

Featured Courses for November 2016

Date	Course	Time	Location
11/3/16	Developing a Labor-Management Committee (OCB)*	9 a.m. to 4 p.m.	OCB Conference Center, 1610 W. Broad St.
11/3/16	Emotional Intelligence	8:30 a.m. to 4 p.m.	Rhodes Office Tower, 30 E. Broad St.
11/3/16	Holiday Budgeting (Optum)	9 a.m. to 10 a.m.	Rhodes Office Tower, 30 E. Broad St.
11/3/16	Life Matters: Suicide Awareness (OEAP)	1 p.m. to 3 p.m.	Rhodes Office Tower, 30 E. Broad St.
11/4 /16	ePerformance Administrator Refresher OTM	9 a.m. to 4 p.m.	GSD, 4200 Surface Road
11/4/16	Customer Service in a Compliance Environment	8:30 a.m. to 12:30 p.m.	GSD, 4200 Surface Road
11/10/16	Absence Management (OCB)*	9 a.m. to 4 p.m.	OCB Conference Center, 1610 W. Broad St.
11/15/16	Substance Abuse 101 (OEAP)	9 a.m. to 11 a.m.	Rhodes Office Tower, 30 E. Broad St.
11/17/16	Critical Conversations on Domestic Violence	9 a.m. to 11 a.m.	Rhodes Office Tower, 30 E. Broad St.
11/17/16	Drug Testing Overview (OCB)*	9 a.m. to 4 p.m.	OCB Conference Center, 1610 W. Broad St.
11/17/16	See the Signs: Domestic Violence Bystander Intervention	1 p.m. to 3 p.m.	Rhodes Office Tower, 30 E. Broad St.
11/18/16	Assertiveness	12:30 p.m. to 4:30 p.m.	GSD, 4200 Surface Road
11/22/16	Reduction in Workforce (OCB)*	9 a.m. to 4 p.m.	OCB Conference Center, 1610 W. Broad St.
11/29/16	Is Supervising For me?	8:30 a.m. to 4 p.m.	Rhodes Office Tower, 30 E. Broad St.
11/30/16	Principles of Effective Leadership	8:30 a.m. to 4 p.m.	GSD, 4200 Surface Road

* Indicates courses offered to exempt employees (Non-Bargaining Unit)