



November

Human Resource, County Trainer

Tuesday, November 3 – Microsoft Word - E160.169

Learn and practice some basic functions of this widely used word processing program.

25th Floor Training Room, 373 S. High St. – 8:30 a.m. to 12:00 p.m.

Wednesday, November 4 - Projecting A Professional Image – E465.018

As Franklin County employees we are the representatives of our agencies. This insightful class will focus on how to build a professional image and become more effective in workplace relationships.

80 E. Fulton, Lower Level Training Rm. – 8:30 a.m. to 12:00 p.m.

Tuesday, November 10 – Excel 1 – E168.059

Engage in hands-on-learning to create, format, and print spreadsheets, and explore additional features with confidence!

25th Floor Training Room, 373 S. High St. – 8:30 a.m. to 12:00 p.m.

CORE CLASS CEU's approved

Thursday, November 12 – The Customer Service Connection I - E285.074

Learn how to determine customer needs, build relationships, improve service, and provide satisfaction.

25th Floor Meeting Room, 373 S. High St. – 8:30 a.m. to 12:00 noon

Friday, November 13 – CPR/First Aid – E601.003

Get the knowledge and skills needed to help sustain life until advanced medical help arrives— Red Cross Certification for Adult CPR/AED.

25th Fl. Training B, 373 S. High St. – 8:30 a.m. – 4:00 p.m.

Tuesday, November 17 - Diversity in the Workplace – E210.201

Discuss cultural differences and learn how to value diversity in the workplace

25th Fl. Training Room, 373 S. High St. – 8:30 a.m. – 12:00 p.m.

Wednesday, November 18 – Can We Talk? – E250.028

This course is designed to provide participants with the knowledge and skills necessary to communicate effectively in an organization setting. Gain knowledge and skills to communicate effectively in organizational settings

80 E. Fulton, Lower Level Training Rm. – 8:30 a.m. to 12:00 p.m.

Thursday, November 19 – Stress Management - E262.022

This stress management class provides a wealth of practical techniques to help you identify your stressors and effectively manage your responses.

25th Fl. Training Room, 373 S. High St. – 8:30 a.m. – 12:00 p.m.

Tuesday, November 24 – Fitness For All Seasons – E475.009

You will learn the purpose of health and fitness and how it pertains to us. Consult your doctor before you start any daily regiment especially if you are under a doctor's care or taking any type of medications.

25th Fl. Training Room, 373 S. High St. – 8:30 a.m. – 12:00 p.m.