

Employee Training Class And Wellness Program Schedule September 2014 – February 2015



For additional information, contact

Human Resources & Risk Management
713-274-5419

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

REGISTRATION IS OPEN for September 2014 – February 2015

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

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

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

COMPLIANCE WITH ADA: Harris County offers reasonable accommodations for people who need them. Please call HR & RM at 713-274-5421 at least one week before the class if you need an accommodation.

Management Training

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

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

Course	Date	Time	Instructor	Location
* Building Organizational Excellence	Thursday, September 4	9:00 am – 12:00 pm	Walt Natemeyer	1310 Prairie, Suite 230 Training Room
* Managing Organizational Change	Thursday, September 4	1:00 pm – 4:00 pm	Walt Natemeyer	1310 Prairie, Suite 230 Training Room
* Continuity of Operations Planning (COOP)	Thursday, September 4	9:00 am – 12:00 pm	David Alamia & Larry Mousseau	6922 Old Katy Road
* Maximizing Employee Performance	Tuesday, September 9	9:30 am – 11:30 am	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Coaching Your Employees: The 364 Days Before a Performance Appraisal	Thursday, September 11	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Ten Things Every Supervisor Should Know	Thursday, September 18	1:30 pm – 3:30 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Getting to the Root of the Problem	Tuesday, September 23	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Advanced FMLA/ADA	Tuesday, September 23	1:00 pm – 4:00 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Let's Be the One to Get It Done (Motivating Ourselves and Others)	Thursday, October 9	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Harassment Awareness and Prevention	Tuesday, October 21	9:30 am – 11:30 am	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Public Information Act Refresher	Wednesday, November 5	9:30 am – 11:30 am	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Peer Today, Boss Tomorrow – Making a Successful Transition	Thursday, November 13	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Basic FMLA	Tuesday, November 18	1:00 pm – 4:00 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Assertiveness for Leaders	Thursday, November 20	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Coaching Your Employees: The 364 Days Before a Performance Appraisal	Tuesday, December 2	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Team Problem Solving	Tuesday, December 2	1:00 pm – 4:00 pm	Stephen Haslam	1310 Prairie, Suite 230 Training Room
* Understanding Human Behavior	Wednesday, December 3	9:00 am – 12:00 pm	Walt Natemeyer	1310 Prairie, Suite 230 Training Room

* Leading Employees to High Performance	Wednesday, December 3	1:00 pm – 4:00 pm	Walt Natemeyer	1310 Prairie, Suite 230 Training Room
* The Americans with Disabilities Act (ADA)	Wednesday, December 10	1:30 pm – 3:30 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Advanced FMLA/ADA	Thursday, December 11	9:00 am – 12:00 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Team Building	Tuesday, January 13	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
* Team Decision Making: Balancing Authority & Collaboration	Thursday, January 15	9:00 am – 12:00 pm	Stephen Haslam	1310 Prairie, Suite 230 Training Room
* Maximizing Employee Performance	Thursday, January 15	1:30 pm – 3:30 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Motivating Your Employees	Tuesday, January 27	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Building Organizational Excellence	Thursday, January 29	9:00 am – 12:00 pm	Walt Natemeyer	1310 Prairie, Suite 230 Training Room
* Managing Organizational Change	Thursday, January 29	1:00 pm – 4:00 pm	Walt Natemeyer	1310 Prairie, Suite 230 Training Room
* Ten Things Every Supervisor Should Know	Tuesday, February 3	9:30 am – 11:30 am	Eileen Begle	1310 Prairie, Suite 230 Training Room
* Behavioral Interviewing	Tuesday, February 3	1:00 pm – 5:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
* Harassment Awareness and Prevention	Wednesday, February 4	9:30 am – 11:30 am	Eileen Begle	1310 Prairie, Suite 230 Training Room

Professional Development Training

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

These classes are open to all employees with supervisory approval.

Course	Date	Time	Instructor	Location
Dealing with Difficult People	Thursday, September 11	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Psychological First Aid Training	Thursday, October 2	9:00 am – 12:00 pm	Sean McFarland	1310 Prairie, Suite 230 Training Room
Ethics Training	Tuesday, October 14	1:30 pm – 3:30 pm	Eileen Begle	1310 Prairie, Suite 230 Training Room
Under Construction – Punctuation Booster	Thursday, October 16	8:30 am – 10:00 am	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Under Construction – Grammar and Usage Booster	Thursday, October 16	10:30 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Conquering Conflict	Tuesday, October 21	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room

Listening Skills for Professional Effectiveness	Thursday, October 23	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
SMART Goal Setting	Tuesday, October 28	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Dress for Success – Business Impressions	Tuesday, October 28	1:00 pm – 2:30 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
It's Not Personal: Understanding Why People Behave the Way They Do	Tuesday, November 4	1:00 pm – 4:00 pm	Stephen Haslam	1310 Prairie, Suite 230 Training Room
Make Meetings Work	Tuesday, November 11	9:00 am – 12:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Customer Service Skills for First Contact Employees	Tuesday, November 11	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Mind Stretchers – Critical Thinking Skills for Every Day Life	Thursday, November 13	1:00 pm – 4:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
Understanding Your Emotional Intelligence	Thursday, December 4	9:00 am – 12:00 pm	Margaret Johnson	1310 Prairie, Suite 230 Training Room
Projecting Professionalism	Tuesday, December 9	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Conflict or Cooperation – Button Pushers	Tuesday, December 9	1:00 pm – 2:30 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Dealing with Difficult People	Thursday, December 11	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Customer Service Skills for First Contact Employees	Tuesday, January 13	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Construction Zone	Thursday, January 22	1:00 pm – 4:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Conquering Conflict	Tuesday, January 27	1:00 pm – 4:00 pm	Amy Castro	1310 Prairie, Suite 230 Training Room
Ethics Training	Wednesday, January 28	1:30 pm – 3:00 pm	Erika Owens	1310 Prairie, Suite 230 Training Room
Minutes Matter	Thursday, February 5	9:00 am – 12:00 pm	Tawnya Mitchell	1310 Prairie, Suite 230 Training Room
Ethics Training	Thursday, February 19	9:00 am – 10:30 am	Erika Owens	1310 Prairie, Suite 230 Training Room

Wellness Training

* WLS – Wellness Lecture Series

* CRS – Culinary Roadshow Series

Course	Date	Time	Instructor(s)	Location
WLS: It's a Sugar Jungle Out There	Wednesday, September 10	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
WLS: Caregiving – Tips for a Healthy Life & Putting You into the Equation	Wednesday, September 10	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
CRS: Tutti-Frutti Fun!	Thursday, September 18	12:00 pm – 1:00 pm	Kari Kooi	1310 Prairie, 9 th Floor Activity Room
WLS: The Art and Science of Diabetes Management	Wednesday, September 24	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
WLS: Stress Management & Achieving Balance at Work and Home	Wednesday, September 24	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
WLS: Eat a Rainbow – Leading a Nutritarian Lifestyle with Phytochemical Protection	Wednesday, October 8	8:30 am – 10:30 am	Kari Kooi	1310 Prairie, Suite 230 Training Room
WLS: Domestic Violence & Diversity in the Workplace	Wednesday, October 8	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
WLS: Dealing with Anger & Forgiveness	Wednesday, October 15	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
WLS: Beat the Belly Fat	Wednesday, October 22	1:30 pm – 3:30 pm	Kari Kooi	1310 Prairie, Suite 230 Training Room
CRS: Be Inspiralized!	Thursday, October 23	12:00 pm – 1:00 pm	Kari Kooi	1310 Prairie, 9 th Floor Activity Room
WLS: Thinking About Quitting Smoking & Overcoming Procrastination	Wednesday, November 5	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
WLS: Surviving the Holidays	Wednesday, November 12	8:30 am – 10:30 am	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
WLS: Quitting Smoking	Wednesday, November 12	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room
CRS: Comfort in a Bowl – Heart Warming Chili	Thursday, November 13	12:00 pm – 1:00 pm	Katie Gerrits	1310 Prairie, 9 th Floor Activity Room
WLS: How to Manage After Quitting Smoking & Conquering Your Holiday Stress	Wednesday, November 19	1:30 pm – 3:30 pm	Judy Entzenberger	1310 Prairie, Suite 230 Training Room

Distance Learning Training

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

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

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

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

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

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

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

Course	Date	Time	Location
WLS: It’s a Sugar Jungle Out There	Wednesday, September 10	8:30 am – 10:30 am	Comm. Pct. 3 – Fonteno SEC Comm. Pct. 3 – Glazier SEC Comm. Pct. 4 – Admin Office
WLS: Caregiving – Tips for a Healthy Life & Putting You into the Equation	Wednesday, September 10	1:30 pm – 3:30 pm	Comm. Pct. 4 – Admin Office
WLS: The Art and Science of Diabetes Management	Wednesday, September 24	8:30 am – 10:30 am	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 3 – Fonteno SEC Comm. Pct. 4 – Admin Office Public Health
WLS: Stress Management & Achieving Balance at Work and Home	Wednesday, September 24	1:30 pm – 3:30 pm	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office Public Health
WLS: Eat a Rainbow – Leading a Nutritarian Lifestyle with Phytochemical Protection	Wednesday, October 8	8:30 am – 10:30 am	Comm. Pct. 4 – Admin Office
WLS: Domestic Violence & Diversity in the Workplace	Wednesday, October 8	1:30 pm – 3:30 pm	Comm. Pct. 4 – Admin Office
WLS: Dealing with Anger & Forgiveness	Wednesday, October 15	1:30 pm – 3:30 pm	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
Under Construction – Grammar and Usage Booster	Thursday, October 16 th	8:30 am – 10:00 am	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
Under Construction – Punctuation Booster	Thursday, October 16 th	10:30 am – 12:00 pm	Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
WLS: Beat the Belly Fat	Wednesday, October 22 nd	1:30 pm – 3:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 3 – Fonteno SEC Comm. Pct. 3 – Glazier SEC Comm. Pct. 4 – Admin Office Public Health
Dress for Success – Business Impression	Tuesday, October 28 th	1:00 pm – 2:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office

WLS: Thinking About Quitting Smoking & Overcoming Procrastination	Wednesday, November 5	1:30 pm – 3:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 4 – Admin Office
WLS: Surviving the Holidays	Wednesday, November 12	8:30 am – 10:30 am	Comm. Pct. 1 – El Rio Comm. Pct. 4 – Admin Office
WLS: Quitting Smoking	Wednesday, November 12	1:30 pm – 3:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 4 – Admin Office
WLS: How to Manage After Quitting Smoking & Conquering Your Holiday Stress	Wednesday, November 19	1:30 pm – 3:30 pm	Comm. Pct. 1 – El Rio Comm. Pct. 2 – Washburn Tunnel Comm. Pct. 4 – Admin Office
Conflict or Cooperation – Button Pushers	Tuesday, December 9th	1:00 pm – 2:30 pm	Comm. Pct. 4 – Admin Office Public Health

HeartSaver AED/CPR Training

Date	Time	Location
Friday, September 5	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, September 12	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, October 3	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Tuesday, October 14	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, October 24	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, November 7	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Tuesday, November 18	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, December 5	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, December 12	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Thursday, January 8	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, January 16	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room
Friday, February 6	8:00 am – 12:00 pm	1310 Prairie, Suite 230 Training Room

E-Learning Classes

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

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

Achieving Communication Effectiveness

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

Coaching Job Skills

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

Communicating Up

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

Delegating

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

Developing and Coaching Others

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

Developing Performance Goals and Standards

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

Diversity Awareness

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

Effective Discipline

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

Essential Skills of Communication

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

Essential Skills of Leadership

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

Hiring Winning Talent

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

Improving Work Habits

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

Managing Complaints

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

Motivating Team Members

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

Professionalism in the Office

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

Providing Performance Feedback

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

Resolving Conflicts

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

Solving Workplace Problems

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

Supporting Change

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

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

Resources for Living

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

To Access the Aetna RFL Website:

www.AetnaEAP.com

Password: EAP4HCTX

1-866-849-8229

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

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

For additional information, contact Sarah Acosta at 713-274-5492.

New Employee Orientation

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

Date	Location
September 17, 2014	1310 Prairie, Suite 230 Training Room
October 15, 2014	1310 Prairie, Suite 230 Training Room
November 19, 2014	1310 Prairie, Suite 230 Training Room
December 17, 2014	1310 Prairie, Suite 230 Training Room
January 21, 2015	1310 Prairie, Suite 230 Training Room
February 18, 2015	1310 Prairie, Suite 230 Training Room

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

Call 713-274-5425 for further information.

Retirement Seminars

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

Date	Location	Address
November 6, 2014 <i>(registration period: 9/22 – 10/23)</i>	Trini Mendenhall Sosa Community Center	1414 Wirt Road Houston, Texas 77055
March 5, 2015 <i>(registration period: 1/19/05 – 2/19/05)</i>	Anderson Clayton Building	1310 Prairie, 16 th Floor Houston, Texas 77002

Call 713-274-5425 for further information.

The Training Library

Check out workbooks, CD training programs, and DVDs on a variety of work related subjects and study at your own pace. The library is open for use by all Harris County Departments and employees. Material can be checked out for a period of two weeks at a time. For more information, please call HR & RM at (713) 274-5419.

Communication

- The Continuously Improving Self (text)
- Thinking On Your Feet (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)

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 Care for Aging Parents (text)
- How to Master Your Time (CD/DVD)
- How to Negotiate with Confidence (text)
- 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)
- The Great American Debt Opportunity (text)
- The Oz Principle: Getting Results Through Individual and Organizational Accountability (text)
- The Miracle of Self-Discipline (CD/DVD)
- The Psychology of Achievement (CD/DVD)
- The Science of Positive Focus (CD/DVD)
- The Science of Self-Confidence (CD/DVD)
- The Ultimate Goals Program (CD/DVD)
- Time Management for Results (CD/DVD)
- Time Power (text)
- TQM – 50 Ways to Make It Work for You (text)
- Understanding Organizational Change (text)
- Unlock Your Potential (CD/DVD)
- Village of 100; 3rd Edition (CD/DVD)

Essential Office Skills

- Giving and Receiving Feedback (text)
- Office Management (text)
- Professionalism in the Office (text)
- The Business of Listening (text)
- Working Together (text)

Leadership

- Behavior Based Interviewing (text)
- Leadership Made Simple (text)
- Life is a Series of Presentations (CD/DVD)
- Office Politics (text)
- Understanding Leadership Competencies (text)

Management

- Achieving Consensus (text)
- Effective Performance Appraisals (text)
- Finance for Non-Financial Managers (text)
- Handling the Difficult Employee (text)
- 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)

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)

To borrow any of the titles above, please call 713-274-5419.

Description of September 2014 – February 2015 Offerings

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

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

*** Advanced FMLA/ADA**

(Instructor: Eileen Begle)

The Family & Medical Leave Act and the Americans With Disabilities Act are both very complex laws. Supervisors and managers who have taken Basic FMLA (or already have a good working knowledge of FMLA) will benefit from this interactive class. Come prepared to engage in lively discussions! We will compare and contrast the protections under both laws; discover the reasons why designating FMLA is crucial; identify legal strategies for dealing with potentially abusive situations; and practice recognizing ADA and FMLA issues in the workplace and developing appropriate responses to them. Dealing with employee health issues is never easy. It takes compassion. But it also takes confidence to know that what you say and do is allowed under the law. This class will give you that confidence! You will have plenty of opportunities to ask questions and discuss possible solutions to current issues you may be facing. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

*** Assertiveness for Leaders**

(Instructor: Amy Castro)

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

This class is recommended for: Managers/Supervisors

*** Basic FMLA**

(Instructor: Eileen Begle)

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

This class is recommended for: Managers/Supervisors.

*** Behavioral Interviewing**

(Instructor: Amy Castro)

Learn the basics of behavioral interviewing and how different and more effective it is than traditional employment interviewing. Managers/Supervisors will practice creating behavioral interview questions that ensure they are hiring candidates who exhibit the "success behaviors" for the position, rather than those who just know how to answer common interview questions. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

*** Building Organizational Excellence**

!!NEW!!

(Instructor: Walt Natemeyer)

Key organizational factors will be discussed and participants will examine and assess their teams' effectiveness and identify opportunities for improvement. Participants will also analyze video cases to learn how to develop a "passion for excellence". **Limit: 35.**

This class is recommended for: Managers/Supervisors.

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

(Instructor: Amy Castro)

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

This class is recommended for: Managers/Supervisors.

Conflict or Cooperation – Button Pushers

(Instructor: Tawnya Mitchell)

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

Limit: 35. This class is recommended for: all employees with supervisory approval.

Conquering Conflict

(Instructor: Amy Castro)

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

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

Construction Zone

(Instructor: Tawnya Mitchell)

Identify the purpose for a document and the tasks required to arrange information in a clear, coherent sequence. Learn how to compose clear and concise sentences, identify and eliminate passive voice, wordiness, and redundancy, and use correct punctuation and grammar. Identify ways to minimize word, sentence, and paragraph lengths without sacrificing clarity; practice composing effective emails; and get tips to quickly proofread and edit any writing. **Limit: 35.**

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

Continuity of Operations Planning (COOP)

!!NEW!!

(Instructors: David Alamia & Larry Mousseau)

A COOP is critical to sustain, restore, and recover essential functions in the event of an emergency or disruption. COOP refers to the internal efforts to assure the capability exists to continue essential functions in

response to a broad spectrum of emergencies or operational interruptions. It is an ongoing process driven in part by growth and change in information systems, personnel, and mission critical needs. COOP sets forth a concept of operations, identifies essential functions, and outlines three potential phases of operation activation and relocation, alternate facility operations, and resumption. The plan incorporates the following key elements: continuity concepts, actions, and procedures; identification and prioritization of essential functions; line of succession to essential positions required in an emergency; delegations of authority and pre-delegations of emergency authorities to key officials; alternate (work-site) facilities; interoperable communications; protection of government resources, facilities and personnel; safeguarding of essential records and databases; and tests, training, and exercises. **Limit: 35.**

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

Culinary Roadshow Series: Be Inspiralized!

!!NEW!!

(Instructor: Kari Kooi)

Zoodles and spirals will change the way you and your family eat veggies! Come and meet your new favorite kitchen tool and watch it magically transform veggies into artful, enchanting dishes. Seize the opportunity to learn how to convert a starch-heavy meal into a lighter, delectable dish and dramatically increase nutrient intake. *Note: Small samples (1-2 bites) of the dish or dishes prepared are offered to attendees signed in on the class roster. This does not constitute a meal. Attendees with food allergies or intolerances will need to review the recipe card that is given in the class before trying a sample of the prepared dish. No special requests to alter the planned recipe will be made.* **Limit: 30. This class is recommended for: all employees with supervisory approval.**

Culinary Roadshow Series: Comfort in a Bowl – Heart Warming Chili

!!NEW!!

(Instructor: Katie Gerrits)

With the cooler weather brings warmer dishes like stews, soups, and chili. Houston may not have the coldest weather, but there is something comforting about a warm bowl of chili on a cold (or cooler) day. Chili con carne, or simply chili, has the reputation of being laden with meat and spicy peppers. However, not all chili is created equal. Come and learn how to put a new, nutrient-packed spin on this classic American dish. *Note: Small samples (1-2 bites) of the dish or dishes prepared are offered to attendees signed in on the class roster. This does not constitute a meal. Attendees with food allergies or intolerances will need to review the recipe card that is given in the class before trying a sample of the prepared dish. No special requests to alter the planned recipe will be made.* **Limit: 30. This class is recommended for: all employees with supervisory approval.**

Culinary Roadshow Series: Tutti-Frutti Fun!

!!NEW!!

(Instructor: Kari Kooi)

Who can resist something frozen, sweet and delicious? These fruity frozen treats are satisfying yet low calorie and have no added sugar. Learn how to satisfy your frozen-confection desires while contributing to your daily fruit intake! We will transform “once in a while treats” into an “everyday food”! A dairy-free, vegan frozen treat will be created. *Note: Small samples (1-2 bites) of the dish or dishes prepared are offered to attendees signed in on the class roster. This does not constitute a meal. Attendees with food allergies or intolerances will need to review the recipe card that is given in the class before trying a sample of the prepared dish. No special requests to alter the planned recipe will be made.* **Limit: 30. This class is recommended for: all employees with supervisory approval.**

Customer Service Skills for First Contact Employees

(Instructor: Amy Castro)

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

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

Dealing with Difficult People

(Instructor: Amy Castro)

Participants will identify the most common difficult types of personalities and learn verbal and non-verbal techniques to effectively interact with those difficult people. Listening skills to survive a face-to-face or telephone conversation with a difficult person will also be covered. Learn techniques for conflict resolution and ways to diffuse confrontational situation. This class is recommended for: all employees with supervisory approval. **Limit: 35.**

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

Dress for Success – Business Impressions

(Instructor: Amy Castro)

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

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

Ethics Training

(Instructor: Eileen Begle/Erika Owens)

This class will discuss the appropriate ethical principles and standards for Harris County employees. Topics covered will include gifts and equitable treatment and respect for all coworkers and others. **Limit: 35.**

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

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

(Instructor: Margaret Johnson)

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

This class is recommended for: Managers/Supervisors.

*** Harassment Awareness and Prevention**

(Instructor: Eileen Begle)

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

This class is recommended for: Managers/Supervisors.

HeartSaver AED/CPR Certification

(Instructor: PerSys Medical)

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

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

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

(Instructor: Robert Pennington)

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

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

*** Leading Employees to High Performance**

(Instructor: Walt Natemeyer)

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

This class is recommended for: Managers/Supervisors

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

(Instructor: Margaret Johnson)

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

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

Listening Skills for Professional Effectiveness

(Instructor: Amy Castro)

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

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

Make Meetings Work

(Instructor: Amy Castro)

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

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

*** Managing Organizational Change**

!!NEW!!

(Instructor: Walt Natemeyer)

Participants will learn the importance of running an organization and the changes that may occur. Learn how to develop new paradigms and review steps for effectively managing change in the workplace. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

*** Maximizing Employee Performance**

(Instructor: Eileen Begle)

Part of your responsibility as a supervisor is to manage your subordinates' performance. But what does that mean? How do you do it? In this interactive session we will review the major federal and state employment laws that apply to Harris County employees; debunk the myth of the "at will" employment doctrine; and explore the excuses supervisors often give for failing to manage performance. Then, armed with a new appreciation of your duties, we will analyze the five steps in maximizing performance. In the end, you will be confident in your ability to fulfill this major part of your job. You will have plenty of opportunities to ask questions, role play, and discuss possible solutions to current performance issues. **Limit: 35.**

This class is recommended for: Managers/Supervisors.

Mind Stretchers – Critical Thinking Skills for Every Day Life

(Instructor: Margaret Johnson)

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

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

Minutes Matter

(Instructor: Tawnya Mitchell)

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

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

*** Motivating Your Employees**

(Instructor: Amy Castro)

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

This class is recommended for: Managers/Supervisors

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

(Instructor: Amy Castro)

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

This class is recommended for: Managers/Supervisors

Projecting Professionalism

(Instructor: Tawnya Mitchell)

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

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

Psychological First Aid Training

!!NEW!!

(Instructor: Amy Castro)

Psychological First Aid is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster and terrorism. Review the core actions including contact and engagement, safety and comfort, stabilization, information gathering of current needs and concerns, practical assistance, and learn information on coping. **Limit: 35.**

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

*** Public Information Act Refresher Course**

(Instructor: Eileen Begle)

Has it been a while since you responded to a request under the Texas Public Information Act? Are your skills getting rusty? Or perhaps you just want to make sure nothing has changed. Either way, this session is for you. Assistant County Attorney Jennifer Matte will walk you through the ins and outs of responding to a PIA request, including deadlines and major exceptions to disclosure. **Limit: 35 Managers/Supervisors**

This class is recommended for: Managers/Supervisors

SMART Goal Setting

(Instructor: Amy Castro)

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

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

*** Team Building**

(Instructor: Margaret Johnson)

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

This class is recommended for: Managers/Supervisors

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

(Instructor: Stephen Haslam)

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

This class is recommended for: Managers/Supervisors

*** Team Problem Solving**

(Instructor: Stephen Haslam)

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

This class is recommended for: Managers/Supervisors

*** Ten Things Every Supervisor Should Know**

!!NEW!!

(Instructor: Eileen Begle)

Whether you have just been promoted or have been a supervisor for years, this class is a MUST! You will walk away with more confidence in dealing with tough issues like performance, attendance, and health-related matters. (Think ADA and FMLA!) In this interactive session we will start with the very basics and progress to detailed discussions of how to manage employee performance. You will have plenty of opportunities to ask questions, role play, and discuss possible solutions to issues you are facing now! **Limit: 35.**

This class is recommended for: Managers/Supervisors.

*** The Americans with Disabilities Act (ADA)**

(Instructor: Eileen Begle)

The Americans with Disabilities Act (ADA) is a complex law. If you haven't had this training recently, you should attend one of these classes because the ADA has changed significantly since it was enacted. Supervisors and managers need to know what their obligations are to employees with disabilities. Come prepared to engage in lively discussions! We will define what is and what is not a "disability" under the Act, identify when reasonable accommodations are legally required, analyze how to determine whether a requested accommodation is reasonable, compare and contrast the protections under the ADA and the FMLA, explore legal strategies for dealing with potentially abusive situations, and practice recognizing ADA and FMLA issues in the workplace and developing appropriate responses to them. You will have plenty of opportunities to ask questions and discuss possible solutions to current issues you may be facing. **Limit: 35**

Managers/Supervisors

This class is recommended for: Managers/Supervisors

Under Construction – Grammar and Usage Booster

(Instructor: Tawnya Mitchell)

Learn how to use appropriate sentence grammar and utilize grammatical conventions to write accurate texts that are appropriate to the task. **Limit: 35.**

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

Under Construction – Punctuation Booster

(Instructor: Tawnya Mitchell)

Define, recognize, and correctly use periods, commas, apostrophes, colons, semicolons, hyphens, and questions. Attendees will practice tips and tools in the exercises provided. **Limit: 35.**

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

*** Understanding Human Behavior**

(Instructor: Walt Natemeyer)

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

Limit: 35. This class is recommended for: Managers/Supervisors

Understanding Your Emotional Intelligence

(Instructor: Margaret Johnson)

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

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

WLS: Beat the Belly Fat

!!NEW!!

(Instructor: Kari Kooi)

Maintaining a stable weight is often not easy, and if you're age 40 or over, it can be an even bigger challenge. Weight gain happens more easily as we age and it tends to accumulate in the abdomen, increasing health risks in a number of complex ways. Biology and behavior both contribute to this. The "spread" of increasing amounts of abdominal fat is not inevitable, and can be avoided with a healthy lifestyle. While metabolic and hormonal changes do play a role in boosting weight gain, these can be offset with an increased focus on a combination of portion control, eating the right kinds of food at the right time, moving more, and managing stress. **Limit: 35.**

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

WLS: Caregiving – Tips for a Healthy Life & Putting You into the Equation

!!NEW!!

(Instructor: Judy Entzenberger)

This seminar addresses the challenge of caregiving and provides information on the importance of taking care of yourself. It offers some guidance for achieving a healthy balance as you juggle multiple responsibilities and simple tips for living a healthy life, helps to better identify priorities, achieve objectives, and offer encouragement to help deal with your own stress. **Limit: 35.**

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

WLS: Dealing with Anger & Learning Forgiveness

!!NEW!!

(Instructor: Judy Entzenberger)

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

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

WLS: Domestic Violence & Diversity in the Workplace

!!NEW!!

(Instructor: Judy Entzenberger)

What is domestic violence and who is affected by it? What do you do if the victim decides to stay — or leave? Learn more about this issue and who it affects by attending the first part of this seminar. In the second part of this seminar, diversity will be discussed. What makes us different? We will look at several areas of diversity including age, sexual orientation, gender, race, religion, physical ability, family situation, class, and ethnicity. It offers sensitivity-raising training about the do's and don'ts of appropriate respect of coworker differences.

Limit: 35. This class is recommended for: all employees with supervisory approval.

WLS: Eat a Rainbow - Leading a Nutritarian Lifestyle with Phytochemical Protection

!!NEW!!

(Instructor: Kari Kooi)

Discover the power of a whole-foods diet and be inspired to become more creative with how you prepare

plant-powered dishes. Learn why eating fruits and vegetables that span the colors of the rainbow provide a rainbow of disease preventing, health enhancing benefits. The quality of the food you eat matters as much as, if not more than, the quantity. A nutritarian lifestyle focuses on eating nutrient-rich to maximize your body's potential for radiantly good health. **Limit: 35.**

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

WLS: How to Manage After Quitting Smoking & Conquering Holiday Stress

!!NEW!!

(Instructor: Judy Entzenberger)

This first part of this seminar provides an understanding of what to expect and provides tips to manage the cravings. In the second part, discussion will center on conquering holiday stress. Learn what the real causes are for holiday stress. Recognize stress signals as well as strategies for minimizing holiday stress and make one of the most stressful times of the year your happiest by learning to balance both work and family during the holiday season! **Limit: 35.**

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

WLS: It's a Sugar Jungle Out There

(Instructors: Kari Kooi)

Even if you don't have a sweet tooth, sugar is hard to avoid because it's lurking in so many unexpected foods. A flavored yogurt can have as much sugar as a candy bar! As a result, the average American consumes 130 pounds of sugar a year. The over consumption of sugar can take a toll on our health. This eye-opening presentation will make you aware of your sugar intake and give surprising reasons why you may want to cut back. **Limit: 35.**

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

WLS: Quitting Smoking

!!NEW!!

(Instructor: Judy Entzenberger)

This seminar provides the smoker with an understanding of tobacco addiction. In addition, it helps the smoker determine where he or she falls on the quitting smoking readiness scale. Several smoking cessation techniques will be discussed which includes consideration of the pros and cons of each choice. Learn the facts about smoking and tobacco usage, understand what motivates you to consider quitting, clarify how ready you are to make these changes, identify how addicted you are to nicotine, learn how to customize a program that has the best chances of success, and know what resources are available to help you. **Limit: 35.**

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

WLS: Stress Management and Achieving Balance at Work and Home

!!NEW!!

(Instructor: Judy Entzenberger)

This seminar picks up with stress management and helps you consider the multiple roles you play in life and how much time is spent. Does this work for you? Do you wish you had more time for other pursuits? If you choose to focus on things that are not in your control (other people's behaviors, thoughts, actions or events that you cannot change) your frustration will grow. Learn to focus on things in your control like your thoughts, behaviors, and actions so that you can grow personal responsibility for your life and enhance your happiness. **Limit: 35.**

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

WLS: Surviving the Holidays

(Instructor: Judy Entzenberger)

The holidays are upon us and this class is your holiday survival guide! Enter the holiday season with a plan so all the festivities don't take a toll on your healthy habits. Learn strategies for managing the stress of the season and the temptations of the high-calorie holiday food. **Limit: 35.**

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

WLS: The Art and Science of Diabetes Management

!!NEW!!

(Instructor: Kari Kooi)

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

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

WLS: Thinking About Quitting Smoking & Overcoming Procrastination

!!NEW!!

(Instructor: Judy Entzenberger)

This seminar provides information about quitting tobacco use. The attendee will learn the many benefits of quitting and will also be provided state-of-the art, credible information about tobacco use. Additional information covered includes help to assess readiness to quit smoking, an overview of cessation techniques and approaches, and help to determine which approach might work best. The second part of this seminar covers common reasons for procrastination and offers advice for overcoming it. Overcome procrastination and become more motivated. **Limit: 35.**

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



all is well at Harris County



September – December 2014

www.wellathctx.com

Password: WELL4HCTX

Online Training

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

To view the online training classes:

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

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

Onsite Training

Learn more about important health topics such as nutrition, fitness, work/life balance and stress management while at work. Wellness Lecture Series classes are generally 2 - 3 hours in length while the new Culinary Roadshow Series is 1 hour in length during the noon hour. Training credit is provided upon completion and will be reported to your department. It is at the department's discretion to accept/deny credits earned from wellness training classes.

To register for an onsite class:

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

To register for an onsite class offered through Distance Learning:

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

Healthy Actions Medical Plan 2015 - 2016

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

Not Downtown?

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

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-274-5500.

RD on the Go Health Coaching Program



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

Make Your Appointment Online

1. Go to <http://www.harriscountytexas.gov/hctraining/>
2. Click on the (+) to expand the HUMAN RESOURCES & RISK MANAGEMENT classes & programs
3. Click on the (+) to expand RD ON THE GO and select the date/time you want.

4. Your registration is complete when you receive an email confirmation. *Not receiving an email confirmation means you are waitlisted.*

Eligibility

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

Date	Time	Appt. Length	Location
Thursday, September 11	8:30 am – 4:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Tuesday, September 16	8:30 am – 4:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Thursday, October 2	8:30 am – 4:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Tuesday, October 7	8:30 am – 4:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Thursday, October 9	8:30 am – 4:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Thursday, November 13	8:30 am – 4:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center
Tuesday, November 18	8:30 am – 4:00 pm	1 hour	1310 Prairie, 9th Floor Wellness Center

Confidentiality

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

Healthy Actions Medical Plan 2015 - 2016

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

Not Downtown?

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

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-274-5500.

Onsite Mammography Program



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

Who is eligible for an onsite routine mammogram?

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

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

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

Make your appointment online with The Rose

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

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

Date	Time	Appt. Length	Location
Thursday, October 23	9:00 am – 3:45 pm	15 – 30 minutes	1310 Prairie, 9th Floor Wellness Center

Please note that you STILL have the freedom to choose ANY provider within the Aetna network to receive your mammogram at no cost per plan criteria. If you have questions about finding a provider near you or the date of your last mammogram please contact Aetna at 713-274-5507 or 1-800-279-2401. You can also log in to your Aetna Navigator at www.aetna.com to view this information.

Confidentiality

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

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-274-5500.

Onsite Physicals



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

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

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

Make your 30-minute appointment online:

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

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

Eligibility

The Harris County Medical Plan (Aetna) covers at 100% ONE routine physical per calendar year. If you are an employee covered by the Harris County Medical Plan (Aetna) and have not received a routine physical for this calendar year, you are eligible to take advantage of this onsite service at no cost to you. **Please note that you STILL have the freedom to choose ANY physician or nurse practitioner within the Aetna provider network to receive your annual physical at no cost per plan criteria.** If you have questions about finding a provider near you or the date of your last annual physical please contact Aetna at 713-274-5500 (Option 1) or 1-800-279-2401. You can also log in to your Aetna Navigator at www.aetna.com to view this information.

Date	Time	Appt. Length	Location
Wednesday, September 17	7:00 am – 11:00 am	30 minutes	1310 Prairie, 9 th Floor

Wednesday, October 15	7:00 am – 11:00 am	30 minutes	1310 Prairie, 9 th Floor
Wednesday, November 19	7:00 am – 11:00 am	30 minutes	1310 Prairie, 9 th Floor

Confidentiality

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

Healthy Actions Medical Plan 2015 - 2016

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

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-274-5500.

2014 Wellness Screening Program

Time to Get Your Wellness Screening: Wellness Screenings are available between August 19 and September 30, 2014 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.

2015 – 2016 Healthy Actions Medical Plan

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

Register NOW to get your FREE wellness screening between August 19 and September 30, 2014

- To register, go to My.Blueprintforwellness.com, using your Registration Key: **harriscounty** 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.

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 2015

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

Participate in the 2014 wellness screenings and you will be eligible to apply for the 2015 Naturally Slim program! Selection criteria will apply and participants will be chosen by Naturally Slim. Visit www.wellathctx.com (well4hctx) to find out more.

Confidentiality

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

2014 Wellness Screening Schedule

Date	Time	Location	Flu Vaccinations Also Available
Wednesday, September 3	7:00 am – 11:00 am	Administration Building 1001 Preston, Conference Room 100	
Thursday, September 4	6:00 am – 9:00 am	Flood Control South Service Center 5301 Almeda Genoa Road, Meeting Room	
Thursday, September 4	11:00 pm – 2:00 am	1200 County Jail 1200 Baker Street, Conference Room	
Tuesday, September 9	8:00 am – 11:00 am	Annex C, Public Library Administration 8080 El Rio Street, Training Room	YES
Tuesday, September 9	8:00 am – 11:00 am	Annex 8, Baytown Courthouse 701 W. Baker Rd, Baytown, Courtroom	YES
Wednesday, September 10	7:00 am – 10:00 am	Annex 13, Constable Pct. 5 17423 Katy Freeway, Training Room	YES
Wednesday, September 10	7:00 am – 10:00 am	Comm. Pct. 4, Harvey Maintenance Camp 2302 Atascocita Road, Meeting Room	YES

Thursday, September 11	8:00 am – 11:00 am	Annex 4, John Phelps Courthouse 101 S. Richey Road, Jury Assembly Room	YES
Friday, September 12	7:00 am – 11:00 am	Juvenile Justice Center 1200 Congress Street, 1st Floor Training Room	YES
Friday, September 12	8:00 am – 12:00 am	Institute of Forensic Sciences 1885 Old Spanish Trail, 1st Floor Training Room	YES
Monday, September 15	7:00 am – 11:00 am	Annex 83, Public Health & Environmental Services 2223 W. Loop South, Conference Room 532	YES
Wednesday, September 17	7:00 am – 10:00 am	Comm. Pct. 4, Lyons Maintenance Camp 11920 T.C. Jester Blvd, Meeting Room	YES
Wednesday, September 17	7:00 am – 11:00 am	Annex 60, Eastex Building, HCJPD-CUPS 6 9111 Eastex Freeway, Probation Training Room	YES
Thursday, September 18	7:00 am – 10:00 am	Comm. Pct. 4, Spring Maintenance Camp 4603 Spring Cypress Road, Meeting Room	YES
Thursday, September 18	7:30 am – 11:30 am	Annex M, Murworth 8410 Lantern Point Drive, Auditorium	YES
Friday, September 19	7:00 am – 10:00 am	Comm. Pct. 2, Wade Camp 8103 Wade Road, Building C	YES
Friday, September 19	7:30 am – 11:30 am	Annex 17, Cypresswood Courthouse 6831 Cypresswood, Spring, Constable Conference Room	
Tuesday, September 23	5:30 am – 9:30 am	Comm. Pct. 3, Westside Service Center 16635 Clay Road, Meeting Room	YES
Tuesday, September 23	7:30 am – 10:30 am	Comm. Pct. 2, Washburn Tunnel 3100 Federal Road, Building A	YES
Wednesday, September 24	8:30 am – 12:00 pm	Toll Road Authority Westside Service Center 2707 W. Sam Houston Pkwy N., Courtroom	YES
Wednesday, September 24	6:30 am – 10:30 am	Annex 44, Anderson Clayton Building 1310 Prairie Street, Suite 970 Wellness Center	YES
Thursday, September 25	8:00 am – 11:00 am	Annex 26, Jim Fonteno Courthouse 14350 Wallisville Road, Courtroom	YES
Thursday, September 25	7:00 am – 11:00 am	Burnett Bayland Reception Center 6500 Chimney Rock, 1st Floor Training Room	YES
Friday, September 26	7:30 am – 11:30 am	HC Toll Road Authority 7701 Wilshire Place Drive, Building B	YES

Tuesday, September 30	8:00 am – 11:00 am	Greater Harris County 9-1-1 10220 Fairbanks N. Houston Rd, Multi-Purpose Room	YES
Tuesday, September 30	7:00 am – 11:00 am	701 County Jail 701 N. San Jacinto, ODR	YES

2014 Onsite Seasonal Flu Vaccination Program

Protect yourself against the seasonal flu this year by getting your FREE vaccination at a participating County location!

Locations hosting a [2014 Wellness Screening](#) event will also have vaccinations (seasonal flu) available. If you plan to attend one of these events and only want a vaccination, no appointment is required. Vaccinations will be provided on a first-come, first-serve basis by Texas Vaccine Institute.

Who is eligible for a FREE vaccination?

- The seasonal flu vaccination is NO COST for all covered members of the Harris County medical plan (Aetna), including employees, retirees and their dependents (6 months and older for flu). Please bring your Aetna insurance card with you to the event.
- If you are a new, full-time employee still within your 60-day waiting period for benefits, you may also receive the vaccination at NO COST with your county badge and employee ID number.
- Medicare primary retirees (on the HC medical plan) must present their Medicare card.
- All other participants may purchase the seasonal flu vaccination (shot or mist).

More about the seasonal flu vaccine

The seasonal flu vaccine is not recommended* for the following:

- If you are younger than 6 months of age.
- If you have ever had a severe allergic reaction to the flu vaccine in the past.
- If you have an allergy to chicken eggs.
- If you have Guillain-Barré Syndrome, a severe paralytic illness, also called GBS.

If you are moderately or severely ill with a fever, you may need to wait until you have recovered before getting the flu vaccine. Please consult with your physician if you are unsure about getting vaccinated.

*Centers for Disease Control & Prevention. 2013-2014 Seasonal Influenza. <http://www.cdc.gov/flu/about/season/flu-season-2013-2014.htm>

2014 Onsite Vaccination Schedule

Date	Time	Location	Wellness Screening Also Available
Tuesday, September 9	8:00 am – 11:00 am	Annex C-Public Library Administration 8080 El Rio Street, Training Room	YES
Tuesday, September 9	8:00 am – 11:00 am	Annex 8-Baytown Courthouse 701 W. Baker Road. Courtroom	YES
Wednesday, September 10	7:00 am – 10:00 am	Annex 13-Constable Precinct 5 17423 Katy Freeway, Training Room	YES
Wednesday, September 10	7:00 am – 10:00 am	Commissioner Pct. 4-Harvey Maintenance Camp 2302 Atascocita Road, Meeting Room	YES
Thursday, September 11	8:00 am – 11:00 am	Annex 4-John Phelps Courthouse 101 S. Richey Road, Jury Assembly Room	YES
Friday, September 12	7:00 am – 11:00 am	Juvenile Justice Center 1200 Congress Street, 1 st Floor Training Room	YES
Friday, September 12	8:00 am – 12:00 pm	Institute of Forensic Sciences 1885 Old Spanish Trail	YES
Monday, September 15	7:00 am – 10:00 am	Public Health & Environmental Services 2223 West Loop South, Room 532	YES
Wednesday, September 17	7:00 am – 10:00 am	Commissioner Pct. 4-Lyons Maintenance Camp 11920 TC Jester Blvd., Meeting Room	YES
Wednesday, September 17	7:00 am – 11:00 am	Annex 60-Eastex Building, HCJPD-CUPS 6 9111 Eastex Freeway, Probation Training Room	YES
Wednesday, September 17	11:30 am – 2:00 pm	The Children's Assessment Center 2500 Bolsover, 3 rd Floor Library	
Thursday, September 18	7:00 am – 10:00 am	Commissioner Pct. 4-Spring Maintenance Camp 4603 spring Cypress Road, Meeting Room	YES
Thursday, September 18	7:30 am – 11:30 am	Annex M-Murworth 8410 Lantern Point, CSD Auditorium	YES
Friday, September 19	7:00 am – 10:00 am	Commissioner Pct. 2-Wade Camp 8103 Wade Road, Building C	YES
Friday, September 19	7:30 am – 11:30 am	Annex 17-Cypresswood Courthouse 6831 Cypresswood Drive, Constable Pct. 4 Conference Room	YES

Tuesday, September 23	5:30 am – 11:00 am	Commissioner Pct. 3 Westside Service Center 16635 Clay Road, Meeting Room	YES
Tuesday, September 23	7:30 am – 10:30 am	Commissioner Pct. 2-Washburn Tunnel 3100 Federal Road, Building A	YES
Wednesday, September 24	8:30 am – 12:00 pm	Toll Road Authority Westside Service Center 2707 W. Sam Houston Parkway North, Courtroom	YES
Wednesday, September 24	6:30 am – 10:30 am	Anderson Clayton Building 1310 Prairie, Suite 970 Wellness Center	YES
Thursday, September 25	8:00 am – 11:00 am	Annex 26-Jim Fonteno Courthouse 14350 Wallisville Road, Courtroom	YES
Thursday, September 25	7:00 am – 11:00 am	Burnett Bayland Reception Center 6500 Chimney Rock, 1 st Floor Training Room	YES
Friday, September 26	7:30 am – 11:30 am	Toll Road Authority 7701 Wilshire Place Drive, Building B	YES
Tuesday, September 30	8:00 am – 11:00 am	Greater Harris County 9-1-1 10220 Fairbanks N. Houston Road, Multipurpose Room	YES
Tuesday, September 30	7:00 am – 11:00 am	701 Jail 701 N. San Jacinto Street, ODR	YES
Wednesday, October 1	7:30 am – 1:30 pm	Civil Courts Building 201 Caroline, 17 th Floor Conference Room	
Wednesday, October 1	6:00 am – 9:00 am	Flood Control District North Service Center 7522 Prairie Oak Drive, Pavilion-Room 102	
Thursday, October 2	7:00 am – 1:30 pm	Administration Building 1001 Preston, Conference Room 100	
Thursday, October 2	7:00 am – 11:00 am	Flood Control District Administration 9900 Northwest Freeway, 1 st Floor Conference Room	
Thursday, October 2	8:00 am – 12:00 pm	Old Freeman Library 1662 Diana Lane, Training Room	
Friday, October 3	8:00 am – 10:00 am	Annex 3 Will Clayton Courthouse 7900 Will Clayton Parkway, Courtroom	
Friday, October 3	8:00 am – 10:00 am	Trini Mendenhall Community Center 1414 Wirt Road	
Monday, October 6	6:00 am – 8:00 am	Flood Control District South Service Center 5301 Alameda Genoa Road, Meeting Room	
Tuesday, October 7	10:00 am – 2:00 pm	1200 Jail 1200 Baker Street, Conference Room	

Wednesday, October 8	7:00 pm – 11:00 pm	701 Jail 701 N. San Jacinto Street, ODR	
Thursday, October 9	11:00 pm – 2:00 pm	1200 Jail 1200 Baker Street, Conference Room	
Saturday, October 11	8:00 am – 11:00 am	Tom Bass I Park (Employee 5K Event) 3452 fellows Road, TVI Tent	
Tuesday, October 14	7:30 am – 1:30 pm	Criminal Justice Center 1201 Franklin, 7 th Floor Attorney Ready Room	
Wednesday, October 15	11:00 pm – 2:00 am	701 Jail 701 N. San Jacinto Street, ODR	
Thursday, October 16	8:00 am – 12:00 pm	Tom Bass I Community Center 15108 Cullen Blvd.	
Thursday, October 16	7:00 pm – 11:00 pm	1200 Jail 1200 Baker Street, Conference Room	
Friday, October 17	8:00 am – 12:00 pm	Annex 17-Cypresswood Courthouse 6831 Cypresswood Drive, Constable Pct. 4 Conference Room	

Dates and times are subject to change without notice. For questions, please contact Employee Wellness at 713-274-5500.

Exercise Classes

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

Downtown Schedule September 2nd – December 19th

Monday	Tuesday	Wednesday	Thursday	Friday
12:10 – 12:50 pm Power Yoga Halimah	12:10 – 12:50 pm Pilates Barre Vangie	12:10 – 12:50 pm Stability Ball Sculpt Yolanda	12:10 – 12:50 pm Pilates Barre Vangie	12:10 – 12:50 pm Line Dancing Yolanda
4:30 – 5:30 pm H.I.I.T Jai	4:30 – 5:30 pm Zumba Maria	4:30 – 5:30 pm Boot Camp Yolanda	4:30 – 5:30 pm Zumba Toning Maria	
5:30 – 6:00 pm 30MIN CoreFit Jai	5:30 – 6:00 pm 30MIN CoreFit Maria	5:30 – 6:00 pm 30MIN CoreFit Yolanda	5:30 – 6:00 pm 30MIN CoreFit Maria	

No Class Days: October 10th; November 26th, 27th, 28th

No Class for Pilates Barre Only: September 18th; October 23; November 13th

Important Information for Health & Wellness Center Fitness Classes ONLY

- NO REGISTRATION is required for the downtown exercise classes.
- For Small Group Training Sessions, registration is REQUIRED. Register at <http://www.harriscountytexas.gov/hctraining/> and click on REGISTER FOR TRAINING.
- Classes are limited to 20 participants. Please print your name on the sign-in sheet when you attend.
- Only members of the Harris County Medical Plan (Aetna) and new, full-time employees still within their 60-day benefits waiting period are allowed to participate. Contract and State employees are not allowed to participate in the exercise classes provided at the Health & Wellness Center.

Boot Camp: A popular class that mixes calisthenics and body weight exercises with cardio and strength training. This class is designed in a way to be different all the time, and push participants harder than they'd push themselves. We want to keep you guessing - and challenge you differently every class! Be ready to work!

CoreFit: Want wash-board abs and a toned back? This 30-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. All levels are welcome.

H.I.I.T: Take your work out to the next level with High Intensity Interval Training! H.I.I.T is a specialized form of interval training that involves short intervals of maximum intensity exercise separated by longer intervals of low to moderate intensity exercise. Because it involves briefly pushing yourself beyond the upper end of your aerobic exercise zone, it offers you several advantages that traditional steady-state exercise can't provide. This class will challenge you so get ready to sweat!

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

Pilates Barre: This class will engage your mind and body through stretching and strengthening exercises that will build core strength, sculpt the lower body, and improve posture using the ballet bar and mat for Pilates exercise. This class is a great addition to your current workout. It will improve muscle control, coordination, and strength as well as promote excellent posture and proper breathing.

Power Yoga: This class consists of uninterrupted sequence of postures based on ashtanga yoga, an ancient dynamic physical form of yoga. Concentration, respiration, and constant movements raise body temperature. Combine strength, flexibility, and posture exercises to achieve better physical and mental well-being.

Stability Ball Sculpt: Develop strength and stability in the body's core, which translates to more cycling power, improved balance, and enhanced functional movement. This class will include: posture, breathing, mat and stability ball exercises.

Zumba: Are you ready to party yourself into shape? Forget the workout, just lose yourself in the music and find yourself in shape at the original dance-fitness party. Zumba classes feature exotic rhythms set to high-energy Latin and international beats. Before you know it, you'll be getting fit and your energy levels will be soaring! It's easy to do, effective and totally exhilarating. No dance experience needed.

Zumba Toning: When it comes to body sculpting, Zumba Toning raises the bar. Learn how to use light hand held weights to enhance rhythm and tone all the target zones, including arms, abs and thighs. Zumba Toning

is the perfect way to sculpt your body naturally while having a total blast. It also includes an ab/core work out!

Not Downtown?

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

For questions, email wellness@bmd.hctx.net or call the Benefits Office at 713-274-5500.

Wellness Challenges

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

To register, go to www.livehealthyhouston.org

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

Challenge	Type	Start	End	Fee*
LHHC 8 Week Activ8 Challenge	Activity minutes	August 4	September 28	\$0

*Standard registration fee is \$18; Harris County is contributing \$18 for all eligible employees, dependents, and retirees. This includes employees, retirees, and their dependents 18 years and over covered by the Harris County Medial plan (Aetna). New employees still within their benefits waiting period are also eligible for the \$0 entry fee. All other participants including contract, temporary, part-time, and State employees will be required to pay the standard registration fee of \$18. Eligibility is subject to verification. Please contact Employee Wellness at 713-274-5500 for more information.

Harris County Employee 5K

October 11, 2014 • 8:00 am

Tom Bass I Park, 3452 Fellows Rd, Houston, TX 77047

This is our VERY OWN and VERY FIRST chip-timed 5K event for employees and their guests. Come to walk or run the 5K (3.1 miles) - it is your choice! Join the LHHC Activ8 Challenge (August 4-September 28) to train for the event. When you register for the Activ8 challenge, you will also receive an "in-training" shirt for the 5K!

Who's Eligible to Participate:

- Full-Time Employees - FREE!
- Part-Time/State/Temp./Contract Employees - \$7 Registration Fee
- County Friends & Family - \$7 Registration Fee
- Kids under 12 for 1/4-mile Fun Run - FREE!
- Registration Definitions:

Full-Time Employees: Employees covered by the Harris County Medical Plan (Aetna) and new, full-time employees still within their benefits waiting period. Employee must provide ID # (6 digit payroll #) upon registration.

Part-Time/State/Temp./Contract Employees: Employees and County partners that are not covered or soon-to-be covered by the Harris County Medical Plan (Aetna). This may include contract, temporary, part-time, and State employees as well as organizations that partner with Harris County. Registration must identify which group he/she is from.

County Friends & Family: Family members and friends of County employees. Registrants must provide the employee ID # of employee he/she is attending with.

What's included with registration:

Registering for the 5K event includes the following:

- Entry in a chip-timed race w/bib
- 5K shirt
- Post-race food

Registering for the 1/4-mile Kid's Fun Run includes the following:

- Non-competitive run (no chip) w/bib
- Post-race food
- Parents DO NOT need to register for the Kid's Fun Run if they plan to run alongside their children.

Visit www.wellathctx.com (well4hctx) under 'Get Active' for registration and more information!

If you have questions, please email wellness@bmd.hctx.net or call Employee Wellness 713-274-5500.