

## Office of State Human Resources

Local Government Training Schedule Nov/Dec 2020

For DSS, Public Health and LME-MCO's

## **Course Descriptions**

### **Candidate Qualifications Training**

This class is designed to provide the participant with a thorough foundation of the candidate qualification process (and screening employment applications) for a variety of subject positions, as well as the process necessary to be approved for delegated authority in this area. This session includes an overview of the screening process, discussion of specific classes, review techniques and strategies, as well as forms and resources.

### Target Audience:

Space is limited; therefore, priority will be given to:

- 1. Employees whose duties are directly related to the training subject
- 2. New employees and those who have not received training in this subject
- 3. Those agencies that have not yet been approved for delegated authority in candidate qualifications

**Timeframe: 3 hours**,9:00 am - 12:00 p.m.

Instructor: Dominick D'Erasmo

Price: \$30 per person

### **Employee Relations Training**

This class is designed to provide the participant with a thorough understanding of the progressive disciplinary action policy and process for those staff subject to the State Human Resources Act. This session includes an overview of employee relations for local government; who is covered and why; terms and definitions; disciplinary actions, procedures and requirements; documentation and appeals; as well as proactive and preventative best practices.

#### Target Audience:

Space is limited; therefore, priority will be given to:

- 1. Employees whose duties are directly related to the training subject
- 2. New employees and those who have not received training in this subject

Timeframe: 2 days, 10:00 a.m. - 12:00 p.m. each day

Instructor: James Harris

Price: \$30 per person for the 2-day session

## **Course Descriptions Continued...**



# Fostering a Culture of Belonging: Building Successful Teams (Parts I and II)

This training will underscore how diversity, equity and inclusion in the workplace require belonging to be optimal. The training will address how belonging is linked to employee engagement, employee relations, job performance, health and wellness, turnover, and more and will include tips on how to assess and foster "belongingness" among colleagues and in work teams.

### Target Audience:

Space is limited; therefore, priority will be given to:

1. Employees whose duties are directly related to the training subject

2. New employees and those who have not received training in this subject

Timeframe: 2 days, 10:00 a.m. - 12:00 p.m. each day

Instructor: Regina Streaty

Price: \$30 per person for the 2-day session

## **LG Training Schedule**

## **November**

11/17/20 - 11/18/20 – Employee Relations- DSS, PH & LME's

Training ID: LG0100
Live Version Web Ex

10:00 a.m. – 12:00 p.m. each day

### <u>December</u>

12/1/20 - 12/2/20 - Culture of Belonging DSS, PH & LME's

Training ID: LG0101

Live Version Web Ex 10:00 a.m. – 12:00 p.m. each day

12/9/20 - 12/10/20 - Employee Relations- DSS, PH & LME's

**Training ID: LG0102** 

Live Version Web Ex 10:00 a.m. – 12:00 p.m. each day

12/15/20 - Qualifications - DSS

**Training ID: LG0103** 

Live Version Web Ex 9:00 a.m. – 12:00 p.m.

12/17/20 - Qualifications - PH

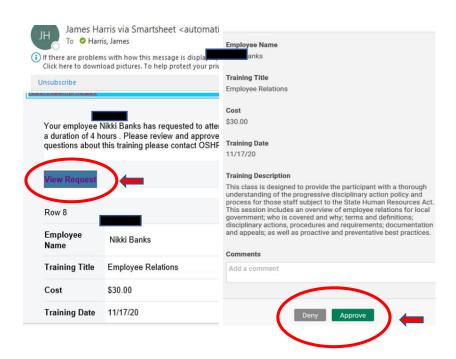
Training ID: LG0104

Live Version Web Ex 9:00 a.m. – 12:00 p.m.

## **NEW** Registration Process

The following recommendations are made to assist you in determining who and how to register your employees for these training events.

- 1. Managers should review the training content and target audience to determine the best candidates from their office to register for each session. Make sure that each candidate meets one or more of the target audience priorities. Think about what you want to see as a result of each candidate's participation in this training.
- Talk with the individuals you have identified for the training. Share your expectations for their participation in this training event. Determine their availability to fully\* attend and participate in the session. (\*Participants are strongly discouraged from leaving early, coming in late or otherwise limiting their training involvement due to other commitments, work related or otherwise).
- 3. Have the applicant complete the new electronic Training Registration Form located in the forms section at: <a href="https://oshr.nc.gov/state-employee-resources/local-government-support">https://oshr.nc.gov/state-employee-resources/local-government-support</a>
  Pay close attention as each class has a unique training ID code that must be entered on the form referenced above. Please use the LG Training Schedule on page 3 of this document to obtain the correct training ID code.
- Once the applicant completes the training registration form, you (supervisor) will
  receive a notification from Smart Sheet. View the request and approve the
  registration form.



Supervisor/Fiscal Approval Screenshots

Please notify the fiscal officer or person handling the invoice and payment that they will receive an e-mail after your approval. Please ensure that they approve the request as well. See the screen shots above. The invoice will be directed to the fiscal officer and they should be prepared to process this payment. Your agency will be invoiced immediately following the training and payment is expected within 30 days of invoice.

All registrations will be reviewed and prioritized based on the target audience priorities. Approximately two weeks prior to the training event, all applicants will be notified of their status by email, as well as their manager and the fiscal officer. The accepted applicants will be given additional training details at that time.

# Any unpaid balances from previous training sessions must be paid prior to new registrations.

**Cancellations:** As soon as an accepted participant becomes aware that they cannot fully participate in the training they are scheduled to attend; they should contact their manager and Nikki Banks at <a href="mailto:nikki.banks@nc.gov">nikki.banks@nc.gov</a> or (984-236-0949) at OSHR to cancel. Failure to cancel in a timely manner may result in the agency's responsibility for payment.