

Training and Development Opportunities, February 2016



Congratulations on Your Promotion! But there's a catch: instead of spending the majority of your time doing the job you love – a job you're still expected to get done, by the way – you're now also a manager.

WHAT YOU WILL LEARN:

- How to find your best management style
- How to adapt to your employees' personalities
- Why making employees feel good isn't in their best interest
- The importance of treating others how THEY want to be treated.

WHY: Required – This course supports the development of Supervisory Skills.

WHO: This training is appropriate for all managers, especially new managers.

WHEN, WHERE: Wednesday, February 10, 9 a.m. – 10:00 a.m., Administrative Conference Room, City Hall

WHAT: New Employee Orientation

OVERVIEW: Employees are 69% more likely to remain with an organization after three years if they complete a full orientation program.

WHAT YOU WILL LEARN:

- Reporting accidents and injuries
- Customer Service for Municipal Employees
- Storm Water Pollution Prevention
- Standards of Conduct for Municipal Employees
- City Policies
- City & Department Mission Statements
- Making an Ethical Decision
- Workplace Safety 101

WHY: Required – This course supports the development of all General Employee Competencies.

WHO: This training is for all employees that have not yet attended NEO

WHEN, WHERE: Thursday, February 18, 8:30 a.m. – 4:30 p.m., Lunch on your own from 12:00 – 1:00pm, Administrative Conference Room, City Hall

