

2023 - 2024 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

2 & 9	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
8 & 10	Vision to Performance for Supervisors (Two, 2-Hour Sessions)
17	Conflict Management: Intervention Strategies That Work (Half Day)
22 & 24	You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
23 & 30	Feedback and Coaching for Performance (Two Half Days)

FALL CLASSES

October

5	Employee Relations Issues: A Supervisors Role (2 Hours)
9 & 11	VIRTUAL: You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
10, 17, 24, 31, Nov. 7, 14	VIRTUAL: Mindful Living: Build Resilience and Wellbeing (Six, 2 Hour Sessions)
11	The Essentials of Customer Service (Half Day)
18 & 25	Feedback and Coaching for Performance (Two Half Days)
19	Excel 2016 - Level 1 (One Day)
31	Building Your Emotional Intelligence (One Day)

November

1 & 8	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
2	NEW: Finding Your Personal and Professional Harmony (Half Day)

February 15, 2024

8	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
14	Conflict Management: Intervention Strategies That Work (Half Day)
15	Communication Styles (Half Day)
16	VIRTUAL: Understanding Microaggressions: Navigating Bias to Promote Inclusion (1 ½ Hours)
28 & 30	VIRTUAL: Vision to Performance for Supervisors (Two, 2 Hour Sessions)

December

5	Igniting Human Potential Through Psychological Safety (Half Day)
6	NEW: Important Conversations: How to be Effective on Both Sides (Half Day)
7	Excel 2016 – Level Two (One Day)
12	Employee Relations Issues: A Supervisors Role (2 Hours)

WINTER CLASSES

January

10	NEW: Creative Leadership (One Day)
11	VIRTUAL: Mindfulness at Work: Reduce Stress and Increase Focus (3 Hours)
11 & 18	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
17	Conflict Management: Intervention Strategies That Work (Half Day)
24	Excel Tips & Tricks (One Day)
25 & Feb. 1	Feedback and Coaching for Performance (Two Half Days)
30	NEW: Communicating Across Cultures: Strategies for Success (3 Hours)
31	Communicating with Diplomacy and Professionalism (Half Day)

February

6 & 8	VIRTUAL: You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
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14	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
15	Inclusion: From Bystander to Upstander (One Day)
21 & 22	How to Navigate Challenging Conversations (One and One-Half Days)
26 & 28	VIRTUAL: Vision to Performance for Supervisors (Two, 2 Hour Sessions)
27 & Mar. 5	NEW: Leadership Impact: Unlock Potential with Brain Science (Two Half Days)
29	NEW: Finding Purpose in My Work (Half Day)

SPRING CLASSES

March

6	Employee Relations Issues: A Supervisors Role (2 Hours)
7 & 14	From Telephones to Texting: Bridging Generational Differences (Two Half Days)
12	NEW: Navigating Workplace Dynamics: Managing Challenging Behaviors (Half Day)
13	Rule Your Retirement – Planning Today For Your Tomorrow (One Day)
19	Managing Emotions and Thriving Under Pressure (Half Day)
19 & 21	You're a Supervisor: Now What? (Two, 2 ½ Hour Sessions)
20	Leading with a Diversity, Equity, and Inclusion Lens (One Day)
21, 28, Apr. 18	Happiness: Proactive Steps to Improving Your Well-Being (Two Half Days and 2 ½ Hours)

April

2	Sparkling Innovation and Creativity (One Day)
3	Communicating with Diplomacy and Professionalism (Half Day)
10 & 17	Feedback and Coaching for Performance (Two Half Days)
11	Dare to Lead (One Day)
11 & 12	Mental Health First Aid (Two Half Days)
16	Sparkling Innovation and Creativity (One Day)
23	Building Your Conflict Competence (Half Day)

24 & May 1	Candid Conversations on Inclusion and Belonging (Two, Three-Hour Sessions)
25	Power Partnerships: Leadership and Co-Leadership (Half Day)
30	Communication Styles (Half Day)

May

1	Myers-Briggs Type Indicator (MBTI®) for Leaders (Half Day)
2	Communicating with Diplomacy and Professionalism (Half Day)
8	NEW: Navigating Workplace Dynamics: Managing Challenging Behaviors (Half Day)
16 & 23	The Inclusive Leader: Strategies for Successfully Leading a Diverse Team (Two Half Days)
20 & 22	VIRTUAL: Vision to Performance for Supervisors (Two, 2 Hour Sessions)
29	Conflict Management: Intervention Strategies That Work (Half Day)