

## 2024 - 2025 TRAINING CALENDAR

OLTD (Organizational Learning and Talent Development) offers a wide variety of training classes, all of which support the County's [Capability Model](#). See [Classes by Capability](#) for a list of all titles being offered this year and the Capabilities they address. HR also offers timely [videos](#) that support your learning and development, and more are being released each month!

### SUMMER CLASSES

#### August

6 & 8	Vision to Performance for Supervisors (Two, 2-Hour Sessions)
13 & 15	You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
14 & 21	Feedback and Coaching for Performance (Two Half Days)
29	Conflict Management: Intervention Strategies That Work (Half Day)

### FALL CLASSES

#### September

11	Employee Relations Issues: A Supervisors Role (2 Hours)
----	---

#### October

8 & 15	From Telephones to Texting: Bridging Generational Differences (Two Half Days)
10	Communication Styles (Half Day)
17	Project Management for Non-Project Managers (One Day)
22	<b>NEW:</b> Total Wellness: A Holistic Approach to Leading Ourselves and Others (Half Day)
23 & 25	<b>VIRTUAL:</b> You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
25	Excel 2016 – Level 1 (One Day)
29	Leadout: A Simulation in Leading High Performance Teams (One Day)
29 & 31	<b>VIRTUAL:</b> Vision to Performance for Supervisors (Two, 2 Hour Sessions)

## November

6 & 13	Feedback and Coaching for Performance (Two Half Days)
19	Conscious Inclusion: Effective Communication for the 21 <sup>st</sup> Century (One Day)
19	<b>NEW:</b> Leading Through Influence (Half Day)
21	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)

## December

3	Employee Relations Issues: A Supervisors Role (2 Hours)
4	<b>NEW:</b> Finding Balance and Getting It All Done (Half Day)
10	Conflict Management: Intervention Strategies That Work (Half Day)
12 & 13	Mental Health First Aid (Two Half Days)
13	Excel 2016 – Level 2 (One Day)
18	Navigating Change Successfully (Half Day)

## WINTER CLASSES

### January

6 & 8	<b>VIRTUAL:</b> You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
15	Building Your Emotional Intelligence (One Day)
16	<b>NEW:</b> Embracing Diversity: LGBTQ+ Identities in the Workplace (Half Day)
21 & 22	How to Navigate Challenging Conversations (One and One-Half Days)
22 & 24	Vision to Performance for Supervisors (Two, 2 Hour Sessions)
28	Communication Styles (Half Day)
29	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
30	<b>VIRTUAL:</b> Mindfulness at Work: Reduce Stress and Increase Focus (3 Hours)

### February

---

5	Finding Purpose in My Work (Half Day)
11	Sparkling Innovation and Creativity (One Day)
12 & 19	Feedback and Coaching for Performance (Two Half Days)
20	<b>NEW:</b> Leading Through Influence (Half Day)
21	Building Your Conflict Competence (Half Day)
21	Excel Tips & Tricks (One Day)
26	Dare to Lead (One Day)
27	<b>NEW:</b> Crafting Connections: Tools for Effective Dialogue (Half Day)

## SPRING CLASSES

### March

4	Power Partnerships: Leadership and Co-Leadership (Half Day)
5 & 12	Leadership Impact: Unlock Potential with Brain Science (Two Half Days)
11	Communicating with Diplomacy and Professionalism (Half Day)
12	Rule Your Retirement – Planning Today For Your Tomorrow (One Day)
13 & 14	Mental Health First Aid (Two Half Days)
19	Conflict Management: Intervention Strategies That Work (Half Day)
20	Igniting Human Potential Through Psychological Safety (Half Day)
25	Building Your Emotional Intelligence (One Day)
26	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
27	Employee Relations Issues: A Supervisors Role (2 Hours)

### April

8	Communicating Across Cultures: Strategies for Success (Half Day)
9	<b>VIRTUAL:</b> Mindfulness at Work: Reduce Stress and Increase Focus (3 Hours)
10	<b>NEW:</b> Creative Collaboration: Exploring Innovative Solutions (Half Day)

15	Managing Emotions and Thriving Under Pressure (Half Day)
17 & 24	Feedback and Coaching for Performance (Two Half Days)
22	<b>NEW:</b> Finding Balance and Getting It All Done (Half Day)
23	Navigating Workplace Dynamics: Managing Challenging Behaviors (Half Day)
23 & 25	You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
29 & May 1	Vision to Performance for Supervisors (Two, 2 Hour Sessions)
30	Communication Styles (Half Day)

### May

6	Communicating with Diplomacy and Professionalism (Half Day)
7	Navigating Change Successfully (Half Day)
8	Building Your Conflict Competence (Half Day)

### June

4	Conflict Management: Intervention Strategies That Work (Half Day)
---	---