

*Spring 2015*

*The City of Wichita*

*Human Resources Department presents*

# City University

## New Courses for 2015

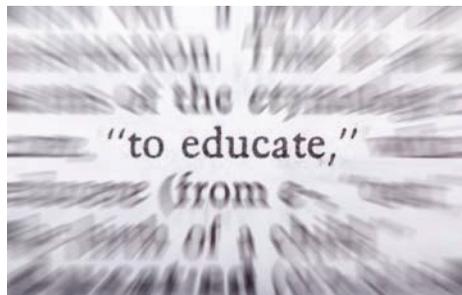
- ⇒ Listening Skills pg. 9
- ⇒ Personality Types in the Workplace pg. 9
- ⇒ Work Zone Safety pg. 11
- ⇒ Drug-Free Workplace for Employees pg. 12
- ⇒ Microsoft 2.0 pg. 12
- ⇒ Effective Communication for Supervisors pg. 13
- ⇒ KORA/KOMA pg. 14

*Growth Through Shared Knowledge*

Core Customer Service Life Balance & Wellness Safety Specialized Supervisory

# Table of Contents

<p>Page:</p> <p>2. - Table of Contents HR Learning and Development Services</p> <p>3. - Training Location Information General Information CU Advisor</p> <p>4. - Competencies</p> <p>5. - Classes by Month Courses Shared with Sedgwick County</p> <p>6. - <b>Core Competency</b> Building Cultural Awareness Conflict Resolution Dealing with Difficult People Effective Communication Employee Information Session Enhancing Your Customer Service Safety Orientation</p> <p>7. - <b>Customer Service Competency</b> Dealing with Difficult People Enhancing Your Customer Service Generations in the Workplace Managing Time &amp; Multiple Priorities <b>Getting Ready for Advancement Competency</b> Beginning Project Management Better Grammar for Writing The Life Balance: Work and Home Interviewing</p> <p>8. - <b>Getting Ready for Advancement Competency Cont.</b> Local Government—An Introduction Leading the Work Team Supervisory Development The Panel Interview <b>Life Balance and Wellness Competency</b> A Hot Topic: Workplace Anger Adult Standard First Aid/CPR Building Bridges the Next Step Bullying in the Workplace</p> <p>9. - <b>Life Balance and Wellness Competency Cont.</b></p>	<p>Generations in the Workplace Healthy Documentary: Forks Over Knives The Life Balance: Work and Home Listening Skills Managing Time &amp; Multiple Priorities Mental Health First Aid Personality Types in the Workplace Retirement: An Action Plan for Women Retirement: Benefits of Increasing Contributions</p> <p>10. - <b>Life Balance and Wellness Competency Cont.</b> Wellness Lunch and Learns We are Pangaea Wichita Employee's Retirement—Pension <b>Safety</b> Adult Standard First Aid/CPR Commercial Driver's License Defensive Driving Hazard Communication Standard</p> <p>11. - <b>Safety Cont.</b> HAZWOPER—Initial HAZWOPER—Renewal OSHA—Construction Safety Orientation Signal and Rigging Introduction Work Zone Safety</p> <p>12. - <b>Specialized Training</b> Drug-Free Workplace for Employees Laserfiche</p>	<p>Microsoft Excel Microsoft Excel 2.0 Microsoft PowerPoint Microsoft Word <b>Supervisory Competency</b> Bullying in the Workplace Delegating Effectively Fundamentals of Project Management</p> <p>13. - <b>Supervisory Competency Cont.</b> DOT Drug &amp; Alcohol for Supervisors Effective Communication For Supervisors Effective Supervisory Practices-5th Edition Facilitation Skills FMLA and Shared Leave for Supervisors</p> <p>14. - <b>Supervisory Competency Cont.</b> Generations in the Workplace KORA/KOMA Neogov Training The Panel Interview Preventing Harassment Records Management Request for Proposal Workplace Threats, Violence and Emergency Procedures</p> <p>15 - <b>Online Training and Enrollment City of Wichita Mentoring Program</b></p> <p>16 - <b>City Department Advertisements</b></p>
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- The following services are available to all City of Wichita employees and departments:
- Needs Assessment for Learning and Development
    - Customized Department Learning Programs
    - Career Development and Resume Assistance
      - Succession Planning

Please contact  
Jake Williams at 268-4535 (jmwilliams@wichita.gov)



# Training Location Information

## Locations

**Airport:** 2193 Air Cargo Rd.

**City Hall Human Resources Training Room:** City Hall, 455 N. Main Street, 10th Floor

**Sedgwick County Human Resource Training Room:** Historic Courthouse, 510 N. Main, 3rd Floor, Room 305

**Wichita Art Museum:** 1400 W. Museum Blvd.

**Central Maintenance Facility:** 1801 S. McLean Blvd.

## Parking

**AIRPORT:** Southbound on Mid Continent Road take 2<sup>nd</sup> exit which is the cargo exit. At bottom of ramp go through the stop sign. Follow road until it comes to a T. Building is directly across from the intersection. It says Safety on the front.

**CITY HALL:** If you normally report to work outside the City Hall Building and are attending training at City Hall please park on the surface parking lot. Bring your parking ticket to class for validation.

**SEDGWICK COUNTY HISTORIC COURTHOUSE:** If you are attending training at the Sedgwick County Human Resource Training Room please park in the Sedgwick County Parking Garage at the corner of Elm and Main Streets (located just north of the courthouse). Bring your parking ticket to class for validation.

# General Information

## Training Transcripts

For information prior to 2014 please review the courses you have taken through Human Resources Learning and Development intranet site: Log onto Portal> Human Resources > Training > City University> Employee Training Transcripts (Below “Links” tab”). For Jan.1, 2014 to present all transcripts will be under your Skillport “My Progress” tab.

## ADA Assistance for Participants

Accommodations for those needing ADA accommodations will be arranged. Please contact Human Resources Learning and Development at 268-4535 with any requests at least two weeks before the start of the course.

## 2015 Employee Development Certificate Application

The 2015 Employee Development Certificate will be awarded annually to employees who complete twenty (20) or more hours of classes within the 12-month period from January 1 to December 31, 2015. Please use the Employee Development Certificate Application to apply for the certificate after the 20 hours have been completed. All certificate applications need to be turned in by January 12, 2016.

## Your CU Advisor

Poynter, Teri	AM	1110	268-4976	Williams, Sonja	PA	1720	268-4152
Hale, Susan	AP	1910	946-4700	Nienstedt, Monica	PO	810	268-4239
Gilkey, Virdena	CC	110	268-4331	Best, Jana	PO	830	268-4186
Vian, Stephanie	MABCD	2301	269-4741	McBride, Erica	PO	830	350-3460
Robertson, Triniece	CM	281	268-4351	Pelton, Kim	PW	1320	268-4499
Kennard, Kathy	FI	720	268-4402	Yoger, Danny	PW	1330	268-4009
Price, Teresa	HG	980	462-3727	Morris, Sandi	PW	1820	268-4162
Fry, Karen	IT	601	303-8112	Crosby, Teresa	PW	1820	268-4127
Razook, Stacia	LA	410	268-4681	Tullis, Donna	PW	1830	219-8914
Penland, Tammy	LI	1010	268-8534	Harper, Rhonda	PW	1421	268-8311
Irick, Dean	MC	510	268-4560	Kaufman, Carol	PW	1860	268-4025
Butler, Christina	PA	1710	268-4628	Terrell, Tangelia	WT	1610	352-4810

# Competencies

## What are Competencies?

Every job in the City organization requires a combination of skills or “competencies.” Many of these competencies are learned on the job, others are learned in the classroom setting.

## What Does This Mean to Me?

Credit will be given toward the competencies for comparable CU classes taken in **2007 to present**.

Part-time employees are required to complete all of the Core Competency with the exception of Employee Information Session. Limited employees are not required to take the Core Competency but are able to enroll in the sessions with supervisor consent.

We will continue the Core Competencies for new employees to complete within the first two years of employment. It is important for new employees to understand the concepts and tools we use at this organization. It will be up to supervisors to help guide their employees in the direction to successful completion of these courses.

## Core and Supervisory

### Which Classes Make Up the Core Training ?

City University Course	Skillport Option
Building Cultural Awareness	None
Dealing with Difficult People or Conflict Resolution	Online
Effective Communication	Online
Employee Information Session	In Progress
Enhancing Customer and Quality Service Skills	Online
Safety Orientation	None

### Which Classes Make Up the Supervisor Core Training ?

City University Course	Skillport Option
Effective Supervisory Practices	None
Facilitation Skills	In Progress
Workplace Threats and Violence	None

Track your progress by filling in the chart below:

Core	Date Completed
Building Cultural Awareness	
Dealing with Difficult People or Conflict Resolution	
Effective Communication	
Employee Information Session	
Enhancing Customer and Quality Service Skills	
Safety Orientation	
Supervisory	
Effective Supervisory Practices	
Facilitation Skills	
Workplace Threats and Violence	

# Classes By Month

**January**

Life Balance ..... 1/12 .....pg. 7, 9  
 Defensive Driving ..... 1/13 .....pg. 10  
 Standard First Aid..... 1/15 .....pg. 8, 10  
 Hazardous Communication... 1/22 .....pg. 10  
 Microsoft—Word ..... 1/23 .....pg. 12  
 Safety Orientation ..... 1/23 .....pg. 6, 11  
 Employee Information  
 Session ..... 1/29 .....pg. 6

**February**

NeoGov Training..... 2/3.. .....pg. 14  
 Preventing Harassment in the  
 Workplace ..... 2/5.. .....pg. 14  
 Dealing with Difficult People . 2/9.. .....pg. 6, 7  
 Generations in the  
 Workplace ..... 2/10 .....pg. 7, 9, 14  
 \* Retirement—Benefits of  
 Increasing Contributions..... 2/10 .....pg. 9  
 Defensive Driving ..... 2/12 .....pg. 10  
 Microsoft—Excel ..... 2/13 .....pg. 12  
 \* Lunch and Learn ..... 2/17 .....pg. 10  
 Interviewing..... 2/18 .....pg. 7  
 OSHA ..... 2/19 .....pg. 11  
 OSHA ..... 2/20 .....pg. 11  
 Laserfiche..... 2/20 .....pg. 12  
 Building Bridges..... 2/23 .....pg. 8

**March**

Building Bridges..... 3/2.. .....pg. 8  
 Standard First Aid..... 3/3.. .....pg. 8, 10  
 \* Effective Communication  
 For Supervisors ..... 3/5.. .....pg. 13  
 Microsoft—PowerPoint..... 3/6.. .....pg. 12  
 Building Bridges..... 3/9.. .....pg. 8  
 Safety Orientation ..... 3/10 .....pg. 6, 11  
 Request for Proposal..... 3/11 .....pg. 14  
 Effective Supervisory  
 Practices ..... 3/12 .....pg. 13  
 Building Cultural Awareness.. 3/13 .....pg. 6  
 Building Bridges..... 3/16 .....pg. 8  
 The Panel Interview..... 3/18 .....pg. 8, 14  
 Enhancing Your Customer  
 Service..... 3/19 .....pg. 6, 7  
 Effective Supervisory  
 Practices ..... 3/19 .....pg. 13  
 Defensive Driving ..... 3/20 .....pg. 10

Building Bridges..... 3/23 ..... pg. 8  
 Delegating Effectively ..... 3/24 ..... pg. 12  
 \*Healthy Documentary..... 3/24 ..... pg. 9  
 A Hot Topic:  
 \*Workplace Anger..... 3/25 ..... pg. 8  
 Effective Supervisory  
 Practices ..... 3/26 ..... pg. 13  
 We Are Pangaea ..... 3/27 ..... pg. 10  
 Building Bridges..... 3/30 ..... pg. 8  
 \*Work Zone Safety..... 3/31 ..... pg. 11

**April**

\*Drug-Free Workplace  
 For Employees ..... 4/1.. ..... pg. 12  
 Effective Supervisory  
 Practices ..... 4/2.. ..... pg. 13  
 \*Microsoft Excel 2.0 ..... 4/3.. ..... pg. 12  
 We Are Pangaea ..... 4/3.. ..... pg. 10  
 Supervisory Development..... 4/7.. ..... pg. 8  
 Commercial Driver’s License 4/8.. ..... pg. 10  
 Commercial Driver’s License 4/9.. ..... pg. 10  
 Effective Supervisory  
 Practices ..... 4/9.. ..... pg. 13  
 We Are Pangaea ..... 4/10 ..... pg. 10  
 Local Government ..... 4/13 ..... pg. 8  
 Supervisory Development..... 4/14 ..... pg. 8  
 \*Retirement—An Action Plan  
 For Woman ..... 4/14 ..... pg. 9  
 Effective Supervisory  
 Practices ..... 4/16 ..... pg. 13  
 We Are Pangaea ..... 4/17 ..... pg. 10  
 Managing Time and  
 Multiple Priorities ..... 4/20 ..... pg. 7, 9  
 Supervisory Development..... 4/21 ..... pg. 8  
 \*Listening Skills ..... 4/21 ..... pg. 9  
 Effective Supervisory  
 Practices ..... 4/23 ..... pg. 13  
 We Are Pangaea ..... 4/24 ..... pg. 10  
 Supervisory Development..... 4/28 ..... pg. 8  
 \*Lunch and Learn..... 4/28 ..... pg. 10  
 Workplace Threats, Violence  
 And Emergency Procedures .. 4/29 ..... pg. 14  
 Defensive Driving..... 4/30 ..... pg. 10

**May**

Safety Orientation ..... 5/1.. ..... pg. 6, 11  
 Supervisory Development..... 5/5.. ..... pg. 8

\*KORA/KOMA.....5/6.. .....pg. 14  
 Effective Workplace  
 Communication.....5/7.. .....pg. 6  
 Generations in the  
 Workplace .....5/7.. .....pg. 7, 9, 14  
 Conflict Resolution.....5/8.. .....pg. 6  
 \*Personality Types in  
 The Workplace .....5/11 .....pg. 9  
 Enhancing Your Customer  
 Service .....5/11 .....pg. 6, 7  
 Supervisory Development .....5/12 .....pg. 8  
 \*Effective Communication  
 For Supervisors.....5/12 .....pg. 13  
 Standard First Aid.....5/13 .....pg. 8, 10  
 FMLA and Shared Leave  
 For Supervisors.....5/14 .....pg. 13  
 Leading the Work Team.....5/14 .....pg. 8  
 Mental Health First Aid.....5/15 .....pg. 9  
 Fundamentals of  
 Project Management.....5/18 .....pg. 12  
 Supervisory Development .....5/19 .....pg. 8  
 Fundamentals of  
 Project Management.....5/19 .....pg. 12  
 Signal and Rigging Intro.....5/20 .....pg. 11  
 Leading the Work Team.....5/21 .....pg. 8  
 Supervisory Development .....5/26 .....pg. 8  
 Better Grammar for Writing..5/27 .....pg. 7  
 Better Grammar for Writing..5/28 .....pg. 7  
 Leading the Work Team.....5/28 .....pg. 8

**June**

Leading the Work Team.....6/4.. .....pg. 8  
 Bullying in the Workplace .....6/10 .....pg. 8, 12  
 Leading the Work Team.....6/11 .....pg. 8  
 Leading the Work Team.....6/18 .....pg. 8  
 Defensive Driving.....6/23 .....pg. 10

**July**

Facilitation Skills.....7/7.. .....pg. 13  
 DOT Drug and Alcohol  
 For Supervisors.....7/14 .....pg. 13

\* Denotes New Course

## Courses Shared with Sedgwick County



Beginning Project Management	Page 7
Better Grammar for Writing	Page 7
Facilitation Skills	Page 13
The Life Balance Work and Home	Page 7, 9
Managing Time and Multiple Priorities	Page 7, 9
Records Management	Page 14
Supervisory Development	Page 8

## Core

## Effective Workplace Communication

Learn how to become a more effective communicator in this interactive seminar. The session uses exercises to help participants understand the practicality of the communication concepts.

Facilitator: Susan Leiker and Jake Williams  
 Location: City Hall- 10th Floor Training Room  
 Time: May 7, 9:00am–11:30am

## Employee Information Session

This class is designed to provide employees with an overview of City of Wichita government. Information will also be presented about ethics, benefits, and employee rights and responsibilities. Required for all employees

Facilitator: Jake Williams  
 Location: City Hall- 10th Floor Training Room  
 Time: January 29, 2:00pm–3:00pm

## Enhancing Your Customer Service

This course will examine the several aspects of Customer Service. You will study what customer service means to our organization, introduce and define the “internal customer” concept, look at customer expectations and needs, and study the theory of “quality service.”

Facilitator: Stacia Razook  
 Location: City Hall- 10th Floor Training Room  
 Time: March 19, 9:00am–11:00am  
 May 11, 2:00pm-4:00 pm

## Safety Orientation

Class emphasis is on City of Wichita Safety policies and procedures that reflect State and OSHA Regulations. This course is an overview of the City of Wichita’s Safety Program.

Facilitator: Linda Summervill, Safety Coordinator  
 Location: City Hall- 10th Floor Training Room  
 Time: January 23, 8:30am–11:30am  
 March 10, 8:30am–11:30am  
 May 1, 8:30am–11:30am

## Building Cultural Awareness

Participants will identify personal attitudes and prejudices that influence interactions with others, recognize factors which impact communication across cultures, and determine ways to improve the effectiveness of these interactions.

Facilitator: Claude Puntel-Sessions  
 Location: City Hall- 10th Floor Training Room  
 Time: March 13, 1:00pm–4:30pm

## Conflict Resolution

How do you respond to conflict? There are four basic styles of conflict resolution. Learn how you react and how to resolve conflict.

Facilitator: Naomi Peterson followed by Susan Leiker  
 Location: City Hall- 10th Floor Training Room  
 Time: May 8, 8:30am–12:00pm

## Dealing with Difficult People

Learn how difficult people impact you and the workplace. Learn common responses to difficult people and ten common difficult personalities. Learn to respond effectively to anger and conflict.

Facilitator: EMPAC  
 Location: City Hall- 10th Floor Training Room  
 Time: February 9, 2:00pm–4:00pm



## Customer Service Competency

### Dealing with Difficult People

Learn how difficult people impact you and the workplace. Learn common responses to difficult people and ten common difficult personalities. Learn to respond effectively to anger and conflict.

Facilitator: EMPAC

Location: City Hall- 10th Floor Training Room

Time: February 9, 2:00pm–4:00pm

### Enhancing Your Customer Service

This course will examine several aspects of Customer Service. You will study what customer service means to our organization, introduce and define the “internal customer” concept, look at customer expectations and needs, and study the theory of “quality service.”

Facilitator: Stacia Razook

Location: City Hall- 10th Floor Training Room

Time: March 19, 9:00am–11:00am

May 11, 2:00pm-4:00 pm

### Generations in the Workplace

In this class, you’ll become more familiar with the four generations that comprise today’s workforce. You will discover why people of different age groups tend to think, feel, and act as they do. And you’ll learn a variety of strategies and techniques for finding common ground for working together.

Facilitator: Jake Williams

Location: City Hall- 10th Floor Training Room

Time: February 10, 10:00am–12:00pm

May 7, 2:00pm–4:00pm

### Managing Time & Multiple Priorities

You’ll gain practical techniques you can use to better plan your time, prioritize your decision-making, and take control of common interruptions. You’ll come away equipped with tools you can use to take control of your schedule.

Facilitator: EMPAC

Location: City Hall- 10th Floor Training Room

Time: April 20, 2:00pm–4:00pm

## Getting Ready for Advancement

### Beginning Project Management

Meeting demands of the fast-changing environment requires a focus on priorities, better management techniques, and effective structures for communication. Managers are turning to project management to provide the structure, focus, flexibility, and control to help guide their teams to outstanding results, on time and within budget. With this course employees will learn how the power of time-proven project management methods can help keep mission-critical projects on track and brought to a successful conclusion.

Facilitator: Paula Downs, Project Management Coordinator

Location: Sedgwick County Training Room

Time: TBD (Please check Skillport for time)

### Better Grammar for Writing

This course will address the basic issues related to writing, namely grammar, spelling and punctuation, sentence structure and various parts of speech.

Facilitator: Mark Bradshaw

Location: City Hall- 10th Floor Training Room

Time: May 27 & 28, 8:00am–12:00pm (Both Days)

### Interviewing

Do you present your best during interviews? Would you like to learn more what interviewers are looking for? You will leave the class feeling more confident about your interviewing abilities. (Availability limited to 20 participants)

Facilitators: Susan Leiker & Jake Williams

Location: City Hall- 10th Floor Training Room

Time: February 18, 2:00p.m.-4:30 p.m.

### The Life Balance: Work & Home

Do you find yourself struggling to balance your home and work lives? The purpose of this class is to identify tips and techniques to keep all aspects of your life in balance.

Facilitator: EMPAC

Location: City Hall- 10th Floor Training Room

Time: January 12, 9:00am–11:00am

## Local Government—An Introduction

Local government structure is complex and can be confusing to employees and the citizens they serve. Developing a comprehensive understanding of local government structure and responsibilities will enable employees to better understand how their jobs fit into their respective organizations and promote positive customer service.

Facilitator: Jay Hinkel

Location: City Hall- 10th Floor Training Room

Time: April 13, 9:00am–12:00pm

## Leading the Work Team

The Human Resources Department has designed a course for these lead employees based on the broader content of Effective Supervisory Skills. This 6-week course is designed for experienced team leads to help enhance the skills involved in this specific role. These sessions are designed to introduce the team leads to the concepts and tools needed to succeed in their work area and with their work groups. The course addresses planning, leadership, motivation, and other aspects of helping develop work groups to work as teams.

Facilitator: Jake Williams

Location: City Hall- 10th Floor Training Room

Time: May 14-June 18, 2:00pm–4:00pm

(Six consecutive Thursdays)

## Supervisory Development: Introductory Level for Non-Supervisors

Individuals in non-supervisory roles who aspire to the job of supervisor will be involved in these interactive sessions designed to introduce them to the basic concepts and tools needed to succeed as a supervisor. Participants will complete practical hands-on activities inside and outside the classroom in order to apply concepts.

Facilitator: Jake Williams & Greg Baker

Location: City Hall- 10th Floor Training Room

Time: April 7-May 26, 10:00am–12:00pm

(Eight consecutive Tuesdays)

## The Panel Interview—Certification

Learn tips on how to be an effective interviewer and select the best candidate. If you currently serve on interview panels or would like to – enroll today!

Facilitator: Susan Leiker and Olivia Hensley

Location: City Hall- 10th Floor Training Room

Time: March 18, 9:00am-11:00am

## Life Balance and Wellness Competency

### A Hot Topic: Workplace Anger

Do you have an interest in the psychology of anger in the workplace? This class is for the individual who desires to better understand the dynamics of anger and how it relates to the workplace. After completion of the class, each participant will be able to identify the dynamics of anger and be able to discern what motivates our anger and other emotions.

Facilitator: Delvon Staley

Location: City Hall- 10th Floor Training Room

Time: March 25, 2:00pm-4:00pm

### Adult Standard First Aid/CPR Recertification

This course helps individuals overcome reluctance to act in emergency situations, and to recognize and care for victims. The primary focus will be on adult victims, including adult CPR/AED. The American Red Cross will certify employees upon successfully completing the course.

Facilitator: Robert Daniels

Location: City Hall- 10th Floor Training Room

Time: January 15, 8:00am-3:30pm

March 3, 8:00am–3:30pm

May 13, 8:00am–3:30pm

### Building Bridges the Next Step: Facing Racism in a Diverse Nation

**Mission:** To increase respect and understanding among people from different backgrounds and cultures through dialogue. The dialogue process is designed to enhance mutual understanding and encourage inclusion among all people.

Facilitator: Susan Leiker

Location: City Hall- 10th Floor Training Room

Time: February 23-March 30, 10:00 a.m.-12:00 p.m.

(Six Consecutive Mondays)

### Bullying in the Workplace

Bullying doesn't just happen in the school hallways. It happens in workplaces too. Name-calling, intimidation, physical threats all adds up to more than just stolen lunch money. Come learn about what bullying looks like at work, the problems it can cause in your organization and how to put a stop to it.

Facilitator: EMPAC

Location: City Hall- 10th Floor Training Room

Time: June 10, 2:00pm-4:00pm

## Generations in the Workplace

In this class, you'll become more familiar with the four generations that comprise today's workforce. You will discover why people of different age groups tend to think, feel, and act as they do. And you'll learn a variety of strategies and techniques for finding common ground for working together.

Facilitator: Jake Williams  
Location: City Hall- 10th Floor Training Room  
Time: February 10, 10:00am–12:00pm  
May 7, 2:00pm–4:00pm

## Healthy Documentary: Forks Over Knives

According to the research of two food scientists, the popularity of processed foods has led to epidemic rates of obesity, diabetes and other diseases.

Facilitator: Wellness Committee  
Location: City Hall- 10th Floor Training Room  
Time: March 24, 2:00pm–4:00pm

## The Life Balance: Work & Home

Do you find yourself struggling to balance your home and work lives? The purpose of this class is to identify tips and techniques to keep all aspects of your life in balance.

Facilitator: EMPAC  
Location: City Hall- 10th Floor Training Room  
Time: January 12, 9:00am–11:00am

## Listening Skills

Learn how better listening is the path to become a more effective, satisfied, and productive worker. This interactive class will use exercises to increase listening ability.

Facilitator: Connie Morris  
Location: City Hall- 10th Floor Training Room  
Time: April 21, 2:00pm–4:00pm

## Managing Time & Multiple Priorities

You'll gain practical techniques you can use to better plan your time, prioritize your decision-making, and take control of common interruptions. You'll walk away equipped with tools you can use to take control of your schedule.

Facilitator: EMPAC  
Location: City Hall- 10th Floor Training Room  
Time: April 20, 2:00pm-4:00pm

## Mental Health First Aid

Mental Health First Aid is a public education program that helps the public identify, understand, and respond to signs of mental illnesses and substance use disorders. Mental Health First Aid is offered in the form of an interactive 8-hour course that presents an overview of mental illness and substance use disorders and introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. (Availability limited to 20 participants)

Facilitators: Thomas Pletcher  
Location: City Hall - 10th Floor Training Room  
Time: May 15, 8:00am-5:00 pm

## Personality Types in the Workplace

Come learn about how our personalities affect the way we interact at work (both good and bad). Discover what your type is and how to effectively interact with other types in the workplace.

Facilitator: EMPAC  
Location: City Hall- 10th Floor Training Room  
Time: May 11, 9:00am–11:00am

## Retirement: An Action Plan for Women

This seminar will discuss the specific challenges that Women face when saving and planning for retirement and offer options for becoming more confident in retirement readiness.

Facilitator: Lisa Douglas, Great West  
Location: City Hall- 10th Floor Training Room  
Time: April 14, 1:00pm–2:00pm

## Retirement: Benefits of Increasing Contributions

This seminar will focus on the benefits of increasing contributions to Deferred Comp, the maximum that can be contributed, ideas on how to increase your contributions as well as how much you might need to save in your Deferred Comp account in order to generate a specific income over a period of time

Facilitator: Lisa Douglas, Great West  
Location: City Hall- 10th Floor Training Room  
Time: February 10, 1:00pm–2:00pm

## City of Wichita's Wellness Lunch and Learns



### Mental Wellness in the Workplace

Facilitator: EMPAC

Location: City Hall- 10th Floor Training Room

Time: April 28, 12:00pm–1:00pm

### Taking Care of You: The Importance of Self-Care

Facilitator: EMPAC

Location: City Hall- 10th Floor Training Room

Time: February 17, 12:00pm–1:00pm

(Lunch provided for both sessions)

### We are Pangea

The name Pangea is ancient Greek and means "all lands." The theory of Pangea is that all of the Earth's continents were connected into one large landmass. It is no theory now, all of the world's cultures are located in one landmass, the United States of America. Join us in an open forum style look at how the world has come together to make a culture that is uniquely American and how it affects us in Wichita, KS.

Facilitator: Susan Leiker & Jake Williams

Location: City Hall- 10th Floor Training Room

Time: March 27-April 24, 10:00am–12:00pm  
(5 consecutive Fridays)



### Wichita Employees' Retirement – Pension Management

Basic information regarding the Wichita Employees' Retirement (WER) System Plans will be covered during this session. Included will be a discussion of eligibility requirements and a review of plan benefits for Plan 1, Plan 2 and Plan 3. Related issues such as health insurance and retirement planning will also be discussed. **(For more information, contact the Pension Office at 268-4544)**

## Safety

### Adult Standard First Aid/CPR Recertification

This course helps individuals overcome reluctance to act in emergency situations, and to recognize and care for victims. The primary focus will be on adult victims, including adult CPR/AED. The American Red Cross will certify employees upon successfully completing the course.

Facilitator: Robert Daniels

Location: City Hall- 10th Floor Training Room

Time: January 15, 8:00am–3:30pm

March 3, 8:00am–3:30pm

May 13, 8:00am–3:30pm

### Commercial Driver's License

For all employees seeking a Class A or B drivers license. (6 spots available)

Facilitator: Robert Daniels

Location: City Hall- 10th Floor Training Room

Time: April 8 & 9, 8:00am–5:00pm Day 1

8:00am–4:00pm Day 2

### Defensive Driving

This class is open to all City employees.

Facilitator: Linda Summervill, Safety Coordinator

Location: City Hall- 10th Floor Training Room

Time: January 13, 8:00am–4:00pm

February 12, 8:00am–4:00pm

March 20, 8:00am–4:00pm

April 30, 8:00am–4:00pm

June 23, 8:00am–4:00pm

### Hazard Communication Standard

OSHA has modified the Hazard Communication Standard (HCS) to adopt the Global Harmonizing Standard (GHS) to improve safety and health for workers through more effective communications on chemical hazards. Adoption of the GHS in the US and around the world will also help to improve information received from other countries—since the US is both a major importer and exporter of chemicals, American workers often see labels and safety data sheets from other countries. **(Mandatory for all employees)**

Facilitator: Robert Daniels

Location: City Hall- 10th Floor Training Room

Time: January 22, 8:00am–10:00am

## HAZWOPER— Initial

This program is to familiarize participants with a variety of hazardous materials that they may encounter on the job and to articulate the appropriate responses when encountered. **Contact Linda Summervill (268-4630 or lsummervill@wichita.gov)**

## HAZWOPER— Renewal

This is an eight-hour program required annually for all employees who have completed the forty-hour HAZWOPER program. **Contact Linda Summervill (268-4630 or lsummervill@wichita.gov)**

## OSHA—Construction

The OSHA 10 Hour Outreach Training Programs were developed by the OSHA Training Institute with the intent to assist employers in training and introducing employees to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work.

The 10-hour program is intended to provide a variety of training on Construction safety and health to entry level workers.

Facilitator: Robert Daniels

Location: City Hall- 10th Floor Training Room

Time: February 19 & 20, 8:00am-5:00pm Day 1  
8:00am-12:00pm Day 2

## Safety Orientation

Class emphasis is on City of Wichita Safety policies and procedures that reflect State and OSHA Regulations. This course is an overview of the City of Wichita's Safety Program.

Facilitator: Linda Summervill, Safety Coordinator

Location: City Hall- 10th Floor Training Room

Time: January 23, 8:30am—11:30am  
March 10, 8:30am—11:30am  
May 1, 8:30am—11:30am

## Signal and Rigging Introduction

The purpose of the Rigger Certificate program is to provide knowledge of national industry standards, and accepted methods required for safe rigging practices. This class is designed for people that have been tasked to move or handle materials by means of mechanical equipment. Certificates will be awarded to those that complete the post exam at or above 70%. (Required for employee's utilizing all lifting and hoisting activities, or movement of materials and equipment).

The purpose of the Signal Person Certificate program is to provide knowledge of the national industry standard for communication between equipment operators and ground personnel by voice or manual signals. Certificates will be awarded to those that complete the post exam at or above 70%. (Required for all employees).

Facilitator: Robert Daniels

Location: City Hall- 10th Floor Training Room

Time: May 20, 8:00am—12:00pm

## Work Zone Safety

This class will present guidelines for traffic control and employee safety in construction zones.

Facilitator: Robert Daniels

Location: City Hall- 10th Floor Training Room

Time: March 31, 8:00am-10:00am



## Specialized Training

### Drug-Free Workplace for Employees



This class is a one-hour summary on the effects of alcohol and drugs in the workplace. It is ideal for new employees or as a refresher for managers that have previously received Reasonable Suspicion training. (This class does not meet DOT requirements for new supervisors.)

Facilitator: Becki Carlson  
Location: City Hall- 10th Floor Training Room  
Time: April 1, 2:00pm–3:00pm

### Laserfiche

This course is offered for employees that have basic familiarity with Laserfiche and are looking for new tips and tricks to make your job easier.

Facilitator: Clifford Thomas  
Location: City Hall- 9th Floor Training Room  
Time: February 20, 8:30am–11:30am

### Microsoft Excel

This is a course to help enhance employee's understanding and usage of Microsoft Excel.

Facilitator: Clifford Thomas  
Location: City Hall- 9th Floor Training Room  
Time: February 13, 8:30am–11:30am

### Microsoft Excel 2.0



This is a course to help build employee's understanding and usage of Microsoft Excel. (Prerequisite: Microsoft Excel)

Facilitator: Clifford Thomas  
Location: City Hall- 9th Floor Training Room  
Time: April 3, 8:30am–11:30am

### Microsoft PowerPoint

This is a course to help enhance employee's understanding and usage of Microsoft PowerPoint.

Facilitator: Clifford Thomas  
Location: City Hall- 9th Floor Training Room  
Time: March 6, 8:30am–11:30am

### Microsoft Word

This is a course to help enhance employee's understanding and usage of Microsoft Word.

Facilitator: Clifford Thomas  
Location: City Hall- 9th Floor Training Room  
Time: January 23, 8:30am–11:30am

## Supervisory Competency

### Bullying in the Workplace

Bullying doesn't just happen in the school hallways. It happens in workplaces too. Name-calling, intimidation, physical threats all adds up to more than just stolen lunch money. Come learn about what bullying looks like at work, the problems it can cause in your organization and how to put a stop to it.

Facilitator: EMPAC  
Location: City Hall- 10th Floor Training Room  
Time: June 10, 2:00pm-4:00pm

### Delegating Effectively

Trying to do everything yourself? Learn the 10 essential steps in delegation.

Facilitator: EMPAC  
Location: City Hall- 10th Floor Training Room  
Time: March 24, 9:00am–11:00am

### Fundamentals of Project Management

This course teaches participants the **Fundamentals of Project Management**. You will learn how to implement quality measures, handle project risks, acquire and motivate team members, and communicate effectively.

Upon successful completion employees will be able to:

- Identify the critical functions, skills, responsibilities, and challenges of a project manager
- Define the project scope
- Identify the effects of the environment on a project
- Write a project charter
- Develop a work breakdown structure
- Identify the characteristics and goals of quality management
- Design a risk management plan
- Compute a project's estimate at completion (EAC)
- Write closeout reports and terminate a project

Facilitator: Denise Peters  
Location: City Hall- 10th Floor Training Room  
Time: May 18 & 19, 1:00pm–5:00pm (Both days)

## DOT Drug & Alcohol for Supervisors

This course is designed to cover use, abuse, and addiction of the various substances that are tested for in the drug-free workplace program. Topics discussed include signs and symptoms of drug abuse and the types of drug testing required under the Department of Transportation regulation. Supervisors can feel confident that they have the tools needed to provide a drug-free workplace.

Facilitator: Lisa Catano

Location: City Hall- 10th Floor Training Room

Time: July 14, 2:00pm-4:00pm

## Effective Communication for Supervisors



This course is designed to help supervisors maximize productivity and build solid teams by:

- (1) identifying and understanding their own communication style and by
- (2) learning how to best relate to the different communication styles of the individuals they supervise and by
- (3) developing listening skills needed for a successful work environment.

Facilitator: Connie Morris

Location: City Hall- 10th Floor Training Room

Time: March 5, 2:00pm-5:00pm

May 12, 2:00pm-5:00pm

## Effective Supervisory Practices; 5th Edition

This 7-week course is designed for experienced supervisors who want to become more effective managers and for new supervisors who want to learn supervisory skills. Using materials created by The International City/County Management Association (ICMA), the course addresses communication, planning, leadership, motivation, and other aspects of developing people to work.

Facilitator: Jake Williams

Location: City Hall- 10th Floor Training Room

Time: March 12-April 23, 2:00pm-5:00pm

(Seven Consecutive Thursdays)

## Facilitation Skills

Attending meetings that are unproductive is frustrating and a waste of valuable resources. This class will teach participants how to prepare for and facilitate an effective meeting.

Facilitator: Jake Williams

Location: City Hall- 10th Floor Training Room

Time: July 7, 9:00am-11:00am

## FMLA and Shared Leave for Supervisors

This course familiarizes supervisors with the FMLA law and policies and discusses the City of Wichita's Shared Leave program.

Facilitator: Lisa Catano

Location: City Hall- 10th Floor Training Room

Time: May 14, 9:00am-10:30am

*Growth Through Shared Knowledge*

**EMPAC is a free counseling service provided for all employees. This service organization helps with such problems as emotional stress, alcohol abuse, marital concerns, career development, drug abuse, family difficulties, financial, and legal advice etc...**

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**Call 265-9922 to arrange a confidential appointment  
300 W Douglas, Suite 930**

# EMPAC

## Generations in the Workplace

In this class, you'll become more familiar with the four generations that comprise today's workforce. You will discover why people of different age groups tend to think, feel, and act as they do. And you'll learn a variety of strategies and techniques for finding common ground for working together.

Facilitator: Jake Williams

Location: City Hall- 10th Floor Training Room

Time: February 10, 10:00am–12:00pm  
May 7, 2:00pm–4:00pm

## KORA/KOMA

The Kansas Open Records Act (KORA) and the Kansas Open Meetings Act (KOMA) dictate what meetings and records are open to the public.

Facilitator: Jay Hinkel

Location: City Hall- 10th Floor Training Room

Time: May 6, 2:30pm–3:30pm

## Neogov Training

Do you use Neogov as a supervisor? This course will cover basic uses of the Neogov system to help you utilize it better.

Facilitator: Olivia Hensley

Location: City Hall- 10th Floor Training Room

Time: February 3, 10:00am–12:00pm

## The Panel Interview—Certification

Learn tips on how to be an effective interviewer and select the best candidate. If you currently serve on interview panels or would like to - enroll today!

Facilitator: Susan Leiker and Olivia Hensley

Location: City Hall- 10th Floor Training Room

Time: March 18, 9:00am–11:00am

## Preventing Harassment in the Workplace

This course familiarizes employees with the City's harassment policies and teaches employees how to identify and eliminate harassment in the workplace.

Facilitator: Susan Leiker & Arlene Sokolowski

Location: City Hall- 10th Floor Training Room

Time: February 5, 1:00pm–4:00pm

## Records Management

Paper in the average office grows by 29 percent each year, and doubles every 3.3 years, without active intervention. In the typical enterprise, 1/3 of records are needed for conducting business, 1/3 are inactive and needed only for occasional reference, and 1/3 is junk. This intensive class describes how to begin applying records management methods to cut costs and improve productivity.

Facilitator: Douglas King, Records Manager

Location: Sedgwick County Training Room

Time: TBD (Please check Skillport for time)

## Request for Proposal

This course has been developed to assist individuals in understanding the Request For Proposal process and evaluating proposals.

Facilitator: Melinda Walker and Clarence Rose

Location: City Hall- 10th Floor Training Room

Time: March 11, 2:00pm–4:00pm

## Workplace Threats, Violence & Emergency Procedures

This training is designed to raise awareness of workplace threats and violence in our society, offer guidelines on how to handle such situations, and discuss procedures for handling other workplace emergencies.

Facilitator: Susan Leiker, Brad Bryant, Glen Kyle, Chris McAuliffe, Morris Floyd and Chris Fleming

Location: City Hall- 10th Floor Training Room

Time: April 29, 8:00am–12:00pm



## Skillport Online Enrollment

<https://wichitatraining.skillport.com/>

(Users will need Java to open page. If you do not have Java on your computer, please fill out an RFS for IT to get it installed before trying to go login)

All employees will have accounts to enroll in in-class training sessions. User ID will be City username and a generic password is wichita that can then be changed when you first login.

You may view courses by navigating to the “catalog” tab on main page. To enroll, click the desired course from the list, click on sessions at bottom, from there, available dates with times and locations for the sessions will be listed. Highlight desired session and “enroll” will appear to click.

### Self-Enrollment Options:

Supervisor:

Log in to employees’ account and enroll employee into desired session(s).

Employee: (Please receive supervisory approval before enrolling in courses)

Log in to account and enroll into desired session(s).

To help other employees attend desired courses and ensure availability, if you are unable to attend a session, need to cancel or transfer sessions, please log in and follow the process to remove and/or add name to other sessions.

\*For those holding active MindLeaders accounts, all previous online training information will be transferred, with all online opportunities and transcript availability (MindLeaders included) now accessed through the Skillport page.

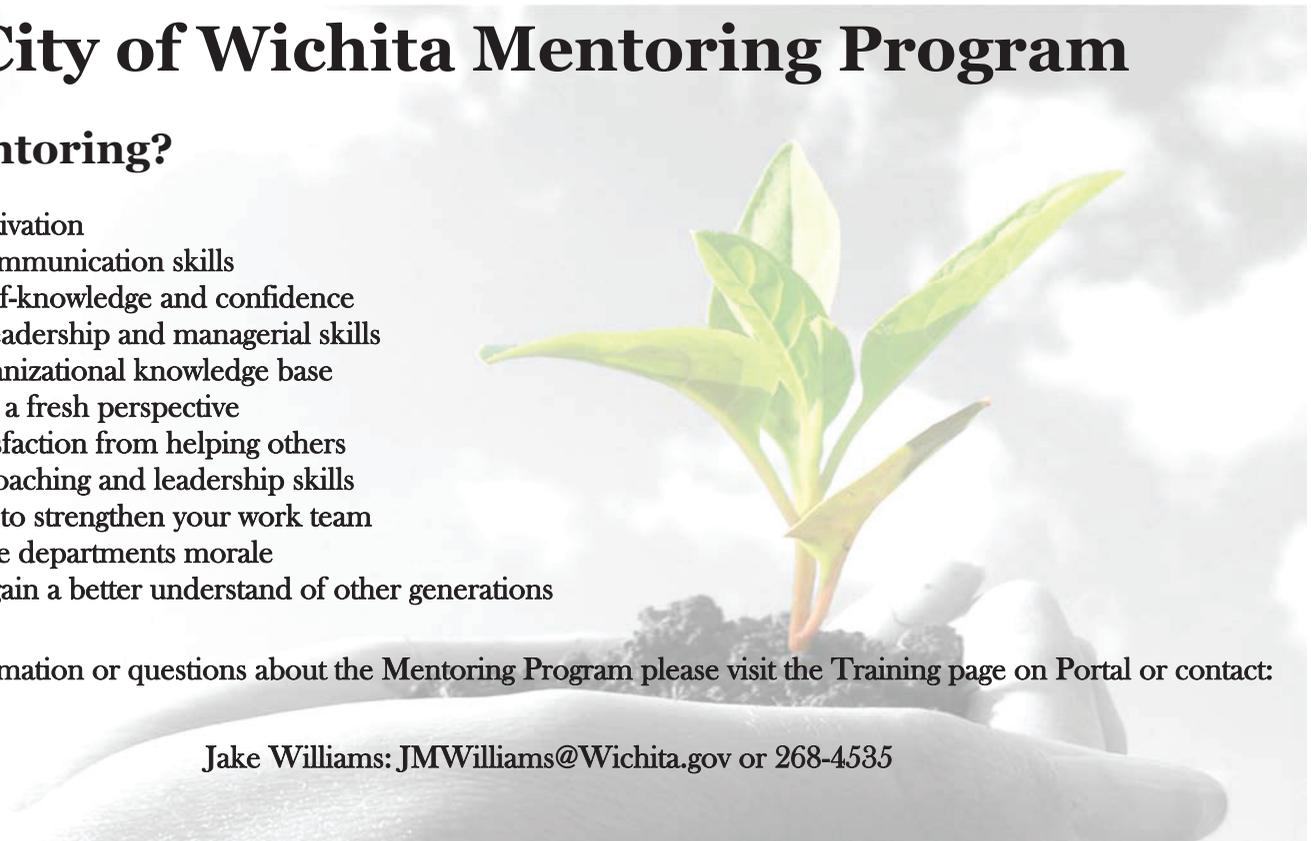
## City of Wichita Mentoring Program

### Why Mentoring?

- Increase motivation
- Increased communication skills
- Increased self-knowledge and confidence
- Strengthen leadership and managerial skills
- Increase organizational knowledge base
- Benefit from a fresh perspective
- Sense of satisfaction from helping others
- Strengthen coaching and leadership skills
- Opportunity to strengthen your work team
- Help increase departments morale
- Potential to gain a better understand of other generations

For more information or questions about the Mentoring Program please visit the Training page on Portal or contact:

Jake Williams: [JMWilliams@Wichita.gov](mailto:JMWilliams@Wichita.gov) or 268-4535



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Wichita Park & Recreation offers a variety of summer classes for the whole family to enjoy!

Check out the Summer Activities Guide for the full listing of classes and locations. Register online any time at [Wichita.gov](http://Wichita.gov)



Like the City of Wichita Park & Recreation Facebook page to stay updated on all activities

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**For students:** LearningExpress offers an easy way to take practice ACT, SAT, GED, GRE and other standardized tests online with your library card.

See us at the Central Library, 223 S. Main, or any of our other locations. For more information, call 261-8500 or visit our web branch.

