

2022 - 2023 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.

SUMMER CLASSES

August

3 & 10	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
4	Conflict Management: Intervention Strategies That Work (Half Day)
16 & 23	Feedback and Coaching for Performance for Success (Two Half Days)
22 & 24	VIRTUAL: You’re a Supervisor: Now What (Two, 2 ½ Hour Sessions)

September

1	Conflict Management: Intervention Strategies That Work (Half Day)
15 & 22	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
26 & 28	VIRTUAL: Vision to Performance for Supervisors (Two, 2 Hour Sessions)

FALL CLASSES

October

5	NEW: The Essentials of Excellent Customer Service (Half Day)
6	Conscious Inclusion: Effective Communication for the 21 st Century (One Day)
6 & 13	Feedback and Coaching for Performance for Success (Two Half Days)
17	Employee Relations Issues: A Supervisor’s Role (2-Hour Session)
18	Excel 2016 – Level One (One Day)
18 & 20	VIRTUAL: You’re a Supervisor: Now What (Two, 2 ½ Hour Sessions)

26	NEW: Dare to Lead (Half Day)
27	Conflict Management: Intervention Strategies That Work (Half Day)
27	Excel Tips & Tricks (One Day)

November

1	Excel 2016 – Data Management (One Day)
2 & 9	NEW & VIRTUAL: The Genius of Possibility (Two, 3-Hour Sessions)
3	Defeating Negativity Ninjas (Half Day)
3 & 10	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
7 & 9	Vision to Performance for Supervisors (Two, 2-Hour Sessions)
8	Excel 2016 – Level Two (One Day)
15 & 17	NEW & VIRTUAL: Cross Functional Collaboration: Playing Well with Others (Two, 3-Hour Sessions)
17	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
29	Outlook Essentials (One Day)
30	Communicating with Diplomacy and Professionalism (Half Day)

December

1	NEW: Navigating Change Successfully (Half Day)
5 & 7	VIRTUAL: You're a Supervisor: Now What (Two, 2 ½ Hour Sessions)
6	Conflict Management: Intervention Strategies That Work (Half Day)
7	VIRTUAL: Balance and Boundaries: Increase Productivity and Wellbeing (3-Hour Session)
8	So You Want to be a Leader: Preparing for People Management (One Day)
13	Employee Relations Issues: A Supervisor's Role (2-Hour Session)
15	Excel 2016 – Formulas (One Day)

WINTER CLASSES

January

5 & 12	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
10	Word 1-2-3 Go! (One Day)
11 & 12	How to Navigate Challenging Conversations (One and One-Half Days)
17, 19, 24, & 26	VIRTUAL: Feedback and Coaching for Performance (Four, 2-Hour Sessions)
18	NEW: Leading with a Diversity, Equity and Inclusion Lens (One Day)
19	Excel 2016 – Level One (One Day)
23 & 25	VIRTUAL: Vision to Performance for Supervisors (Two, 2 Hour Sessions)
25	NEW & VIRTUAL: 3 Secrets to Unlocking the Stress Cycle (3-Hour Session)
26	NEW: Goal Setting (Half Day)

February

1	NEW: Igniting Human Potential Through Psychological Safety (Half Day)
2 & 9	From Telephones to Texting: Bridging Generational Differences (Two Half Days)
7	Excel Pivot Tables & PowerPivot Tools (One Day)
7 & 9	You're a Supervisor: Now What (Two, 2 ½ Hour Sessions)
8	Building Your Conflict Competence (Half Day)
14, 16, 21, & 23	VIRTUAL: Feedback and Coaching for Performance (Four, 2-Hour Sessions)
14 & 16	VIRTUAL: Project Management for Non-Project Managers (Two, 3-Hour Sessions)
15	Conflict Management: Intervention Strategies That Work (Half Day)
23	Excel 2016 – Level Two (One Day)
28	PowerPoint Essentials (One Day)
28 & Mar. 7	NEW: Leadership, Influence, and Engagement: the SCARF Model (Two Half Days)

SPRING CLASSES

March

1 & 8	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
2	NEW: Dare to Lead (Half Day)
2	Excel 2016 – Data Management (One Day)
9	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
14	Outlook Advanced Tips & Tricks (One Day)
16	Rule Your Retirement – Planning Today For Your Tomorrow (One Day)
21 & 23	VIRTUAL: Vision to Performance for Supervisors (Two, 2 Hour Sessions)
22	NEW & VIRTUAL: History in Focus: Exploring Diverse Perspectives (One and One-Half Hours)
23	Excel 2016 – Advanced (One Day)
28	Building Your Emotional Intelligence (One Day)
29	Managing Emotions and Thriving Under Pressure (Half Day)
30	Power Partnerships: Leadership and Co-Leadership (Half Day)

April

11	Excel Tips & Tricks (One Day)
13	Communication Styles (Half Day)
13	Conflict Management: Intervention Strategies That Work (Half Day)
18	Excel 2016 – Formulas (One Day)
19 & 26	Feedback and Coaching for Performance for Success (Two Half Days)
20	NEW: Inclusion: From Bystander to Upstander (One Day)
25	PowerPoint Advanced Tips & Tricks (One Day)
25 & 27	NEW & VIRTUAL: Cross Functional Collaboration: Playing Well with Others (Two, 3-Hour Sessions)
27 & 28	Mental Health First Aid (Two Half Days)

May

1 & 3	VIRTUAL: You're a Supervisor: Now What (Two, 2 ½ Hour Sessions)
4	VIRTUAL: Difficult Behaviors: Influencing a Better Outcome (3-Hour Session)
4	Excel Macros (One Day)
9 & 16	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
23 & 25	VIRTUAL: Vision to Performance for Supervisors (Two, 2 Hour Sessions)