

2019 - 2020 TRAINING CALENDAR



Power Henrico provides multiple resources so that you can take charge of your health, wellbeing, and growth.



Welcome to the Workforce indicates classes that might be of particular interest to those starting out in their careers.

The classes in this catalog 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*.

SUMMER CLASSES

August




8	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
21 & 28	Feedback and Coaching for Performance (Two Days)


FALL CLASSES

September

19 & 26	Conflict Management: Intervention Strategies That Work (Two Half Days)
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October

1 & 8	NEW: Proactive Conversations (Two Half Days)	
2	Vision to Performance for Supervisors (Half Day)	
4, 18 & Nov. 1	NEW: Employee Academy: Session One (Three, Two-Hour Sessions)	
9 & 16	Compassionate Communication: Connecting with Customers (Two Half Days)	
10	NEW: Resilience: A Critical Ability (One Day)	
17	Excel 2016 – Level 1 (One Day)	



23	You're a Supervisor: Now What? (Half Day)	
24	Excel Tips & Tricks (One Day)	
29	Power Partnerships: Collaborative Leadership (Half Day)	
30	Business Writing (One Day)	
31	Employee Relations Series: Discipline (One Hour)	
31	Excel 2016 – Data Management (One Day)	

November





5	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)	
6 & 7	NEW: How to Navigate Challenging Conversations (One & One Half Days)	
7	Employee Relations Series: Investigations & EEO (One Hour)	
8	Excel 2016 – Level 2 (One Day)	
13	NEW: Achieving Success: Building Pathways to Inclusion (Half Day)	
14	“What If” Futuristic Thinking (Half Day)	
15	NEW: Rule Your Retirement – Planning Today For Your Tomorrow (One Day)	
19	Assertive Communication (One Day)	
21	Outlook Essentials (One Day)	

WINTER CLASSES

December

4	Critical Thinking for Quality Decisions (One Day)	
5 & 12	Feedback and Coaching for Successful Performance (Two Days)	
6, Jan. 10, Feb. 7, Mar. 6, & Apr. 3	NEW: Journey Toward Wellbeing: Discussion Group (Five sessions, 3 or 2.5 hours each)	
10	Excel 2016 – Formulas (One Day)	
17	Communication Styles (Half Day)	

January

8	Dealing with Conflict Productively (Half Day)	
9	NEW: Leadership Lessons from Lewis and Clark (One Day)	
9	Word 1-2-3 Go! (One Day)	
15	Excel 2016 – Level 1 (One Day)	
16	Vision to Performance for Supervisors (Half Day)	
23	Competing Demands and Time Management (Half Day)	
24	NEW: Mindfulness at Work: Reduce Stress and Increase Focus (Three Hours)	
24, Feb. 7 & 21	NEW: Employee Academy: Session Two (Three, Two-Hour Sessions)	

February



4 & 11	Conflict Management: Intervention Strategies That Work (Two Half Days)	
5	NEW: Building Your Emotional Intelligence (One Day)	
6	OneNote (One Day)	
6 & 13	Change, Stress, and Resiliency: Leading with the SCARF Model (Two Half Days)	
11	Excel Pivot Tables & PowerPivot Tools (One Day)	
12	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)	
19	Employee Relations Series: Performance Management & Documentation (One Hour)	
19	Excel 2016 – Level 2 (One Day)	
20	You're a Supervisor: Now What? (Half Day)	
26	PowerPoint Essentials (One Day)	
27	How to Say It: Three Steps to Great Communication (One Day)	
28, Mar. 13, 27, Apr. 17, & May 1	Mentoring Moments: Lessons from County Leaders (Five sessions, 3 or 2.5 hours each)	

SPRING CLASSES

March


3 & 10	Values-Based Leadership: Managing Your Brand (Two Half Days)	
4	Difficult Behaviors: Influencing a Better Outcome (Half Day)	
5	Excel 2016 – Data Management (One Day)	
5, 12 & Apr. 23	Happiness: Proactive Steps to Improving Your Well-Being (Two Half Days + Two- Hour follow-up discussion session)	
11	NEW: Professional Presentation Skills (One Day)	
17	Outlook Advanced Tips & Tricks (One Day)	
18 & 25	From Telephones to Texting: Bridging Generational Differences (Two Half Days)	
19	Assertive Communication (One Day)	
20	NEW: Rule Your Retirement – Planning Today For Your Tomorrow (One Day)	
24	Excel 2016 – Advanced (One Day)	
26	Conscious Inclusion: Effective Communication for the 21 st Century (One Day)	
27, Apr. 17 & May 1	NEW: Employee Academy: Session Three (Three, Two-Hour Sessions)	

April

1	Excel Tips & Tricks (One Day)	
2	Project Management for Non-Project Managers (One Day)	
14	Excel 2016 – Formulas (One Day)	
14 & 21	Feedback and Coaching for Performance (Two Days)	
15 & 22	NEW: Proactive Conversations (Two Half Days)	
16	NEW: Achieving Success: Building Pathways to Inclusion (Half Day)	
23	PowerPoint Advanced Tips & Tricks (One Day)	
23 & 24	Mental Health First Aid (Two Half Days)	

29	Employee Relations Series: FMLA & EAP (One Hour)
30	Vision to Performance for Supervisors (Half Day)

May

6	NEW: Excel Macros (One Day)
12 & 19	Conflict Management: Intervention Strategies That Work (Two Half Days)
13	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
14	Dealing with Conflict Productively (Half Day) 
15	NEW: Leadership: The Experience VII (Half Day)
20	Employee Relations Series: Action Plans (One Hour)
28	You're a Supervisor: Now What? (Half Day)