Wednesday, July 17	1:30 pm – 4:00 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
<b>Culinary Roadshow Series: Mediterranean Flavor Tour</b>	Thursday, July 18	12:00 pm – 1:00 pm	Kari Kooi	1310 Prairie, 16 <sup>th</sup> Floor
<b>WLS: Cooking with Training Wheels</b>	Wednesday, July 24	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
<b>WLS: Super Foods</b>	Wednesday, July 31	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
<b>WLS: Dealing with Anger &amp; Emotional Intelligence</b>	Wednesday, July 31	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
<b>WLS: Keeping Your Vision Healthy</b>	Wednesday, August 7	8:30 am – 10:30 am	YMCA Healthy Living Specialist	1310 Prairie, Suite 230 Training Room
<b>WLS: Conquering Your Mount Everest</b>	Wednesday, August 14	8:30 am – 10:30 am	YMCA Healthy Living Specialist	1310 Prairie, Suite 230 Training Room
<b>Culinary Roadshow Series: Soul Food-A Heart Healthy Make-over</b>	Thursday, August 15	12:00 pm – 1:00 pm	Michelle Chevannes	1310 Prairie, 16 <sup>th</sup> Floor
<b>WLS: Call Center Stress Management &amp; Dealing with Conflict in the Workplace</b>	Wednesday, August 21	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
<b>WLS: The Power of Positive Thinking</b>	Wednesday, August 28	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room

# HeartSaver AED/CPR Training

Date	Time	Location
Friday, June 7	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, June 21	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Tuesday, June 25	1:00 pm – 5:00 pm	1310 Prairie, Suite 230 Training Room
Tuesday, July 2	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, July 26	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, August 9	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Thursday, August 15	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, August 30	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, September 6	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, September 20	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Thursday, October 10	1:00 pm – 5:00 pm	1310 Prairie, Suite 230 Training Room
Tuesday, October 22	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Tuesday, November 19	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Tuesday, November 19	1:00 pm – 5:00 pm	1310 Prairie, Suite 230 Training Room
Thursday, December 5	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, January 10	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Thursday, January 16	1:00 pm – 5:00 pm	1310 Prairie, Suite 230 Training Room
Friday, January 24	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 Offices – 1731 Hugh Road, 77067**

**Public Health – 2223 West Loop South, 77027**

<b>Course</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>WLS: A Healthy Eating Plan-Secrets to Making it Work</b>	Wednesday, June 12	8:30 am – 10:30 am	1-El Rio 2-Washburn 4-Admin Office
<b>WLS: Change Mastery &amp; Your Conflict Management Style</b>	Wednesday, June 19	1:30 pm – 3:30 pm	2-Washburn 4-Admin Office Public Health
<b>WLS: Dining Out in Houston</b>	Wednesday, June 26	8:30 am – 10:30 am	2-Washburn 4-Admin Office
<b>WLS: Negativity &amp; Respectful Communication in the Workplace</b>	Wednesday, July 17	1:30 pm – 4:00 pm	1-El Rio 2-Washburn 4-Admin Office
<b>WLS: Cooking with Training Wheels</b>	Wednesday, July 24	8:30 am – 10:30 am	2-Washburn 4-Admin Office
<b>WLS: Super Foods</b>	Wednesday, July 31	8:30 am – 10:30 am	2-Washburn 4-Admin Office
<b>WLS: Dealing with Anger &amp; Emotional Intelligence</b>	Wednesday, July 31	1:30 pm – 3:30 pm	1-El Rio 2-Washburn 4-Admin Office
<b>WLS: Keeping Your Vision Healthy</b>	Wednesday, August 7	8:30 am – 10:30 am	2-Washburn 4-Admin Office
<b>Super Stressed! Techniques for Fighting What's Fighting You</b>	Thursday, August 8	8:30 am – 10:00 am	1-El Rio 2-Washburn 4-Admin Office Public Health
<b>Deadly Emotions: How to Handle Your Emotions Before They Have a Handle on You</b>	Thursday, August 8	10:30 am – 12:00 pm	2-Washburn 4-Admin Office Public Health
<b>Goal Setting Success: How to Set and Get Goals that Matter the Most</b>	Thursday, August 8	1:00 pm – 2:30 pm	2-Washburn 4-Admin Office
<b>WLS: Conquering Your Mount Everest</b>	Wednesday, August 14	8:30 am – 10:30 am	2-Washburn 4-Admin Office
<b>WLS: Call Center Stress Management &amp; Dealing with Conflict in the Workplace</b>	Wednesday, August 21	1:30 pm – 3:30 pm	2-Washburn 4-Admin Office Public Health
<b>Make the Write Choice</b>	Tuesday, August 27	1:00 pm – 2:30 pm	2-Washburn 4-Admin Office Public Health

<b>WLS: The Power of Positive Thinking</b>	Wednesday, August 28	8:30 am – 10:30 am	1-El Rio 2-Washburn 4-Admin Office Public Health
<b>Power Tools – Proofing Practice</b>	Tuesday, October 29	1:00 pm – 2:30 pm	2-Washburn 4-Admin Office
<b>Conflict or Cooperation – Button Pushers</b>	Thursday, November 14	8:30 am – 10:00 am	1-El Rio 2-Washburn 4-Admin Office Public Health
<b>Make the Write Choice</b>	Thursday, November 14	10:30 am – 12:00 pm	2-Washburn 4-Admin Office Public Health
<b>Tough Talks</b>	Tuesday, December 10	1:00 pm – 2:30 pm	1-El Rio 2-Washburn 4-Admin Office Public Health
<b>Change Your Attitude, Change Your Life!</b>	Thursday, January 9	8:30 am – 10:00 am	1-El Rio 2-Washburn 4-Admin Office Public Health
<b>Deadly Emotions: How to Handle Your Emotions Before They Have a Handle on You</b>	Thursday, January 9	10:30 am – 12:00 pm	2-Washburn 4-Admin Office Public Health
<b>Goal Getting Success: How to Set and Get Goals that Matter the Most</b>	Thursday, January 9	1:00 pm – 2:30 pm	2-Washburn 4-Admin Office Public Health

## Collaborative Training

### (COLLABORATIVE TRAINING WITH PUBLIC HEALTH)

<b>Course</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Defusing Angry People and Emotional Situations</b>	Thursday, June 6	8:30 am – 12:30 pm	2223 West Loop South, Room 532
<b>Conflict Resolution in the Workplace</b>	Wednesday, June 12	9:00 am – 12:30 pm	2223 West Loop South, Room 532
<b>Microsoft Word</b>	Wednesday, July 17	1:30 pm – 4:30 pm	2223 West Loop South, Room 729
<b>Microsoft Excel</b>	Thursday, July 18	1:30 pm – 4:30 pm	2223 West Loop South, Room 729
<b>Effective Supervision – Getting Results Through Others</b>	Tuesday, July 23	8:30 am – 12:30 pm	2223 West Loop South, Room 532
<b>Microsoft Outlook</b>	Wednesday, July 24	1:30 pm – 4:30 pm	2223 West Loop South, Room 729
<b>Defensive Driving</b>	Wednesday, July 31	9:00 am – 4:00 pm	2223 West Loop South, Room 416

<b>Human Dynamics</b>	Tuesday, August 13	8:30 am – 12:30 pm	2223 West Loop South, Room 416
<b>Effective Presentation Skills</b>	Wednesday, September 25	8:30 am – 12:30 pm	2223 West Loop South, Room 532
<b>Defensive Driving</b>	Monday, September 30	9:00 am – 4:00 pm	2223 West Loop South, Room 416
<b>Guided Meditation for the Non-Yoga Type Person</b>	Wednesday, October 2	9:00 am – 12:00 pm	2223 West Loop South, Room 532
<b>Microsoft Word</b>	Tuesday, October 8	9:00 am – 12:00 pm	2223 West Loop South, Room 729
<b>Microsoft Excel</b>	Wednesday, October 9	9:00 am – 12:00 pm	2223 West Loop South, Room 729
<b>Microsoft Outlook</b>	Wednesday, October 16	9:00 am – 12:00 pm	2223 West Loop South, Room 729
<b>Microsoft PowerPoint</b>	Thursday, October 17	9:00 am – 12:00 pm	2223 West Loop South, Room 729
<b>Project Management Without Pulling Your Hair Out</b>	Tuesday, June 18	8:30 am – 12:30 pm	2223 West Loop South, Room 532
<b>Defensive Driving</b>	Thursday, October 31	9:00 am – 4:00 pm	2223 West Loop South, Room 416
<b>Overcoming Fear of Public Speaking</b>	Wednesday, November 6	9:00 am – 12:00 pm	2223 West Loop South, Room 532
<b>Time Management &amp; Conducting Effective Meetings</b>	Wednesday, November 13	8:30 am – 12:30 pm	2223 West Loop South, Room 532

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## 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](mailto: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 insure 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 Complaints**

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](mailto:gracie.guillen@bmd.hctx.net).

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## 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](http://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  
Substance Abuse/misuse  
Burnout  
Child and elder care  
Depression

Family or parenting issues  
Work/life balance  
Marital/relationship problems  
Anxiety  
Anger Management

Legal concerns  
Coping with Change

Financial issues  
Self-esteem

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

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## New Employee Orientation

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

Date	Location
June 19, 2013	1310 Prairie, Suite 230 Training Room
July 17, 2013	1310 Prairie, Suite 230 Training Room
August 21, 2013	1310 Prairie, Suite 230 Training Room
September 18, 2013	1310 Prairie, Suite 230 Training Room
October 16, 2013	1310 Prairie, Suite 230 Training Room
November 20, 2013	1310 Prairie, Suite 230 Training Room
December 18, 2013	1310 Prairie, Suite 230 Training Room
January 15, 2014	1310 Prairie, Suite 230 Training Room
February 19, 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.

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# 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 6, 2013	Leon Grayson Community Center	13828 Corpus Christi Houston, Texas 77015
August 1, 2013	Tom Bass Community Center	15108 Cullen Blvd. Houston, Texas 77047
November 7, 2013	Trini Mendenhall Sosa Community Center	1414 Wirt Road Houston, Texas 77055

Call **713-755-4843** for further information.

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# The Training Library

Check out workbooks, CD ROM 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 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; 3<sup>rd</sup> 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 2013 – February 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.

### Assertiveness in Action

*(Instructor: Tawnya Mitchell)*

In this session, participants will understand the unspoken meaning in a situation and identify passive, aggressive, and assertive behavior. Participants will identify techniques for standing up in difficult situations and for maintaining emotional control in conflict situations. **Limit: 35.**

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

### \* Big or Small – We Can Manage Them All! (Managing Projects Effectively)

**!!NEW!!**

*(Instructor: Margaret Johnson)*

Participants learn the phases of the project life cycle and the tools of project management. They will create diagrams of current work projects to get them on track and/or solve and create back-up plans. Also, learn how to effectively manage people involved directly or indirectly in projects and practice techniques for motivating project team. **Limit: 35**

**Managers/Supervisors**

**This class is recommended for:** Managers/Supervisors

### Building a New Habit

*(Instructor: Stephen Haslam/Robert Pennington)*

In this interactive workshop, participants will use Six Steps for Building a Positive Habit to turn dreams into a reality. Participants will have a plan for building a new habit that will increase productivity and success to overcome the natural resistance encountered when attempting to change old habits. In addition, a step-by-step process will be followed for building any new habit related to professional or personal goals. **Limit: 35.**

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

### Change Your Attitude, Change Your Life!

*(Instructor: Susanne Gaddis)*

Find a way to make a positive difference in your daily life and improve your relationships with co-workers, clients, and family members! With the right tools, you can easily change the way you think about yourself and your abilities while improving

your communication and productivity. This workshop will give you the tools to show that changing your attitude can change your life. **Limit: 35.**

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

**\* Coaching for Excellence**

**!!NEW!!**

*(Instructor: Margaret Johnson)*

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

**This class is recommended for: Managers/Supervisors**

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

*(Instructor: Amy Castro)*

Managers/Supervisors will learn to identify what coaching is and is not to understand the importance in improving and maintaining performance. Participants will practice steps in coaching for success and improvement. **Limit: 35**

**Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

**Conflict or Cooperation**

*(Instructor: Tawnya Mitchell)*

Participants in this session will increase their awareness of conflict provoking behaviors that may exist and provide understanding on how to replace them with cooperative behavior. Participants will role play and discuss the top 12 defusing tactics, as well as identify the difference between conflict avoidance and conflict resolution. **Limit: 35.**

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

**Conflict or Cooperation – Button Pushers**

*(Instructor: Tawnya Mitchell)*

Participants will 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.**

**Conflict Resolution in the Workplace**

**!!NEW!!**

*(Instructor: Charlie Cunningham)*

Workplace conflicts usually don't resolve themselves! Learn techniques that will help to defuse conflicts and even prevent them before they start. **Limited.**

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

**Construction Zone**

*(Instructor: Tawnya Mitchell)*

Participants will identify the purpose of documents and the tasks required to arrange information in a clear, coherent sequence. Learn how to compose clear and concise sentences, identify and eliminate the passive voice, wordiness, and redundancy, and use correct punctuation and grammar. Attendees will 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 piece of writing. **Limit: 35.**

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

**\* Crossing the Great Divide**

*(Instructor: Tawnya Mitchell)*

Managers/Supervisors will define various generations and their workplace characteristics and understand how those differences affect communication and relationships. Learn to determine your approach when communicating with

employees of different generations and gain appreciation and respect for what is important to each generation. Formulate a plan to identify barrier behaviors and replace them with appropriate generational approaches.

**Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

### **Crossing the Great Divide**

*(Instructor: Tawnya Mitchell)*

Employees will define various generations and their workplace characteristics and understand the how differences affect communication and relationships. Learn to determine your approach when communicating with employees of different generations and gain appreciation and respect for what is important to each generation. Formulate a plan to identify barrier behaviors and replace them with appropriate generational approaches. **Limit: 35.**

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

### **Culinary Roadshow Series: Mediterranean Flavor Tour**

**!!NEW!!**

*(Instructor: Kari Kooi)*

Overwhelming evidence confirms that the Mediterranean diet lowers the risk of heart disease, diabetes, and perhaps even cognitive decline. What's more, the fresh flavors, versatility and simplicity are compelling reasons to adopt the Mediterranean way of eating. Learn the basics of the Mediterranean eating style and easy-to-prepare Mediterranean foods.

*Note: Small samples (1-2 bites) of the food 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 food. 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: Soul Food – A Heart Healthy Make-over**

**!!NEW!!**

*(Instructor: Michelle Chevannes)*

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.**

### **Deadly Emotions: How to Handle Your Emotions Before They Have a Handle on You**

*(Instructor: Susanne Gaddis)*

Learn tips and techniques to better handle your emotions before they have a handle on you. Understand the physiological changes that occur with enhanced emotions and learn the difference between primary and mixed emotions. Explore how to increase your emotional vocabulary and how to express how you truly feel. **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**

**!!NEW!!**

*(Instructor: Jeraine Root)*

One of the hardest parts of serving the public is dealing with irate people and highly charged circumstances that come along with the job. Learn specific phrases to say to calm people down, how to cut through emotions to get the facts needed to

solve the problem, ways to make furious folks feel “heard” and why it’s essential for neutralizing the situation, and techniques to prevent hostilities in the first place. **Limited.**

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

### **Effective Presentation Skills**

**!!NEW!!**

*(Instructor: Linda Forsys)*

Learn presentation skills that will help you determine exactly what you want to accomplish with your presentation and how to use your presentation to persuade, inspire, or entertain. Learn how to establish objectives for your presentation. There are certain factors that must be considered for any presentation – such as occasion, audience, and setting. Becoming familiar with these factors ahead of time will make the presentation much more effective for you and your audience. This class is a collaboration with Public Health and Human Resources & Risk Management. **Limited.**

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

### **Effective Supervision - Getting Results Through Others**

**!!NEW!!**

*(Instructors: Gwen Sims & Jolene Norbert-Harrell)*

This workshop serves as the foundation for the workshops that follow in the series. Participants will learn skills that will help them become more effective and productive supervisors. This class is a collaboration with Public Health and Human Resources & Risk Management. **Limited.**

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

### **\* FMLA, ADA, and Workers’ Compensation**

*(Instructor: Eileen Begle)*

Managers/Supervisors will review eligibility requirements and procedures under the Family Medical Leave Act, the Americans with Disabilities Act, and Texas Workers’ Compensation Act. More importantly, learn how these three laws intersect and your rights and responsibilities as a manager. **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

### **Get Organized Now**

*(Instructor: Amy Castro)*

If you always run late because you cannot find your “stuff,” and clutter is taking over your desk, your computer, and your mind, it’s time to get organized! In this fun and informative session, you will learn tips and techniques for eliminating clutter and optimizing workspace, making the most of your calendar and planning system, creating a system for organizing files and paper so you can find what you need with ease, and creating a plan to stay organized. **Limit: 35.**

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

### **Goal Getting Success: How to Set and Get Goals that Matter the Most**

*(Instructor: Susanne Gaddis)*

Recognize the common gaps, traps, and obstacles that keep you from accomplishing goals. Learn how to write goals which you are more likely to achieve. Learn how to prioritize them and effectively track your progress. Also, learn how to increase focus and engagement and create the support necessary to achieve your goals. **Limit: 35.**

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

### **Guided Meditation for the Non-Yoga Type Person**

**!!NEW!!**

*(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.**

## **Human Dynamics**

*(Instructor: Colleen Hodges)*

Human dynamics is a way of understanding people using the principals that are the foundation of their personalities. The goal of human dynamics is to get people to begin to understand one another and learn how to work productively together. Achieving this goal is more challenging because of our history of ignoring or avoiding differences. **Limited.**

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

## **ID Theft: Who's Got Your Number?**

*(Instructor: Christa Martin)*

ID theft victims spend hundreds of dollars and several hours resolving problems. Learn how identity thieves get your personal information, how to minimize your risk of ID theft, online and offline, and identify when you have to give your social security number. Become aware of the warning signs in which you may have become a victim and the steps of what to do if you are. *Note: The Harris County Credit Union will provide box lunches.* **Limit: 35.**

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

## **\* Introduction to Employment Law**

*(Instructor: Eileen Begle)*

A litany of laws governs the employer-employee relationship. New supervisors as well as those with years of experience will benefit from this class. Learn the major laws involved and how to comply with them in an atmosphere that invites your questions and provides practical answers you can use! **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

## **Make the Write Choice – Guidelines for Usage**

*(Instructor: Tawnya Mitchell)*

Participants will define usage and understand the importance of business writing. Participants will also identify the most commonly confused words in our language and provide opportunities to practice using them correctly. **Limit: 35.**

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

## **\* Managing and Resolving Conflict in the Workplace**

*(Instructors: Richard Lewis and Joanne Ford-Robertson)*

Participants will identify and understand conflict issues in the workplace. Learn to determine various types of conflict and how they occur and examine ways to resolve conflict effectively. Also, recognize the role of bullying and retaliation in the workplace and identify ways how to reduce it. **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

## **Managing Multiple Priorities**

*(Instructors: Amy Castro)*

Everyone has "to-do" lists a mile long and crisis arising daily. Determining how to spend your time each day is not an easy task. Learn the secrets of balancing high-demand tasks while handling constantly changing directions and emergencies that arise each day. Learn practical tips and techniques for managing daily work while meeting the needs and requirements of your supervisor, employees, coworkers, and customers. **Limit: 35.**

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

## **Microsoft Excel**

*(Instructor: Jeraine Root)*

This training builds on your existing knowledge of Microsoft Office Excel. Learn how to set up quick access toolbar; utilize shortcut keys; employ the auto-fill tool; create formulas; join & split data; and, make/manipulate charts. **Limited.**

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

### **Microsoft Outlook**

*(Instructor: Jeraine Root)*

This training builds on your existing knowledge of Microsoft Office Outlook. Learn e-mail filters and rules to take control of your inbox; setting calendar reminders; creating simple tasks and flagging them for follow-up; and, custom views and advanced calendaring to stay on track. **Limited.**

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

### **Microsoft PowerPoint**

*(Instructor: Jeraine Root)*

This training builds on your existing knowledge of Microsoft Office PowerPoint. Learn pre-design tasks; right and wrong ways to use design elements like color, font, and animations; adding audio and video; using transitions properly; and, adapting your presentation for the Web. **Limited.**

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

### **Microsoft Word**

*(Instructor: Jeraine Root)*

This training builds on your existing knowledge of Microsoft Office Word. Learn how to create customized tables; convert text to tables; do mail merges; use layout tools; track changes and add comments to your reviews. **Limited.**

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

### **Minutes Matter**

*(Instructor: Tawnya Mitchell)*

Participants will 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 and techniques for using technology tools to assist. Participants will 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.**

### **Overcoming Fear of Public Speaking**

**!!NEW!!**

*(Instructor: Jeraine Root)*

If you dread public speaking more than death come, release the tensions, anxieties, and physical sensations that distract you from sharing your ideas, talents, and expertise. Use relaxation techniques, affirmations, and visualizations that you will help you. **Limited.**

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

### **\* Performance Management I: Performance Goals**

**!!NEW!!**

*(Instructor: Stephen Haslam/Robert Pennington)*

Use the SMART objective outline to set clear performance objectives for your employees. Learn to monitor progress against goals, ensure feedback, and address performance problems and issues promptly. Also, learn how to involve employees in setting positive expectations for tasks and work relationship behaviors. Make performance management an ongoing process, not a year-end event. **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

### **Power Tools – Proofing Practice**

*(Instructor: Tawnya Mitchell)*

Participants will identify methods for proofing and editing content, structure, spelling, grammar, and usage. Practice proofreading and editing skills using samples provided and participate in group discussion regarding changes made.

**Limit: 35.**

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

## Preparing to Purchase a Home: The Keys to Home Ownership

**!!NEW!!**

*(Instructor: Christa Martin)*

Whether it's your first home or your fifth one, you will benefit from this informative seminar covering the home buying process from pre-approval to final closing. Learn how much you can afford, what factors influence financing, how to choose a lender, tax advantages, and understand the different loan programs that are available. Also covered are the different down payment options, how to apply, managing your credit score, and much more! *Note: The Harris County Credit Union will provide box lunches.* **Limit: 35.**

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

## Presentation Skills for Out of the Box (and This World!) Presentations

*(Instructor: Margaret Johnson)*

Participants in this class will learn how to catch their audience's attention and keep it throughout their presentations. Attendees will focus on creative techniques to present their ideas. Learn how to organize presentations and how to fit a pre-determined time constraint to fit changing expectations. **Limit: 35.**

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

## Project Management Without Pulling Your Hair Out

**!!NEW!!**

*(Instructor: Jeraine Root)*

Participants will discover the communication skills it takes to get ideas, instructions, and requests across quickly and accurately. Learn how to stay on top of deadlines and expenses, ways to rebound quickly from surprises and setbacks, and how to get the best from people who don't normally report to you. Everyone who attends this workshop will come away in a strong position to lead any project with confidence and discipline — from drawing board to finished product. This class is a collaboration with Public Health and Human Resources & Risk Management. **Limited.**

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

## Projecting Professionalism

*(Instructor: Tawnya Mitchell)*

Participants in this session will become aware of the importance of projecting professional images through email, correspondence, and phone etiquette by understanding the impact of first impressions. Understand the importance of greetings, introductions and initial conversations, and identify techniques to improve and polish speaking skills. Learn specific tips to improve professional image through dress, posture, poise, and body language, to match experience with expectations and performance. **Limit: 35.**

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

## \*R\*E\*S\*P\*E\*C\*T

*(Instructor: Tawnya Mitchell)*

Receiving and exhibiting mutual respect in the workplace is one the most essential ways to build and maintain appropriate professional relationships. Video scenarios and discussions will help alert managers/supervisors to potentially difficult situations to help avoid harassing and disrespectful behaviors. A multitude of scenarios will reflect on discriminatory behavior, teamwork, and legal responsibility for supervisors. Learn how to manage your biases, find common ground, and practice effective bridging techniques. **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

## R\*E\*S\*P\*E\*C\*T

*(Instructor: Tawnya Mitchell)*

Receiving and exhibiting mutual respect in the workplace is one the most essential ways to build and maintain appropriate professional relationships. Video scenarios and discussions will help alert employees to potentially difficult situations to help avoid harassing and disrespectful behaviors. A multitude of scenarios will reflect on discriminatory behavior, teamwork and responsibility in the treatment of others. Learn how to manage your biases, find common ground and practice effective bridging techniques. **Limit: 35.**

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

## **Super-Stressed! Techniques for Fighting What's Fighting You**

*(Instructor: Susanne Gaddis)*

This interactive session gives you the tools and techniques to manage stress to increase productivity, morale, and reduce absenteeism. You will learn the aspects of work-related stress and walk away with specific tips for eliminating negative thoughts and habits related to stress. **Limit: 35.**

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

## **The Martial Art of Communication**

*(Instructor: Stephen Haslam/Robert Pennington)*

When change increases, especially unexpected or undesirable change, stress also increases. Learn a unique approach to resolving conflicts and misunderstandings by reducing people's resistance to your point of view. Using principles of the martial arts that turn conflict into success, four simple and practical models give you leverage to motivate and influence others with sensitivity and firmness. **Limit: 35.**

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

## **\* The New Manager/Supervisor**

*(Instructor: Amy Castro)*

Note: Participants must attend both sessions.

Managers/Supervisors will identify and practice employee performance to understand the importance of effective communication. You will also identify communication barriers and learn how to overcome them and identify leadership styles, define employee motivation, and learn to understand the types and importance of delegation. **Limit: 35**

### **Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

## **The Other Part of Your Job – Dealing with Personalities, Egos, and Office Politics**

*(Instructor: Margaret Johnson)*

Identify goals for your career and identify what has been standing in your way of advancing. Learn decision-making tools to use when options are out of balance and methods to improve reputation and performance. Also, understand how to “nip situations in the bud” before they become more of a problem and learn communication techniques to improve working relationships. **Limit: 35.**

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

## **\* The Supervisor Mediator: How to Effectively Mediate Conflict Between Employees**

**!!NEW!!**

*(Instructor: Amy Castro)*

Managers/Supervisors will understand when problems should be solved, learn to identify communication skills for effective mediation, prepare for mediation meetings, and practice discussions. Learn to identify key agreements to prevent conflict recurrence. **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

## **Time Management & Conducting Effective Meetings**

**!!NEW!!**

*(Instructor: Jeraine Root)*

Topics include how to handle people and projects that waste time; working more efficiently with your boss and co-workers; and, specific skills and tools you can use to save time. In addition, provides practical tools and advice for anyone planning a meeting. Learn the steps to ensure that a meeting is necessary, effective, and the participants contribute in a constructive way. **Limited.**

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

### **\* Tough Talks**

**!!NEW!!**

*(Instructor: Margaret Johnson)*

Managers/Supervisors will plan and practice difficult conversations to improve their communication skills. Participants will examine techniques and practice to enhance work team productivity. **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

### **Tough Talks**

Participants will plan and practice difficult conversations to improve their communication skills. Participants will examine techniques and practice to enhance work team productivity. **Limit: 35.**

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

### **Turning Worries into Action Plans**

*(Instructor: Stephen Haslam/Robert Pennington)*

Learn how to change a negative habit in a positive direction to achieve productive results. Learn how negative thoughts produce negative emotions and the harmful physiological stresses caused by the habit of worry. Participants will create multiple and specific actions for moving from present reality towards the newly defined goals and turn a negative thought into a positive possibility and believe it! **Limit: 35.**

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

### **\* Transition and Diversity**

*(Instructors: Richard Lewis and Joanne Ford-Robertson)*

In this interactive session participants will understand societal change and its impact on the workforce. Participants will also familiarize themselves with primary diversity dimensions of race, ethnicity, sex, age, and social class as well as other legally protected categories. **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

### **Under Construction**

*(Instructor: Tawnya Mitchell)*

Learn and practice rules to correct common punctuation and grammar errors. Learn the common mistakes of spelling and usage errors with confusing words, prefix and suffix use, and abbreviations. Attendees will develop a personal writing plan to implement immediately. **Limit: 35.**

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

### **WLS: A Healthy Eating Plan - Secrets to Making it Work**

**!!NEW!!**

*(Instructor: Kari Kooi)*

Don't expect the same old nutrition advice in this class! Learn the power of small changes and give yourself a nutritional edge. These fresh ideas will inspire you to take your eating style to a whole new level. Discover tips to improve your overall health and even your mood! **Limit: 35.**

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

### **WLS: All is Well - An Orientation to Employee Wellness**

*(Instructor: Brenda Heredia)*

This class reviews the basics of the Harris County employee wellness program, All is Well at Harris County. 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, 2014-2015 Healthy Actions Medical Plan, a premium incentive for benefits-eligible employees. **Limit: 35.**

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

### **WLS: Call Center Stress Management & Dealing with Conflict in the Workplace**

**!!NEW!!**

*(Instructor: Judy Entzenberger)*

The first part of this class provides information to help you better understand call center stress and offers strategies to help you successfully manage it. Objectives that will be covered include defining stress; examining causes of stress; learning how to recognize your stress signals; understanding specific call center stressors; learning stress management techniques; and discovering mind/body relaxation techniques. The second part of this class deals with conflict in the workplace. Conflict resolution is a hot term in business today. This seminar provides tips for managing and resolving conflict at work.

**Limit: 35.**

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

### **WLS: Change Mastery & Your Conflict Management Style**

**!!NEW!!**

*(Instructor: Judy Entzenberger)*

This class explores the impact of change and our response to it. Take a brief personal inventory to see how change may affect you in the next year. Do you tend to be proactive or reactive? Do your beliefs limit or empower you? Come and learn positive strategies to cope with change. Discover how you can change your 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: Conquering Your Mount Everest**

**!!NEW!!**

*(Instructor: TBA, YMCA Healthy Living Specialist)*

Trying to juggle life, work, and family can make you feel overwhelmed and out of control. Let us show you some tips for goal setting and action planning. Tackle your own Mount Everest with strategies to help you balance the priorities in your life. **Limit: 35.**

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

### **WLS: Cooking with Training Wheels**

**!!NEW!!**

*(Instructor: Kari Kooi)*

Do you want to know one of the simplest things you can do to take better control of your health? Prepare your own food! Maybe you would like to start cooking more meals at home, but you're not sure where to start. Or maybe you feel intimidated because you don't own any of the state-of-the-art kitchen gadgets and appliances you see on cooking shows. This class will break down perceived barriers to cooking and you will discover that cooking is what brings nutrition advice to life!

**Limit: 35.**

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

### **WLS: Dealing with Anger & Emotional Intelligence**

*(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 to anger, and understand how to use proactive approaches to dealing with anger as well as manage their anger. This second part of this class is based upon Daniel Goleman's work and it identifies the 4 components of emotional awareness. The class will help identify the range of emotions and how they affect both work and home relationships. **Limit: 35.**

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

### **WLS: Dining Out in Houston**

*(Instructor: Kari Kooi)*

The incredibly diverse Houston dining scene is one of the best things about living in the Bayou City! This presentation will equip you with strategies needed to enjoy local restaurants without affecting your waistline and will highlight some of Houston's best places to eat. **Limit: 35.**

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

### **WLS: Keeping Your Vision Healthy**

**!!NEW!!**

*(Instructor: TBA, YMCA Healthy Living Specialist)*

You only have one set of eyes, what are you doing to keep them healthy? In this class we will discuss tips for healthy vision and easy ways to prevent vision impairments. **Limit: 35.**

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

### **WLS: Negativity & Respectful Communication in the Workplace**

**!!NEW!!**

*(Instructor: Judy Entzenberger)*

Negativity can have a significant impact on a workplace's performance and productivity. The first part of this class will look at the two types of negativity found in the workplace, state and trait negativity, as well as some common causes. Participants will also walk away from this seminar with practical solutions to help promote a more positive work environment. In the second half of this class, respectful communication in the workplace will be discussed. The workplace is focused on getting tasks done and where work and personal relationships are formed. Thus, it's important to understand your own workplace culture so you know how to navigate these relationships successfully. **Limit: 35.**

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

### **WLS: Super Foods**

**!!NEW!!**

*(Instructor: Kari Kooi)*

Certain foods are brimming with antioxidants and nutrients that are powerful enough to ward off certain diseases. Super foods offer a host of nutritional benefits that can keep you feeling and looking healthy from the inside out! This presentation is packed with fascinating, cutting-edge nutrition information to inspire you to incorporate these foods into your diet on a regular basis. Participants will 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 Great Outdoors**

**!!NEW!!**

*(Instructor: TBA, YMCA Healthy Living Specialist)*

Even though it may be hot and humid, there are plenty of fun, outdoor activities available to us in Houston. In this class we will examine the endless possibilities for getting outdoors and adding more activity in your daily life! **Limit: 35.**

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

### **WLS: The Power of Positive Thinking**

**!!NEW!!**

*(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 that 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.**

### **\* Working with TWC Unemployment Claims**

**!!NEW!!**

*(Instructor: Erika Owens)*

Managers/Supervisors will learn the ins and outs of working through TWC claims from both the department and the TWC viewpoints. **Limit: 35 Managers/Supervisors**

**This class is recommended for: Managers/Supervisors**

### **Workplace Generational Issues**

*(Instructor: Richard Lewis & Joanne Ford-Robertson)*

Participants focus on how age differences impact leading and managing in complex organizations. Age influences culture, work styles, professional orientation, and social etiquette is examined. Generational issues that negatively affect organizations are identified and discussed. Also, review techniques and strategies to enhance communication with individuals from various age groups. **Limit: 35.**

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



# all is well at Harris County



[www.wellathctx.com](http://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](http://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](http://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
Emotional Eating	Online	2.0
How Long Is Your Food Chain? – <i>New!</i>	Online	2.0
More Fiber, Please!	Online	2.0
More Than Meats the Eye	Online	2.0
Portion Distortion – <i>New!</i>	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 2014 – 2015**

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](http://www.wellathctx.com) (**well4hctx**) and click on "About Employee Wellness" to find your department Wellness Champion.

For questions, email [wellness@bmd.hctx.net](mailto:wellness@bmd.hctx.net) or call the Benefits Office at 713-755-7057.

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## RD on the Go 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 The Methodist Hospital. Sessions are based on what YOU want to learn more about! Sessions are 30 minutes in length and are offered 2 days each month at 1310 Prairie, Suite 400 Benefits.

Appointments may be made on the Training website, <http://www.harriscountytexas.gov/hctraining/>.

Your appointment is confirmed IF you receive a confirmation email from the scheduler. "Wait Listed" appointments do not receive an email confirmation. One week before your scheduled appointment you will receive another email with additional information.

### **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, June 13	8:00 am – 11:00 am	30 minutes	1310 Prairie, 9 <sup>th</sup> Floor Wellness Center
Tuesday, June 25	8:00 am – 5:00 pm	30 minutes	1310 Prairie, 9 <sup>th</sup> Floor Wellness Center
Thursday, July 11	8:00 am – 5:00 pm	30 minutes	1310 Prairie, 9 <sup>th</sup> Floor Wellness Center
Tuesday, July 30	8:00 am – 5:00 pm	30 minutes	1310 Prairie, 9 <sup>th</sup> Floor Wellness Center
Thursday, August 22	8:00 am – 5:00 pm	30 minutes	1310 Prairie, 9 <sup>th</sup> Floor Wellness Center
Tuesday, August 27	8:00 am – 5:00 pm	30 minutes	1310 Prairie, 9 <sup>th</sup> Floor Wellness Center

### **Confidentiality**

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

### **Healthy Actions Medical Plan 2014 - 2015**

Completion of 2 hours of coaching sessions (four, 30-minute 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](http://www.wellathctx.com) (**well4hctx**) and click on "About Employee Wellness" to find your department Wellness Champion.

For questions, email [wellness@bmd.hctx.net](mailto:wellness@bmd.hctx.net) or call the Benefits Office at 713-755-7057.

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## Onsite Mammography Program

The Rose, a non-profit breast cancer organization, provides mobile (digital) mammography services on the 9<sup>th</sup> Floor 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](http://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 22	9:00 am – 3:45 pm	15 – 30 minutes	1310 Prairie, 9 <sup>th</sup> Floor Wellness Clinic

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](http://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](mailto:wellness@bmd.hctx.net) or call the Benefits Office at 713-755-7057.

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# Onsite Annual Physicals

Annual physicals are available onsite and at no cost at the Anderson-Clayton Building (1310 Prairie, 9<sup>th</sup> Floor) to eligible\* employees covered by the Harris County Medical Plan (Aetna).

The annual physical is provided by a medical doctor from The 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.)

Appointments may be made on the Training website, [www.harriscounty.gov/hctraining/](http://www.harriscounty.gov/hctraining/).

Your appointment is confirmed IF you receive a confirmation email from the scheduler. "Wait Listed" appointments do not receive an email confirmation. 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](http://www.aetna.com) to view this information.

Date	Time	Appt. Length	Location
Wednesday, June 26	7:00 am – 12:00 pm	30 minutes	1310 Prairie, 9th Floor Wellness Clinic
Wednesday, July 31	7:00 am – 12:00 pm	30 minutes	1310 Prairie, 9th Floor Wellness Clinic
Wednesday, August 14	7:00 am – 12:00 pm	30 minutes	1310 Prairie, 9th Floor Wellness Clinic
Wednesday, August 21	7:00 am – 12:00 pm	30 minutes	1310 Prairie, 9th Floor Wellness Clinic
Wednesday, August 28	7:00 am – 12:00 pm	30 minutes	1310 Prairie, 9th Floor Wellness Clinic
Wednesday, September 11	7:00 am – 12:00 pm	30 minutes	1310 Prairie, 9th Floor Wellness Clinic

Wednesday, September 18	7:00 am – 12:00 pm	30 minutes	1310 Prairie, 9th Floor Wellness Clinic
Wednesday, September 25	7:00 am – 12:00 pm	30 minutes	1310 Prairie, 9th Floor Wellness Clinic

### **Confidentiality**

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

### **Healthy Actions Medical Plan 2014 - 2015**

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](mailto:wellness@bmd.hctx.net) or call the Benefits Office at 713-755-7057.

## 2013 Wellness Screening Program

**Time to Get Your Wellness Screening:** Wellness Screenings are available between June 3 and September 30, 2013 at all Quest Diagnostic® Patient Service Centers and participating Harris County offices. Height, weight and blood pressure measurements, along with a simple blood draw will be completed during your wellness screening.

### **2013 – 2014 Healthy Actions Medical Plan**

Completion of a routine annual physical OR County-coordinated wellness screening fulfills an eligibility requirement of the Healthy Actions Medical Plan. To learn more, visit [www.wellathctx.com](http://www.wellathctx.com) (use password: well4hctx) > Stay Well.

### **Register NOW to get your FREE wellness screening between June 3 and September 30, 2013**

- To register, go to [My.Blueprintforwellness.com](http://My.Blueprintforwellness.com), using your Registration Key: **harriscounty13** and your Unique ID, which is the first 3 letters of your last name and last 4 digits of your Social Security number.\*
- Follow the online registration instructions and select where you prefer to attend your wellness event. You choose what location works best for your schedule — either at your workplace location or at an offsite Quest Diagnostics® Patient Service Center.
- Please make your appointment 3 weeks before your workplace wellness event! Walk-ins are also welcome as space permits.
- If you choose to go to a Quest Diagnostics Patient Service Center, you will need to schedule your appointment online. Make sure to print and bring your confirmation page with you. If you visit a Quest Diagnostics Patient Service Center without an appointment, you could have a long wait.
- **Already have labwork and biometrics completed?** E-mail Employee Wellness at [wellness@bmd.hctx.net](mailto:wellness@bmd.hctx.net) to request a Physician Results Form. Your physician must provide all values requested by Quest Diagnostics.

### **Get prepared!**

- Remember to fast 9 – 12 hours before your screening, drink plenty of water and take all medications, as directed by your doctor.
- Bring your Aetna insurance card and a government-issued photo ID to your appointment. Your results will be mailed to you within two weeks after your wellness screening.

Remember to share your results with your doctor at your next visit.

*\*If you have any questions or issues with online registration, contact the Blueprint for Wellness Call Center at 1-866-908-9440 (available Monday through Friday, 7:00 am – 8:30 pm CST and Saturday 7:30 am – 4:00 pm CST).*

### **Naturally Slim 2014**

Want to be in the program that everyone is talking about?

Participate in the 2013 wellness screenings and you will be eligible to apply for the 2014 Naturally Slim program! Selection criteria will apply and participants will be chosen by Naturally Slim. Visit [www.wellathctx.com](http://www.wellathctx.com) (well4hctx) to find out more.

### **2013 Seasonal Flu Shot Program**

Beginning mid-September, Harris County offices hosting wellness screening events will also have seasonal flu shots available. The complete seasonal flu shot schedule will be released in August.

### **Confidentiality**

All health information collected and discussed during the wellness screening WILL NOT be shared with Harris County by Quest Diagnostics.

## 2013 Wellness Screening Schedule

<b>Date</b>	<b>Time</b>	<b>Location</b>
June 4 <sup>th</sup>	8:30 am – 10:30 am	Criminal Justice Center – Public Defender's Office 1201 Franklin Street 13th Floor Conference Room
June 6 <sup>th</sup>	8:00 am – 12:00 pm	Annex 4 – John Phelps Courthouse 101 S. Richey Street Jury Room
June 11 <sup>th</sup>	7:30 am – 11:00 am	Annex 17 – Cypresswood Courthouse 6817 Cypresswood Drive Pct. 4 Constable's Conference Room
June 12 <sup>th</sup>	7:00 am – 11:00 am	Annex 13 – Constable Precinct 5 Office 17423 Katy Freeway 2nd Floor Training Room
June 17 <sup>th</sup>	7:30 am – 10:30 am	Public Library – Administration Offices 8080 El Rio Street Training Room
June 19 <sup>th</sup>	7:30 am – 11:00 am	Juvenile Justice Center 1200 Congress Street 1st Floor Training Room

June 20 <sup>th</sup>	7:30 am – 11:30 am	Annex 83 – Public Health & Environmental Services 2223 West Loop South Conference Room 532
June 21 <sup>st</sup>	8:00 am – 12:00 pm	Joseph A. Jachimczyk Forensic Center – 1885 Old Spanish Trail 1st Floor Training Room
June 25 <sup>th</sup>	6:30 am – 10:30 am	Annex 44 – Anderson Clayton Building 1310 Prairie Street 9th Floor Wellness Clinic
July 15 <sup>th</sup>	7:00 am – 11:00 am	Commissioner Precinct 2 - Wade Road Camp 8103 Wade Road Building A
August 6 <sup>th</sup>	7:00 am – 11:00 am	Criminal Justice Center 1201 Franklin Street 7th Floor Attorney Ready Room
August 8 <sup>th</sup>	7:00 am – 11:00 am	Burnett Bayland Reception Center 6500 Chimney Rock Road 1st Floor Admin. Building Conference Room
August 13 <sup>th</sup>	7:00 am – 11:00 am	Civil Courthouse 201 Caroline Street 17th Floor Conference Suite
August 14 <sup>th</sup>	7:00 am – 11:00 am	Washburn Tunnel 3100 Federal Road Building A/Conference Room
August 20 <sup>th</sup>	7:00 am – 11:00 am	Administration Building 1001 Preston Street 1st Floor Conference Room
August 22 <sup>nd</sup>	6:00 am – 9:00 am	Flood Control District-South Service Center 5301 Alameda Genoa Road Meeting Room
September 5 <sup>th</sup>	6:00 am – 9:00 am	Flood Control District-North Service Center 7522 Prairie Oak Drive NSC Pavilion #102
September 9 <sup>th</sup>	8:00 am – 12:00 pm	Annex 26 – Jim Fonteno Annex 14350 Wallisville Road Judge Parrott's Courtroom
September 11 <sup>th</sup>	7:00 am – 11:00 am	Juvenile Probation Youth Village 210 J. W. Mills Drive (Seabrook) Stars & Stripes Room
September 12 <sup>th</sup>	7:00 am – 11:00 am	701 County Jail 701 N. San Jacinto Street ODR
September 13 <sup>th</sup>	7:30 am – 11:00 am	Juvenile Justice Center 1200 Congress Street 1st Floor Training Room
September 16 <sup>th</sup>	8:00 am – 12:00 pm	Annex E Palm Center-Constable Precinct 7 5290 Griggs Road Training Room

September 17 <sup>th</sup>	6:30 am – 8:30 am	Bear Creek Community Center 3055 Bear Creek Drive Room B
September 18 <sup>th</sup>	7:30 am – 12:00 pm	Annex M - Murworth 8410 Lantern Point Drive Auditorium
September 19 <sup>th</sup>	6:30 am – 8:30 am	Commissioner PCT 3-Hockley Service Center 2854 Old Washington Road (Hockley) Meeting Room
September 20 <sup>th</sup>	8:00 am – 10:00 am	Annex 8-Baytown Courthouse 701 West Baker Road (Baytown) Suite 101
September 23 <sup>rd</sup>	7:00 am – 9:00 am	Commissioner PCT 4-Lyons Maintenance Camp 11920 TC Jester Road Meeting Room
September 23 <sup>rd</sup>	7:00 am – 11:00 am	Flood Control District-Administration Building 9900 NW Freeway Conference Room #100
September 24 <sup>th</sup>	6:30 am – 10:30 am	Commissioner PCT 3-Westside Service Center 16635 Clay Road Meeting Room
September 25 <sup>th</sup>	8:30 am – 12:00 pm	Toll Road Authority -Westside Service Center 2707 W. Sam Houston Pkwy. N. Courtroom
September 26 <sup>th</sup>	7:00 am – 9:00 am	Commissioner PCT 4-Spring Maintenance Camp 4603 Spring Cypress Road (Spring) Meeting Room
September 27 <sup>th</sup>	8:00 am – 12:00 pm	Toll Road Authority -Wilshire Location 7701 Wilshire Place Drive Building B
September 30 <sup>th</sup>	7:00 am – 9:00 am	Commissioner PCT 4-Harvey Maintenance Camp 2302 Atascocita Road (Humble) Meeting Room

**Wellness Screening dates and/or times are subject to change. If you plan to participate as a walk-in, please check for the most current schedule by visiting [www.wellathctx.com](http://www.wellathctx.com) (use password: well4hctx) > Know Your Risk.**

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## Exercise Classes

Registration for all exercise classes is available on the Training website, <http://www.harriscountytexas.gov/hctraining/>. 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. For classes held at the Health & Wellness Center (1310 Prairie, 9<sup>th</sup> Floor), your name must be on the roster to participate.

### **Cardio/Strength**

**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.

**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!

Class	Day	Date	Time	Location	No Class
Zumba	Monday	June 3 – June 24	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Power Abs	Monday-Thursday	June 3 – June 27	5:10 pm – 5:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Boot Camp	Monday & Wednesday	June 3 – June 26	5:15 pm – 6:15 pm	2525 Murworth, D36-CPS Building Entrance	N/A
Boot Camp	Monday	June 3 – June 24	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Nightclub Cardio	Tuesday	June 4 – June 25	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Toning & Core Stability	Wednesday	June 5 – June 26	12:10 pm – 12:50 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Cardio-Strength-Interval	Wednesday	June 5 – June 26	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Zumba	Wednesday	June 5 – June 26	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Step It Up	Thursday	June 6 – June 27	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Kickboxing	Thursday	June 6 – June 27	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Zumba	Monday	July 1 – July 29	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A

Power Abs	Monday-Thursday	July 1 – July 31	5:10 pm – 5:30 pm	1310 Prairie, 9th Floor Wellness Center	July 3, 4
Boot Camp	Monday & Wednesday	July 1 – July 31	5:15 pm – 6:15 pm	2525 Murworth, D36-CPS Building Entrance	July 3
Boot Camp	Monday	July 1 – July 29	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Nightclub Cardio	Tuesday	July 2 – July 30	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Toning & Core Stability	Wednesday	July 10 – July 31	12:10 pm – 12:50 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Cardio-Strength-Interval	Wednesday	July 10 – July 31	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Zumba	Wednesday	July 10 – July 31	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Step It Up	Thursday	July 11 – July 25	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Kickboxing	Thursday	July 11 – July 25	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Power Abs	Monday-Thursday	August 1 – August 29	5:10 pm – 5:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Step It Up	Thursday	August 1 – August 29	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Kickboxing	Thursday	August 1 – August 29	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Zumba	Monday	August 5 – August 26	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Boot Camp	Monday & Wednesday	August 5 – August 28	5:15 pm – 6:15 pm	2525 Murworth, D36-CPS Building Entrance	N/A
Boot Camp	Monday	August 5 – August 26	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Nightclub Cardio	Tuesday	August 6 – August 27	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Toning & Core Stability	Wednesday	August 7 – August 28	12:10 pm – 12:50 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Cardio-Strength-Interval	Wednesday	August 7 – August 28	4:10 pm – 5:10 pm	1310 Prairie, 9th Floor Wellness Center	N/A
Zumba	Wednesday	August 7 – August 28	5:30 pm – 6:30 pm	1310 Prairie, 9th Floor Wellness Center	N/A

**Not downtown?** Check with your department Wellness Champion for classes that may be available in your area. Go to [www.wellathctx.com](http://www.wellathctx.com) (**well4hctx**) and click on “About Employee Wellness” to find your department Wellness Champion.

For questions, email [wellness@bmd.hctx.net](mailto:wellness@bmd.hctx.net) or call the Benefits Office at 713-755-7057.

# Wellness Challenges

Live Healthy Harris County (LHHC) is a physical fitness and weight maintenance program sponsored by Harris County and Aetna in conjunction with Live Healthy America.

To register, go to [www.livehealthyhouston.org](http://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.

For questions, email [wellness@bmd.hctx.net](mailto:wellness@bmd.hctx.net) or call the Benefits Office at 713-755-7057.

Challenge	Type	Registration Opens	Start	End	Fee*
LHHC 8 Week Step 2 It & Give Back Challenge	Step-tracking and optional donation to the American Heart Association.	July 15	August 6	September 30	\$0

\*Standard registration fee is \$21; Harris County is contributing \$21 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 3-month benefits probation 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 \$21. Eligibility is subject to verification. Please contact Human Resources & Risk Management, Benefits Division at 713-755-7057 for more information.