



2012 Training Calendar

Name: _____ Phone #: _____

Department: _____

January	April	July	October
<input type="checkbox"/> 17 - High Performance Strategies @ <input type="checkbox"/> 20 - Ethics & Fraud <input type="checkbox"/> 31 - Diversity: Respect for People	<input type="checkbox"/> 4 - Supervisors' Accountabilities <input type="checkbox"/> 5 - Generational Differences <input type="checkbox"/> 17 - Financial Wellness @ <input type="checkbox"/> 19 - Exercise to Lose & Control Weight <input type="checkbox"/> 25 - Ethics & Fraud <input type="checkbox"/> 26 - Performance Management	<input type="checkbox"/> 12 - Harassment Prevention <input type="checkbox"/> 17 - Dealing with Difficult Behaviors @	<input type="checkbox"/> 3 - Supervisors' Accountabilities <input type="checkbox"/> 16 - Holiday Wellness @ <input type="checkbox"/> 24 - Harassment Prevention
February	May	August	November
<input type="checkbox"/> 3 - Personal Effectiveness & Communication Skills <input type="checkbox"/> 9 - Time Management & Organizational Skills <input type="checkbox"/> 17 - Harassment Prevention <input type="checkbox"/> 21 - Healthy Boundaries @ <input type="checkbox"/> 23 - Nutrition: Eating the Healthy Weigh	<input type="checkbox"/> 2 - Performance Management <input type="checkbox"/> 7 - Interviewing Skills <input type="checkbox"/> 15 - Communicating / Effective Results @ <input type="checkbox"/> 18 - Give 'em the Pickle <input type="checkbox"/> 25 - Spirit of Teams	<input type="checkbox"/> 2 - Diversity: Respect for People <input type="checkbox"/> 10 - Extraordinary Leader <input type="checkbox"/> 15 - Benefits at Hanover <input type="checkbox"/> 16 - Understanding your 457 <input type="checkbox"/> 29 - Supervisory Skills	<input type="checkbox"/> 1 - The Strength of Diversity in Investing <input type="checkbox"/> 2 - Generational Differences
March	June	September	December
<input type="checkbox"/> 2 - Substance Abuse <input type="checkbox"/> 9 - Diversity: Respect for People <input type="checkbox"/> 14 - Supervisory Skills <input type="checkbox"/> 16 - Personal Financial Planning <input type="checkbox"/> 20 - Emotional Intelligence @ <input type="checkbox"/> 21 - Leadership Roundup <div style="border: 1px dashed black; padding: 5px;"> <p>Infotec Computer training classes will be held on an as needed basis. Please contact Human Resources if there is a class you are interested in. Every effort will be made to obtain enough participants to hold the class.</p> </div>	<input type="checkbox"/> 18 - Social Security Express <input type="checkbox"/> 19 - Disrespectful Behaviors @ <input type="checkbox"/> 28 - Generational Differences <div style="border: 1px dashed black; padding: 5px;"> <p>On-Line Classes for Computer Technology and Professional Development are available FREE of charge. You can access a complete catalog of the courses offered by using the following link: T:\Training (HR & Safety_SunGard HTE) and choosing SunGard HTE Office Training. If you are interested, please email IT Requests or call 6009.</p> </div>	<input type="checkbox"/> 6 - Interviewing Skills <input type="checkbox"/> 18 - Workplace Violence @ <input type="checkbox"/> 21 - Spirit of Teams <input type="checkbox"/> 26 - Peer Today, Boss Tomorrow <div style="border: 1px dashed black; padding: 5px;"> <p>MBTI Workshops are available to departments and teams upon request by the Department Management. The workshop offers insight into why people behave the way they do and why you are the person you are. Recommended workshop length is a 1/2 day session.</p> </div>	<input type="checkbox"/> 7 - Give 'em the Pickle <input type="checkbox"/> 18 - Goal Setting @
<p>@ - Indicates Optima EAP training</p>			
<p>For a description of the classes, please visit: http://www.co.hanover.va.us/personnel/TrainingManual.pdf</p>			



2012 Training Information

How to Register

For Computer Technology classes, registration will be electronic and via Infotec, LLC, our vendor. This electronic registration requires that you obtain your budget code and manager's authorization prior to registering for these classes. For all training, except Computer Technology training, reserve your seat by making your course selections from the catalog and signing up for courses using this link:

<http://sp/sites/Training2012/default.aspx>

OR

Make a copy of the 2012 Training Calendar located on the back of this sheet, check your selections for the entire 2012 calendar year, fill in your name, phone and department, keep a copy for yourself and return your completed form to HR. We will sign you up for your classes based on your selection, with the exception of the Computer Technology classes.

Cancellations - Training

Please refer to the electronic 2012 Training Catalog for details regarding registration deadlines. If a class has a cost and you do not show up to class, charges may be incurred by your department. Late notification of non-attendance or no notification at all reduces the possibility of another County employee taking advantage of a scheduled training opportunity. If you must cancel your registration, please notify Human Resources at 365-6075 as soon as possible.

Advance notice of cancellations for computer technology classes (11 days business/working days notification prior to class start date) is now necessary per contract and will minimize and possibly eliminate any fees associated with cancellations.

Infotec Computer Training

Computer training classes will be held on an as needed basis. Please contact Human Resources if there is a class you are interested in taking. Every effort will be made to obtain enough participants to hold the class.

NOTE: Class costs vary based on the category of the class and the number of students who attend. A minimum number of students is required to cover the cost of the class and avoid having to cancel it.

Required Training

Required Training for all Employees, including Supervisors and Managers is indicated by a double asterisk throughout this catalog: Diversity: Respect for People, Ethics in the Workplace, Give 'em the Pickle: Providing Excellent Customer Service, and Harassment Prevention.

Required Training for Managers and Supervisors is indicated by a single asterisk throughout this catalog. A **Management Certificate** will be given to Managers and Supervisors who complete the following training classes:

- Diversity: Respect for People
- Ethics & Fraud
- Generational Differences
- Give 'em the Pickle: Providing Excellent Customer Service
- Harassment Prevention
- Interviewing Skills
- Performance Management
- Spirit of Teams
- Substance Abuse
- Supervisors' Accountabilities
- Supervisory Skills

Employees will be publicly recognized upon earning the **Management Certificate**.

**** Required for All Employees including Managers & Supervisors**

*** Required for All Managers & Supervisors**

Computer Technology & Professional Developmental On-Line Training

SunGard HTE On-Line Training

On-line classes are offered through SunGard HTE free of charge. The training includes Professional Development courses and Office Computer Application training. You can access a complete catalog of the courses offered by using the following link: [T:\Training \(HR & Safety _SunGard HTE\) .](T:\Training (HR & Safety _SunGard HTE) .) If you are interested in any of these classes, please send an email to IT Requests or dial 6009. IT will add you as a contact and instruct you on the signup process.

Safety Training

Safety offers training on an as-needed basis and also will offer scheduled classes according to their 2012 calendar. This training is available to all employees. Register for courses using this link: [T:\Training \(HR & Safety _SunGard HTE\)\Register for Safety Training.xls](T:\Training (HR & Safety _SunGard HTE)\Register for Safety Training.xls)