

Human Resources Training Division

Training Schedule July - December 2016

2016

This schedule contains the standard courses offered by the HR Training Division. In addition to these published courses special training sessions may be developed to meet departmental needs. The department coordinators may contact Dirk Essary at 862-4344 or make their request via email to him or the hrtrainingrequests.com mailbox.

Training Center is located at 1417 Murfreesboro Pike



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HR Training Division - Information and Practices

DDC Classes:

Defensive Driving classes (DDC-6 and DDC-4) begin promptly at the scheduled time (8:15 a.m.). Those who are tardy may not be allowed entrance and may need to reschedule their session. Employees must bring their valid driver's license for admittance to DDC training. This is a requirement of the National Safety Council. Please note that DDC classes are **not** held in the traffic school section of the MSE building. Employees should enter on the south side of the building under the awning labeled "MAIN ENTRANCE".

Per Metro Ordinance, if an employee drives a Metro vehicle, or if the employee uses a personal vehicle for governmental business and claims mileage reimbursement, he / she must take Defensive Driving (DDC-6) initially, and complete DDC-4 every three years. *Metro Ordinance 12.08.120 states ..."no person shall operate a vehicle, the operation of which is reimbursable...unless and until such person has completed the defensive driving course of the National Safety Council...and is in possession of proof of such completion".*

Class size limits:

Most classes are limited to 35 while some are set for smaller groups. It is very important that those with direct access to the database scheduling not overbook the classroom. The limit is set to comply with safety guidelines for room use. Online classes are not limited to 35 enrollees. Special exceptions may be accommodated by contacting the training division.

Inclement Weather Policy:

Classes are automatically cancelled when Nashville/Davidson County Schools are closed for snow or inclement weather. Check for school closings on local television channels. It is the responsibility of the employee to confirm with their department when they are registered for any make-up session. If schools are delayed due to weather the training classes will not delay and begin at scheduled time.

Registration for Courses:

Register for classes by sending an email to your departmental training coordinator. For those departments without training coordinators, your supervisor should send in the request to the HR Training Requests mailbox (hrtrainingrequests@nashville.gov).

Training Center Location:

Metro Southeast is located at 1417 Murfreesboro Pike (Genesco Park). Enter the main driveway and pass the four-story building nearest Murfreesboro Pike. Parking is available to the right or left of the driveway. Enter the building through the south entrance under the awning that is marked "**Main Entrance**".

Mandatory Training includes Sexual Harassment Prevention, Substance Abuse, Diversity Awareness training and SANS Securing the Human (SANS). All employees (Non-supervisors and Supervisors) must complete these classes. Employees are required to complete retraining every four years.

♿ All entrances are accessible. If other accommodations are needed, contact Dirk Essary at 862-4344.



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New Hire Orientation

New Hire Orientations are scheduled through department HR Coordinators and take place on Mondays at Metro Southeast (MSE) at 1417 Murfreesboro Pike from 8:15 a.m. to 4:30 p.m.

Diversity Awareness Training

Diversity Awareness Training	Tuesday	7/12	8:30A - 10A	Metro Southeast	M. Gilbert
Diversity Awareness Training	Tuesday	7/26	8:30A - 10A	Metro Southeast	T. Pennington
Diversity Awareness Training	Tuesday	8/9	8:30A - 10A	Metro Southeast	T. Pennington
Diversity Awareness Training	Tuesday	8/23	8:30A - 10A	Metro Southeast	M. Gilbert
Diversity Awareness Training	Tuesday	9/20	8:30A - 10A	Metro Southeast	M. Gilbert
Diversity Awareness Training	Tuesday	10/4	8:30A - 10A	Metro Southeast	T. Pennington
Diversity Awareness Training	Tuesday	10/18	8:30A - 10A	Metro Southeast	T. Pennington
Diversity Awareness Training	Tuesday	11/1	8:30A - 10A	Metro Southeast	M. Gilbert
Diversity Awareness Training	Tuesday	11/15	8:30A - 10A	Metro Southeast	T. Pennington
Diversity Awareness Training	Tuesday	12/6	8:30A - 10A	Metro Southeast	T. Pennington
Diversity Awareness Training	Tuesday	12/13	8:30A - 10A	Metro Southeast	T. Pennington



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Sexual Harassment Prevention for Non-Supervisors					
Sexual Harassment Prevention Non-supervisors	Tuesday	7/12	10:30A-12P	Metro Southeast	M. Gilbert
Sexual Harassment Prevention Non-supervisors	Tuesday	7/26	10:30A-12P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	8/9	10:30A-12P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	8/23	10:30A-12P	Metro Southeast	M. Gilbert
Sexual Harassment Prevention Non-supervisors	Tuesday	9/20	10:30A-12P	Metro Southeast	M. Gilbert
Sexual Harassment Prevention Non-supervisors	Tuesday	10/4	10:30A-12P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	10/18	10:30A-12P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	11/1	10:30A-12P	Metro Southeast	M. Gilbert
Sexual Harassment Prevention Non-supervisors	Tuesday	11/15	10:30A-12P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	12/6	10:30A-12P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	12/13	10:30A-12P	Metro Southeast	Pennington

Sexual Harassment Prevention - Supervisors					
Sexual Harassment Prevention SUPERVISORS	Tuesday	7/19	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	8/16	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	9/13	8:30A-10:30A	Metro Southeast	Gilbert
Sexual Harassment Prevention SUPERVISORS	Tuesday	10/11	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	11/22	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Thursday	12/15	8:30A-10:30A	Metro Southeast	Pennington



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Substance Abuse Prevention for Non Supervisors					
Substance Abuse Policy Non-supervisors	Thursday	7/7	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	7/21	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	8/11	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	8/25	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	9/8	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	9/22	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	10/6	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	10/20	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	11/3	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	11/17	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	12/1	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Thursday	12/8	8:30A-10A	Metro Southeast	Pennington
Substance Abuse Prevention – Supervisors					
Substance Abuse Training SUPERVISORS	Thursday	7/28	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Training SUPERVISORS	Thursday	8/18	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Training SUPERVISORS	Thursday	9/15	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Training SUPERVISORS	Thursday	10/13	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Training SUPERVISORS	Thursday	11/10	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Training SUPERVISORS	Thursday	12/8	8:30A-11:30A	Metro Southeast	Cain



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** DDC-6 and DDC-4 contain information, statistics, and images that some may find difficult to review, especially if they, a family member or friend have been involved in an automobile accident within the last 6 months. When scheduling an employee for this course, please consider this fact so not to cause undue stress. Class limited to 30 participants per National Safety Council standards.

DDC - 6					
DDC6 – Defensive Driving	Wednesday	7/6	8:15A-4:00P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Friday	7/22	8:15A-4:00P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Friday	8/19	8:15A-4:00P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Friday	8/26	8:15A-4:00P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Wednesday	9/7	8:15A-4:00P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Wednesday	9/14	8:15A-4:00P	Metro Southeast	Hubble
DDC6 – Defensive Driving	Friday	10/14	8:15A-4:00P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Thursday	10/27	8:15A-4:00P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Wednesday	11/16	8:15A-4:00P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Wednesday	11/30	8:15A-4:00P	Metro Southeast	Hubble
DDC6 – Defensive Driving	Wednesday	12/14	8:15A-4:00P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Tuesday	12/20	8:15A-4:00P	Metro Southeast	Gilbert



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DDC-4					
All DDC4 ONLINE classes enrollment is not limited to regular classroom size. MSE classes are limited to 30.					
DDC4 – Defensive Driving Refresher	Friday	7/15	8:15A-12:30P	MSE	Gilbert
DDC4 – Defensive Driving Refresher	Friday	7/29	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	8/5	8:15A-12:30P	MSE	Gilbert
DDC4 – Defensive Driving Refresher	Friday	8/26	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	9/2	8:15A-12:30P	MSE	Pennington
DDC4 – Defensive Driving Refresher	Friday	9/30	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	10/7	8:15A-12:30P	MSE	Gilbert
DDC4 – Defensive Driving Refresher	Friday	10/28	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	11/4	8:15A-12:30P	MSE	Gilbert
DDC4 – Defensive Driving Refresher	Friday	11/18	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Wednesday	12/7	8:15A-12:30P	MSE	Gilbert
DDC4 – Defensive Driving Refresher	Friday	12/16	8:15A-12:30P	ONLINE	ONLINE



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MEPD – General Interest Courses					
Active Aggression Awareness	Tuesday	7/26	9:00A - 12	Metro Southeast	PD
Active Aggression Awareness	Wednesday	10/19	9:00A - 12	Metro Southeast	PD
Credit Report Education	Thursday	7/14	8:30A-10A	Metro Southeast	USCCU
FEC-Budgeting	Friday	7/15	10A-11:30A	Metro Southeast	FEC Rep
FEC-Improve Your Credit	Friday	9/16	10A-11:30A	Metro Southeast	FEC Rep
FEC-Change Your Financial Future	Friday	11/4	10A-11:30A	Metro Southeast	FEC Rep
Records Management	Tuesday	10/25	8:30A-11:00A	Metro Southeast	R. Williams
Voyage into Your Future	Wednesday	9/7	9:00 – 10A	Metro Southeast	VOYA
Voyage into Your Future	Thursday	10/6	9:00 – 10A	Metro Southeast	VOYA
VOYA- Budget Basics	Wednesday	12/7	9:00A – 10A	Metro Southeast	VOYA
VOYA – The Drop	Wednesday	10/5	9:00A – 10A	Metro Southeast	VOYA
VOYA – Financial Reality Check	Wednesday	8/10	9:00A – 10A	Metro Southeast	VOYA
VOYA-Retirement Plan – Rollover Options	Wednesday	9/14	9:00A – 10A	Metro Southeast	VOYA
VOYA - Retirement Planning for Women	Wednesday	7/13	9:00A – 10A	Metro Southeast	VOYA
VOYA & Vesting – 10+ Yrs of Service	Tuesday	11/30	8:30A-10:30A	Metro Southeast	VOYA/HR



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MEPD – Retirement Planning					
Class size limited to 20 participants					
Retirement - 5 Years Out	Thursday	7/21	8:30A-11A	Metro Southeast	Bowles
Retirement - 5 Years Out	Thursday	8/18	8:30A-11A	Metro Southeast	Bowles
Retirement - 5 Years Out	Thursday	9/15	8:30A-11A	Metro Southeast	Bowles
Retirement - 5 Years Out	Thursday	10/20	8:30A-11A	Metro Southeast	Bowles
Retirement - 5 Years Out	Thursday	11/17	8:30A-11A	Metro Southeast	Bowles



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Metro Management Institute – Series Course Schedule – 30 participants per class					
Class 1: Employment Law & Policy	Wednesday	7/6	8:30A-12:30P	Metro Southeast	S. Cain
Class 1: Employment Law & Policy	Wednesday	9/21	8:30A-12:30P	Metro Southeast	S. Cain
Class 2: Workplace Safety	Wednesday	7/20	8:30A-12:30P	Metro Southeast	S. Cain
Class 2: Workplace Safety	Wednesday	9/28	8:30A-12:30P	Metro Southeast	S. Cain
Class 3: Management from a Different Perspective	Wednesday	7/27	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 3: Management from a Different Perspective	Wednesday	10/5	8:30A-12:30P	Metro Southeast	D. Essary
Class 4: Leadership Communication	Wednesday	8/3	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 4: Leadership Communication	Wednesday	10/12	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 5: Generations in the Workplace	Wednesday	8/10	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 5: Generations in the Workplace	Wednesday	10/19	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 6: Performance Management & Documentation	Wednesday	8/17	8:30A-12:30P	Metro Southeast	D. Essary
Class 6: Performance Management & Documentation	Wednesday	10/26	8:30A-12:30P	Metro Southeast	D. Essary
Class 7: Conflict Management	Wednesday	8/24	8:30A-12:30P	Metro Southeast	T. Pennington
Class 7: Conflict Management	Wednesday	11/2	8:30A-12:30P	Metro Southeast	T. Pennington
Class 8: Customer Service in Government	Wednesday	8/31	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 8: Customer Service in Government	Wednesday	11/9	8:30A-12:30P	Metro Southeast	T. Pennington
Boards / Commission Member Training (Exec. Order #10) This training is conducted for each board by arrangement or in open sessions for multiple boards/commissions. Please contact Dirk Essary to schedule a session.					