

2016 *FALL*

TRAINING CATALOG



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INTRODUCTION

The City of Greeley is committed to ongoing professional and personal development of its employees. The Training Catalog provides an overview of course offerings made available by the City at no cost to you. Occasionally, training events are made available to the City from various sources throughout the year and, therefore, are not included in this catalog. In this event, COGI and email will be used to communicate these bonus opportunities.

REGISTRATION

Register for all learning opportunities on COGI. Certain trainings have limited capacities; it is to your advantage to register early. Once a class fills, a wait-list will be created for overflow registrations.

CANCELLATIONS

If you are unable to attend a class, please cancel your registration by contacting HR 48 hours prior to the scheduled class. This courtesy will allow other wait-listed employees to attend. If timely cancellation is not received by HR, a \$25 no-show fee may be charged to your department. Employees who register for and do not attend two classes may not be allowed to register for future classes.

REFRESHMENTS

For your comfort, please arrange to bring your own snacks/beverages to class. In the event refreshments are provided for specific trainings, such as Lunch and Learns, the trainings will be advertised accordingly allowing participants to plan appropriately.

PROFESSIONAL DEVELOPMENT RECOMMENDATIONS

Training credit categories include: safety (SAFE), customer service (CS), supervisory (SUPV), and career development (CD). **The purpose of training is not just to say you attended a training, but to inspire and incite change in your approach to duties and interactions with others.** To make the most of your time away from your job, try incorporating one or all of these training best practices:

- Identify 1-2 concrete goals you want to accomplish in each class. Write these goals down and share them with your supervisor.
- Whenever possible, attend a class with a team member. Doing so creates an atmosphere of accountability and an environment to discuss workplace improvement strategies.
- Share what you have learned with others in your workgroup.

ANNUAL TRAINING RECOMMENDATIONS

Core Values training is recommended for all employees. Customer Service credits are recommended for all employees. 2 Supervisory or Career Development credits are recommended for supervisors.

1-2 hours = 0.5 credit, 2-4 hours = 1.0 credit, 4-8 hours = 2 credits

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EXTERNAL TRAINING

Notification to Human Resources of external training is no longer necessary.

TUITION REIMBURSEMENT

The City encourages employees to pursue higher education and/or courses to enhance their abilities to perform their jobs. The Tuition Reimbursement Program is intended to reduce some of the financial burden associated with higher education on a reimbursable basis. Please see the Tuition Reimbursement tab under HR on COGI.

RESOURCES

HR has a professional development book library available to employees. To check out resources, contact HR at 350.9710.

COURSE OFFERINGS

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*"The **LOVE** of **LEARNING** is the **LIGHT** of **LIFE**."* ~Anonymous

CAREER DEVELOPMENT

Project Management: “Kanban”

Instructor: Kelly Martinez, IT
Date: September 13
Time: 3:00—4:00
Location: 1420 2nd Street, IT Conference Room
Credit: 0.5 CD

Kanban was developed in the late 1940's by Toyota as a "lean" manufacturing technique used to manage workloads. Since then, the concepts have expanded outside of the manufacturing industry and it has become a popular workflow and project management system for software teams and businesses.

This interactive course introduces attendees to the key concepts of Kanban and how to apply them. The course kicks off with a brief overview and proceeds immediately into an interactive exercise that drives home the benefits of Kanban. The class will discuss values, team dynamics, principles, and terminology to ensure you have a solid working knowledge of Kanban best practices. We will also discuss the Agile methodology, and how IT pairs it with Kanban for participants to get a window into how it can be applied in different ways.

Records Management

To Scan and Toss (or Not), That is the Question

Instructors: City Clerk’s Office, City Attorney’s Office, and IT
Date: October 20
Time: 8:30—10:00
Location: City Hall 2nd Floor Large Conf Room
Credit: 0.5 CD



Do you know when you can scan paper documents and toss the paper version? Or when you should not do that? What should you consider as you evaluate whether to “go paperless?” Come to this session to learn about scanning standards (yes, it does make a difference what kind of scanning equipment is used and what kind of storage format you use). We’ll talk about quality control guidelines and the recommended decision-making process before you simply scan and toss. One of the takeaways will be a scan and toss checklist.



On-Demand Training

—Records Management

Central Records Tour.....

Have you ever wondered what the City Clerk’s Office does with the barrage of contracts, agreements, files, and various records that you send to the City Clerk’s Office for archive? Most people have never seen “Central Records”. Once you see the repository and understand how we file, index and organize, you start to understand why Central Records is such a vital part of our organization.

Call Jessica at 9741 to schedule a tour today!

One-Box-At-A-Time Session.....

Do you ever sit in your office, look around at the shelves, boxes and piles of paper and think to yourself, I’m never going to be able to retire? Sometimes just picking a pile to dig into is half the battle! The City Clerk’s Office is hosting 6 week sessions (1 hour a week) to come to your office and help pick that perfect pile and dig in. We will help you through the process of what’s junk, what’s value, what has a retention schedule, or what can be stored elsewhere. By the end of 6 weeks after meeting with a member of the City Clerk’s Office, you will have started your own habit of spending 1 hour a week taking care of records (the right way).



Call Lory at 9770 to get booked for a 6 week session today!

Department On-Boarding - “Who The... What the... Why?”

Everyone knows the City Clerk’s Office takes care of City Council and stores records. But what else do we do? Do you ever find yourself frustrated with all the deadlines? We have obligations to you that you probably don’t even realize. We’d be happy to sit with your staff to discuss what we do, why we do it and how to get things done.

Call Cheryl at 9743 to schedule a time for us to come over and talk about us!

TIME KEEPING

NOVAtime for the *Employee*.....

Instructor: Tammy Hansen, FIN/ACCTG
Dates: September 7, October 13, November 2
Time: 1:30-2:30
Date: December 6
Time: 9:30-10:30
Location: City Hall 2nd Floor Large Conf Room

Whether you are new to NOVAtime or have been using it for a while, this is your opportunity to ask questions and learn new features during this basic refresher course. We will cover features of the timesheet, how to request time off, and how overtime and comp time are calculated.

NOVAtime for the *Supervisor*.....

Instructor: Tammy Hansen, FIN/ACCTG
Date: September 7, October 13
Time: 2:30-3:30
Location: City Hall 2nd Floor Large Conf Room



Need a quick refresher on some of the NOVAtime functions you do not use every day? Are you able to 'get the job done' but you know you are doing it the long way? Join us for a Basics Refresher. We will cover some of the basics but also give you some tips and tricks to help make your NOVAtime more efficient.

Schedules vs. Shifts for the *Supervisor*.....

Instructor: Tammy Hansen, FIN/ACCTG
Date: December 7
Time: 1:30-2:30
Location: Fun Plex, Community Room A



Schedules vs. Shifts – which is right for you? These are both features that you don't need very often, but when you do, you want to do it right. In this session, you will learn the difference between schedules and shifts. Topics covered will include how to: set up shifts and how to 'push out' existing schedules into the future; copy one employee's schedule to another employee; adjust individual components of a schedule; and create customized templates for your employees.



Mental Health First Aid.....

Instructor: North Range Behavioral Health
Date: October 27
Time: 8:00-5:00 (1 hour for lunch; lunch is not included)
Location: 1300 N. 17th Avenue, Greeley, CO

Mental Health First Aid teaches people how to recognize symptoms of a mental health or substance use illness or crisis, and how to aid that person until he/she can get to professional help. This training will include lecture, discussion, small-group interaction, videos, and participant activities.



CITY OF GREELEY
WELLNESS
empower. thrive. live.

INFORMATION TECHNOLOGY

Cancellations: If you are unable to attend a class, please cancel your registration by contacting HR 48 hours prior to the scheduled class. This courtesy will allow other wait-listed employees to attend. If timely cancellation is not received by HR, a \$25 no-show fee may be charged to your department. Employees who register for and do not attend two classes may not be allowed to register for future classes.

Outlook-Managing Email.....

Instructor: Mike Mesa, IT
Date: September 6
Time: 3:00—5:00
Date: December 5
Time: 9:00—11:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS



In this session, the focus is on the email function of Outlook. Signatures, out of office assistant, creating folders, setting up sort rules, using categories, adding contacts from email, using search folders, and the City's email archiving policy will be discussed.

Excel-Worksheet Configuration.....

Instructor: Mike Mesa, IT
Date: September 14
Time: 9:00—11:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Excel has several different features that allow you to customize the format of your worksheets and workbooks. This session is for the participant interested in gaining an understanding of how worksheets and workbooks are set up in Excel. Learn how to utilize views and set up worksheets for printing. Also learn how to group, outline, and subtotal data.

Word-Forms.....

Instructor: Mike Mesa, IT
Date: September 19
Time: 10:00—12:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Want to learn how to add a drop down menu, check box, or date field into an existing Word document? Then join us in the IT Conference Room where we will discuss and practice how to add these options as well as many others in this Word 2010 Forms class.

INFORMATION TECHNOLOGY

Basic Computing.....

Instructor: Mike Mesa, IT
Date: September 26
Time: 9:00—11:00
Date: November 28
Time: 3:00—5:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS



Have you ever caught yourself saying that you are “computer illiterate” or perhaps even “cyberphobic” when it comes to using computers? Or perhaps your job function only requires you to use a computer to request time off or check your email periodically. The Basic Computing class is designed to help refine some of the more basic computer skills such as Operating System navigation, searching for files, mouse clicking options, and keyboarding exercises.

Excel Data Tools.....

Instructor: Mike Mesa, IT
Date: October 5
Time: 2:00—4:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Do you have a spreadsheet full of numbers and other information that isn’t yielding its secrets easily? Or maybe you’ve got one column of information that ideally should be three different columns? If you need assistance taming your data, this session may help. Features that will be covered include: sorting/filtering, grouping, filling cells, data types, comments, text to columns, and removing duplicates.

Outlook-Calendars.....

Instructor: Mike Mesa, IT
Date: October 11
Time: 3:00—5:00
Date: November 9
Time: 2:00—4:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Learn about Outlook’s calendar by creating appointments, checking attendees’ availability, selecting a conference room, creating a recurring appointment, using delayed send, using reminders effectively, and creating a private appointment.

Word-In-Document References.....

Instructor: Mike Mesa, IT
Date: October 19
Time: 10:00—12:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Have you ever needed to create a table of contents or index, or cite an information source in a Word document? Learn more about these reference items and practice adding them with us by signing up for the Word 2010 In-Document references class.

Adobe-Forms in LiveCycle Designer.....

Instructor: Mike Mesa, IT
Date: October 24
Time: 3:00—5:00
Date: December 14
Time: 10:00—12:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Learn how to create forms using a click and drag style approach with Adobe LiveCycle Designer. Also, learn how to add digital signature fields, email submission buttons, or allow the form to be posted online for digital completion.

Excel-Formulas & Functions.....

Instructor: Mike Mesa, IT
Date: October 31
Time: 9:00—11:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Maybe you have your data sorted and organized to perfection, but the formula to calculate that magic number eludes you. If you've got a numbers' story to tell, and need Excel to carry its fair share of the work, this session can help you. Features that will be covered include formulas, formula errors, and common functions.

INFORMATION TECHNOLOGY

Word-Tracking and Review.....

Instructor: Mike Mesa, IT
Date: November 15
Time: 3:00—5:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Learn how to track document changes, use the comments tool, and merge document revisions into a new document in the Word 2010 Tracking and Review class.

Excel-Pivot Tables & Charts.....

Instructor: Mike Mesa, IT
Date: November 23
Time: 10:00—12:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

Have you ever needed to sum up or average a large amount of data, but don't have enough time to manipulate a complex formula? Then a Pivot table may be exactly the tool you are seeking. Pivot tables are a great way of summarizing a vast amount of data with a few clicks. Also, learn how to create a pivot table chart.

Internet Security.....

Instructor: Brian Treadway, IT
Date: December 14
Time: 2:00-3:00
Location: 1420 2nd Street, IT Conference Room
Credit: 0.5 CS



Most people think the biggest threat in the realm of the internet and computers is a hacker who is able to maneuver through heavy firewalls and break into systems as if by magic. However, in most cases, the vector of attack is much more low-tech. As the technology becomes more available, mobile, and easy to use, people seem to accept security risks in exchange for the convenience. In truth, computer security will become exponentially more important as time goes on. This class will provide some good strategies to recognize risks.

INFORMATION TECHNOLOGY

Origin Training.....

Instructor: Christina Jan, IT
Date: October 12
Time: 9:00-11:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

ORIGIN stands for Online Resource for Interactive Greeley Information. This course will introduce the user to the multitude of mapping applications that are currently available to access online as well as the functionality that is included within each ORIGIN map interface. The class will focus on the available map data and tools available to search, locate, measure, and identify city, county, and state information efficiently and accurately to improve workflow. We will also review how to export maps to pdf to email or print.

ArcMap Advanced 1.....

Instructor: Christina Jan, IT
Date: November 9
Time: 9:00-11:00
Location: 1420 2nd Street, IT Conference Room
Credit: 1 CS

If you have already taken the ArcMap Basics Training course, please sign up for this advanced level offering. This course will go beyond the basics and cover customizing your desktop experience (placement of toolbars, other options), data design, table joins, navigating ArcToolbox (using tools), and editing.

On-Demand Training

The IT Department offers on-demand, small group training sessions. Please contact IT at extension 9300 for details on scheduling additional training.

WATER & SEWER

Water Budget Lunch and Learns.....**Instructors:** Danielle Perrot & Ruth Quade, W&S Department**Dates:** September 20, October 25, November 15**Time:** 12:00-1:00**Location:** United Plaza Bldg, 1100 10th St., 3rd Floor Conf Room

Have you heard about the new Water Budget billing coming in 2017 for single family residential customers? A Water Budget is a way of doing a conservation rate that is different than a lot of other municipal water providers. Come find out what it is and why we are moving to this type of rate structure. This training is for: City employees who live in Greeley and receive a COG water bill; Customer Service employees who answer phones and questions; employees who are involved in the community via service/parent/church groups; Finance billing clerks and staff; employees who work in the streets and in neighborhoods; employees who attended any of the other Water System trainings; and W&S employees. Reasons for attending include: you want to know more; your neighbors and friends expect you to be able to answer all questions about the City of Greeley; you have questions you want to ask; you care about water in Greeley; and/or you are a leader and people look to you for answers and you like to be informed.

Pizza will be provided, please bring your own drink.



*“In a world that never stops changing,
we need **LEADERS** that never stop
LEARNING.” ~Todd Adkins*

SUPERVISORY

Fundamentals of a Master Coach.....

Instructor: Humanex
Date: October 6
Time: 1:00-5:00
Location: Fun Plex
Credit: 1 SUPV

This training focuses on understanding the disciplined processes in each arc of the Journey Circle that manager coaches need to master in order to develop individuals and teams successfully. Time is spent evaluating your current organizational practices and identifying initiatives for continuous improvement and impact as a master coach.



Identifying Non-Negotiables for Selection.....

Instructor: Humanex
Date: October 20
Time: 1:00-5:00
Location: Fun Plex
Credit: 1 SUPV

This training helps organizations and teams identify talents essential to success in a role and on a team using The Big Five and the language of themes. By focusing selection efforts around non-negotiable themes, an organization is able to create their talent brand and identity. An established talent brand acts like a magnet as you source “one more like your best.”

Human Capital Balance Sheet.....

Instructor: Humanex
Date: November 17
Time: 8:00-12:00
Location: Fun Plex
Credit: 1 SUPV

Skill building around the effective dialogue and feedback necessary to develop human capital using Appreciative Inquiry (a positive process for change) to navigate through important conversations in each quadrant of the HCBS.



Mirrors and Insight to Master Impact, Growth, and Potential.....

Instructor: Humanex
Date: December 6
Time: 1:00-5:00
Location: Fun Plex
Credit: 1 SUPV

Providing a series of concepts and practices to support the growth and development for all participants, this training will utilize a wide range of personality, strengths, and 'trait-like' assessments to help each person build on their inherent styles, strengths, and behaviors that maximize their impact and growth.

SAFETY TRAINING

First Aid/CPR/AED Certification Course.....

American Heart Association Heartsaver First Aid/CPR/AED

Instructor: Susan Frame, GFD
Date: September 16
Time: 8:00—12:30
Location: Greeley Recreation Center, Room 101A/B
Credit: 1 SAFE

What do the emergency responder, the lifeguard at your local pool, and a trusted babysitter have in common? Answer: First Aid/CPR/AED Certification. Sign up today to become certified from the American Heart Association right here through the City of Greeley Fire Department. During this 4-hour course you will learn the basic life-saving skills of First Aid, CPR, and AED utilization.



Safety Training for Managers.....

Instructor: Doug Clark, Safety & Risk Coordinator
Date: November 30
Time: 1:00 pm—3:00 pm
Location: Fun Plex, Community Room A
Credit: 1 SAFE



Safety may seem as simple as “Be careful” on the surface - until one of your employees has an accident. One slip and fall can place your unit over budget and short an employee for an extended period of time. This seminar will provide the foundation you need to develop a safer work environment and determine what you should do if an accident occurs. Program focus includes:

- Brief review of City’s safety policy
- Identify resources to assist in the development of a safer work environment
- Accident reporting / documentation
- When to test for drugs or alcohol use

PERSONAL DEVELOPMENT

Effective Business Writing, AIMS.....

Facilitator: Ann Linquist, **Aims Community College**, ed2go ONLINE Classes

Start Dates: Listed online

Duration: 6 weeks, 24 hours

Online: **To register, contact Aims Community College directly at www.ed2go.com, click on Business, then Effective Business Writing.**

Cost: \$149.00 (To be approved and paid by your department.)

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Ann Linquist is a popular continuing education instructor. She has helped thousands of adults learn to tackle their writing tasks with enthusiasm. Having written everything from novels to newsletters, articles to ad copy, and poetry to proposals, Linquist is able to address the writing needs of each individual.



CULTURAL AWARENESS

Why does cultural awareness matter?

Nationwide, 29% of the country’s population is made up of various minorities, keeping the concept of the United States as the “melting pot” of the world a reality. Demographic projections for the U.S. indicate that minority populations will continue to increase. Greeley’s population is growing as well, now estimated at 103,000, and like the rest of the nation, becoming more diverse every year. Our diverse demographics include residents who identify as Caucasian, Hispanic/Latino, Black or African American, Native American, Asian and East African. It’s important to understand cultural differences as well as how we are all also very similar. The City of Greeley recognizes that cultural awareness training is key to understanding these differences and similarities, improving customer service, and being inclusive in this era of change. Training sessions will provide employees with important skills and knowledge for effective interactions with residents at all levels and help employees keep the concept of inclusion in mind when planning city government programs, projects, events and services.

Refugee 101.....

Instructor: Global Refugee Center
Date: September 15
Time: 9:00-10:30
Location: Fun Plex, Community Room B
Credit: 0.5 CS

Refugee 101 is a presentation that provides an overview of the refugee screening and arrival process. This presentation addresses common misconceptions about who refugees are and the issues and opportunities presented when they integrate into a new community. Refugee 101 seeks to separate myth from reality.

Cultural Awareness.....

Instructor: Global Refugee Center
Date: October 19
Time: 1:30-3:00
Location: Fun Plex, Community Room A
Credit: 0.5 CS



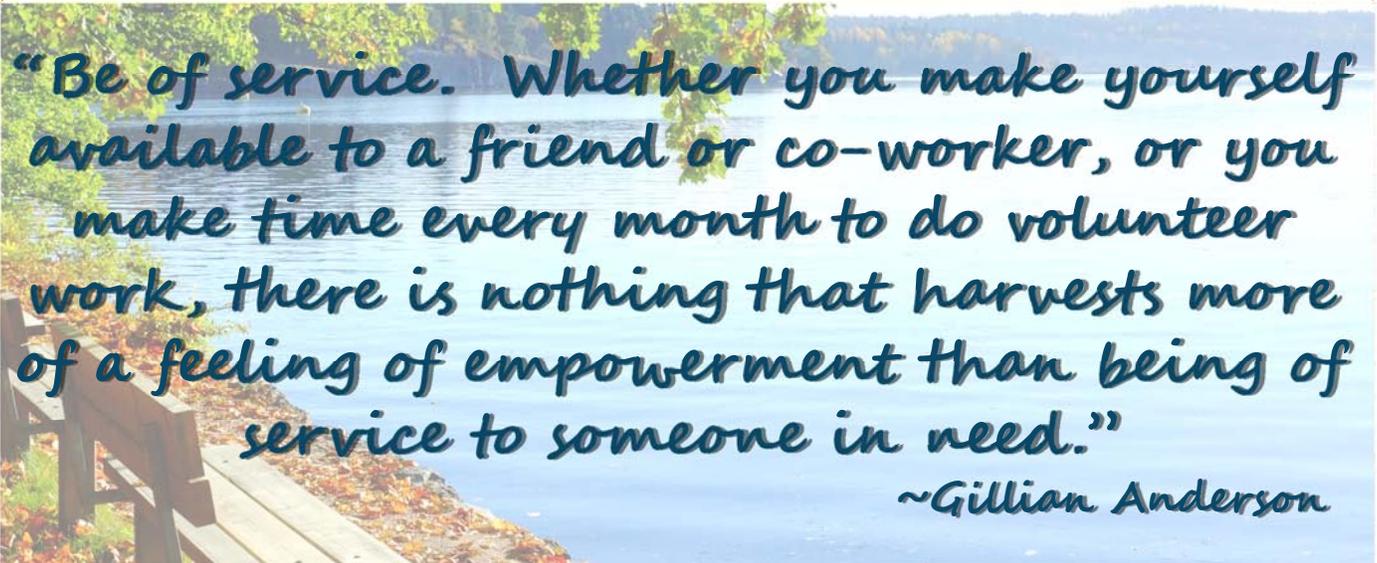
Individuals around the globe have various ways of engaging the world around them. Issues such as gender interaction, eye contact, and punctuality are often understood differently in other countries than in the United States. The Global Refugee Center’s *Cultural Awareness* presentation provides a broad overview of various linguistic, religious, and other cultural considerations when working with refugees.

CULTURAL AWARENESS & SOCIAL MEDIA

Cultural Considerations in Communications.....

Instructor: Communication & Engagement Office
Date: October 27
Time: 2:00-3:30
Location: Fun Plex, Community Room B
Credit: 0.5 CS

A brief summary of the history, present and future of communicating with Hispanics/Latinos in the City of Greeley and Northern Colorado. Who are they? Why is it confusing to identify them? Where do they come from? What are they doing in Northern Colorado, and why? How can I better understand their cultural idiosyncrasies, differences, food choices and communication difficulties....with a little twist on the comical side of being in a new culture and learning a new language.



Social Media and the City of Greeley.....

Instructor: Bryan Bean, Public Information Office
Date: September 28
Time: 1:00—2:00
Location: City Hall 2nd Floor Large Conf Room

Facebook, Twitter, Next door...what is social media and why does the City use it? Come get a brief overview of the social media channels used by the City of Greeley. Learn how they work, and how they could benefit your department.

CUSTOMER SERVICE & SUPERVISORY

Workplace Respect.....

Instructor: Chuck Passaglia
Date: November 8
Time: 10:00—12:00
Location: Union Colony Civic Center, Hensel Phelps Theater
Credit: 1 CS



Uncivil, rude, and disrespectful behaviors have reached epidemic proportions and their effects are crumbling the very foundation of work. A disrespectful workplace environment impacts morale, retention, productivity, and profits. Taken to extremes, disrespect can escalate to bullying, unlawful harassment, and workplace violence. Therefore, employers and their employees must raise their awareness of this problem and develop strategies to halt uncivil workplace conduct. This overview class will address all aspects of incivility, including communication types, and overcoming communication problems, using technology politely, professional and positive work appearance and relationships, and common difficulties that occur in the workplace.

101 Things A Manager Must Know.....
Understanding the Law of the Workplace

Instructor: Chuck Passaglia
Date: November 16
Time: 8:30-12:00
Location: Recreation Center, Room 102
Credit: 1 CS, SUPV

The best-educated leader is truly free to make decisions about employees. So, what must a supervisor really know about the laws of governing a governmental workplace? This broad overview course for leaders, including managers and supervisors, focus on the answers to this question. This program is designed to enable leaders to spot and resolve common issues that surface in every workplace. The course includes the most current and critical workplace issues of which managers must be aware. Hot topics in workplace law will also be addressed, such as, misuse of social media, regulating off-duty activity, the expansion of civil rights laws, “at-will” employment, wage and work hour laws including rules regarding overtime, balancing privacy and need to know, the rights of “whistleblowers,” and leave laws.

Confronting Ethical Dilemmas.....

Instructor: Doug Marek, City Attorney
Date: October 25
Time: 9:00—10:30
Location: Fun Plex, Community Room B
Credit: 1 CS, SUPV



Acting ethically begins on the front lines of city government. Employees attending this course will learn how to model ethical behavior and how to bring ethical thinking into their everyday decision-making.

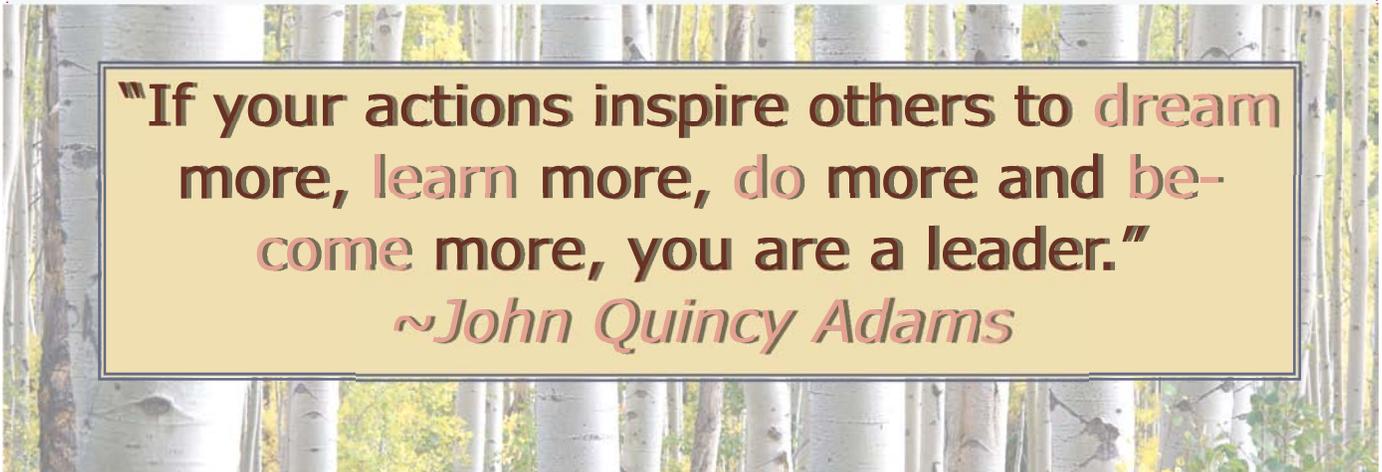
SUPERVISORY

Performance Management.....

Instructor: Natalie Bonomo, Human Resources
Date: November 10
Time: 2:00—3:30
Location: Fun Plex, Community Room B
Credit: 0.5 SUPV



This training may be for you if: 1) You dread this responsibility year after year; 2) It has crossed your mind to ask your employees to complete their own appraisal and just let you sign it; 3) You have long term employees and can't figure out what you can say or do differently; the job hasn't changed and neither has the employee's performance; 4) You hate trying to come up with new goals every year; 5) Your employees work hard to get the job done, and they already know what you think about their work. In this training we will review basics of Performance Management, learn a simple model for assessing employee performance, clarify the role of the manager in the appraisal process, and discuss performance appraisals for the tenured employee.



"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

~John Quincy Adams

Human Resources Update.....

Instructors: Human Resources Staff
Date: November 15
Time: 10:30-11:30
Location: Fun Plex, Community Room A
Credit: 1 SUPV



What's new in the realm of Human Resources? How does it affect you and your team? This informational workshop will provide you with an overview of HR policy and procedure updates in the areas of safety, benefits, recruitment, employee handbook, and much more. This course is designed for all levels and is especially helpful for new supervisors.

CORE VALUES

Tell Me the Secrets ...of Excellence!.....

Instructor: Brad Mueller, Community Development Director
Date: October 6
Time: 1:30-3:00
Location: Fun Plex, Community Room A
Credit: 0.5 CS

What is excellence? This course explores one of the City’s core values in a fun and practical way that will help you think about what excellence means to you. Anyone can be great for a day, but how do you or your team move from effectiveness to excellence? Come explore these and other questions that will have you reflecting on your life for days to follow.

Principled Relationships, The Power of Teamwork.....

Instructors: Vik Runkle, Assistant City Manager, and Brian Kuznik, Fire Lieutenant
Date: October 20
Time: 1:30-3:00
Location: Fun Plex, Community Room A
Credit: 0.5 CS

What are principled relationships and why are they so important in the workplace? Discuss the best ways to build relationships. Learn how being your best self every day and holding others accountable to do the same has a compounding positive impact on the City of Greeley. Teamwork is essential. In business, sports, and families the only way to win —and win big—is by developing great teams, states Maxwell in *The 17 Indisputable Laws of Teamwork*. Each law is designed to lead your team toward achieving your goals. During this discussion learn the transferability of the power of teamwork to not only work, but to many areas of your life.

Applied Wisdom.....

Instructor: Dale Lyman, Fire Chief
Date: November 17
Time: 1:30-2:30
Location: Fun Plex, Community Room A
Credit: 0.5 CS

The more you know, the more you realize all the things you don’t know. Join in a discussion of wisdom: what it is, and how we can get it.

CORE VALUES

The Oz Principle (Accountability).....

Instructors: Sharon McCabe, HR Director, and Natalie Bonomo, HR Analyst
Date: December 1
Time: 10:00-11:30
Location: Fun Plex, Community Room B
Credit: 0.5 CS

Do you work and live above the line or do you spend time below the line making excuses, pointing the finger, or covering your tail rather than taking ownership of situations? This lesson on accountability is based on the concepts of “See it! Own it! Solve it! Do it!” taught in *The Oz Principle*, and will provide a framework to move you over the rainbow and into self-empowerment.

Do It Anyway (Integrity).....

Instructors: Jerry Garner, Greeley Police Chief, and Will Jones, Transit Manager
Date: December 13
Time: 10:30-11:30
Location: Fun Plex, Community Room A
Credit: 0.5 CS

How do you judge what is ethical? Sometimes it is clear; however, we have all seen examples of ethics gone awry. So what does integrity look like? Is there one standard that will work in all situations? In this session we will discuss the *Ethics 101* way to live with integrity by using the “Golden Rule” as our standard-regardless of religion, culture, or circumstances.

Stewardship.....

Instructor: Dean Campos, Recreation Program Manager
Date: December 15
Time: 1:00-1:45
Location: Fun Plex, Community Room A
Credit: 0.5 CS

This Core Value learning opportunity will include a group discussion of what it means to be a good steward of the City of Greeley!

**“LEADERS don’t create followers.
 They CREATE more LEADERS.” ~Tom Peters**

CITY OF GREELEY TRAINING

If your department needs training that was not listed in the catalog, please contact Natalie Bonomo, 350-9713, to discuss options. Your feedback on classes offered and needed is always welcome.

Accountability
Integrity Excellence
Applied Wisdom
Principled Relationships
Stewardship

“VALUES are like FINGERPRINTS. Nobody’s are the same, but YOU LEAVE THEM ALL OVER everything you do.” ~Elvis Presley