

## 2021 - 2022 TRAINING CALENDAR

Organizational Learning and Talent Development (OLTD) is offering a wide variety of training classes, including ones that focus on your health and well-being; diversity and inclusion; how you can professionally grow as a leader; and supervisory training on feedback, coaching, dealing with conflict, visioning and more. Our classes tie directly into the County Manager’s vision of a lean workforce comprised of highly engaged and talented individuals empowered to lead at all levels and demonstrate *The Henrico Way*.

Please note that some offerings will be conducted virtually.

### FALL CLASSES

#### October

6	<b>NEW: VIRTUAL:</b> Rediscovering Your Mojo: Life Post-Pandemic (3-Hour Session)
8 & 15	<b>VIRTUAL:</b> Difficult Behaviors: Influencing a Better Outcome (Two, One & One-Half Hours)
19	<b>VIRTUAL:</b> Achieving Success: Building Pathways to Inclusion (2-Hour Session in morning + 2-Hour Session in afternoon)
20 & 22	<b>VIRTUAL:</b> Vision to Performance for Supervisors (Two, 2-Hour Sessions)

#### November

2 & 9	<b>NEW: VIRTUAL:</b> Balance and Boundaries: Increase Productivity and Wellbeing (Two, One & One-Half Hours)
16 & 18	<b>VIRTUAL:</b> You’re a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
17	<b>NEW: VIRTUAL:</b> Immunity to Change: Overcoming Hidden Barriers (3-Hour Session)

### WINTER CLASSES

#### December

1 & 2	<b>VIRTUAL:</b> Resilience: A Critical Ability (Two Half Days)
2	<b>NEW: VIRTUAL:</b> Think Again: Keeping Your Mind Flexible for Effective Leadership (Half Day)
3 & 10	<b>NEW: VIRTUAL:</b> Candid Conversations on Inclusion and Belonging (Two, 3-Hour Sessions)
7, 9, 14 & 16	<b>VIRTUAL:</b> Feedback and Coaching for Performance (Four, 2-Hour Sessions)

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## January

5 & 12	<b>NEW:</b> The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
6	<b>NEW:</b> Employee Relations Issues: A Supervisor's Role (2-Hour Session)
11	<b>NEW:</b> Rediscovering Your Mojo: Life Post-Pandemic (Half Day)
11 & 13	<b>VIRTUAL:</b> Vision to Performance for Supervisors (Two, 2-Hour Sessions)
13	Success in Our Current Reality (Half Day)
20	Conflict Management: Intervention Strategies That Work (Half Day)
26	<b>VIRTUAL:</b> Managing Emotions and Thriving Under Pressure (3-Hour Session)
27	<b>NEW:</b> Rebounding and Thriving: Designing Your Life Roadmap (One Day)

## February

1, 3, 8, & 10	<b>VIRTUAL:</b> Feedback and Coaching for Performance (Four, 2-Hour Sessions)
2 & 9	<b>NEW:</b> Candid Conversations on Inclusion and Belonging (Two, 3-Hour Sessions)
3	Critical Thinking for Quality Decisions (One Day)
3	<b>NEW:</b> Employee Relations Issues: A Supervisor's Role (2-Hour Session)
4	Mindfulness at Work: Reduce Stress and Increase Focus (3-Hour Session)
8	Communication Styles (Half Day)
10	Excel Tips & Tricks (One Day)
15	Excel 2016 – Level One (One Day)
15 & 17	<b>VIRTUAL:</b> You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
16	“What If” Futuristic Thinking (Half Day)
23	Excel 2016 – Level Two (One Day)
23	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)

## SPRING CLASSES

### March

1	Conflict Management: Intervention Strategies That Work <b>(Half Day)</b>
1 & 3	<b>VIRTUAL:</b> Building Your Emotional Intelligence <b>(Two, 3-Hour Sessions)</b>
2	PowerPoint Essentials <b>(One Day)</b>
7, 14, 21, 28, Apr. 4 & 11	<b>NEW: VIRTUAL:</b> Mindful Living: Building Resilience and Wellbeing <b>(Six, 1 ½ Hour Sessions)</b>
8	Word 1-2-3 Go! 2016 <b>(One Day)</b>
9	<b>NEW:</b> Immunity to Change: Overcoming Hidden Barriers <b>(Half Day)</b>
10 & 17	<b>NEW:</b> The Inclusive Leader: Strategies for Successfully Leading a Diverse Team <b>(Two Half Days)</b>
16	Excel 2016 – Formulas <b>(One Day)</b>
22 & 24	Vision to Performance for Supervisors <b>(Two, 2-Hour Sessions)</b>
22 & 29	Change, Stress, and Resiliency: Leading with the SCARF Model <b>(Two Half Days)</b>
23 & 25	<b>VIRTUAL:</b> Dealing with Conflict Productively <b>(Two, One &amp; One-Half Hours)</b>
30	Conscious Inclusion: Effective Communication for the 21 <sup>st</sup> Century <b>(One Day)</b>
30	Rule Your Retirement – Planning Today For Your Tomorrow <b>(One Day)</b>
31	Mental Health First Aid <b>(Two Half Days)</b>

### April

12	Excel 2016 – Advanced <b>(One Day)</b>
12 & 14	Feedback and Coaching for Performance <b>(Two Half Days)</b>
18 & 20	You're a Supervisor: Now What <b>(Two, 2 ½ Hour Sessions)</b>
19 & 20	Resilience: A Critical Ability <b>(Two Half Days)</b>
21	<b>NEW:</b> Employee Relations Issues: A Supervisor's Role <b>(2-Hour Session)</b>
21	Myers-Briggs Type Indicator (MBTI®) for Leaders <b>(Half Day)</b>

26	Excel Pivot Tables & PowerPivot Tools ( <b>One Day</b> )
27	Conflict Management: Intervention Strategies That Work ( <b>Half Day</b> )

### May

3 & 5	Vision to Performance for Supervisors ( <b>Two, 2-Hour Sessions</b> )
5 & 12	<b>NEW:</b> Lead Boldly: The Power of Vulnerability and Risk-Taking ( <b>Two Half Days</b> )
5 & 12	<b>VIRTUAL:</b> Competing Demands and Time Management ( <b>Two, One &amp; One-Half Hours</b> )
10 & 17	<b>NEW:</b> The Inclusive Leader: Strategies for Successfully Leading a Diverse Team ( <b>Two Half Days</b> )
11	<b>NEW:</b> Communicating with Diplomacy and Professionalism ( <b>Half Day</b> )
25 & 26	How to Navigate Challenging Conversations ( <b>One and One Half Days</b> )
31 & Jun. 2	You're a Supervisor: Now What ( <b>Two, 2 ½ Hour Sessions</b> )

### June

1	Achieving Success: Building Pathways to Inclusion ( <b>One Day</b> )
7 & 9	Feedback and Coaching for Performance for Success ( <b>Two Half Days</b> )
8	<b>VIRTUAL:</b> Managing Emotions and Thriving Under Pressure ( <b>3-Hour Session</b> )
15	Conflict Management: Intervention Strategies That Work ( <b>Half Day</b> )