



Training Schedule for January - June 2012

New Hire Orientation					
Jason Lusk schedules all Orientation sessions. Please contact Jason for confirmations.					
New Hire Orientation	Monday	1/9/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	1/16/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	1/23/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	1/30/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	2/6/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	2/13/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	2/20/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	2/27/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	3/5/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	3/12/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	3/26/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	4/2/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	4/16/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	4/30/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	5/7/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	5/21/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	5/28/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	6/4/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	6/11/2012	8:30A-12P	Metro Southeast	J. Lusk
New Hire Orientation	Monday	6/25/2011	8:30A-12P	Metro Southeast	J. Lusk



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Diversity Awareness Training					
Diversity Awareness Training	Wednesday	1/18/2012	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Wednesday	2/22/2012	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Wednesday	3/14/2012	8:30A – 10A	Metro Southeast	Malinda Gilbert
Diversity Awareness Training	Wednesday	4/25/2012	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Wednesday	5/16/2012	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Wednesday	6/20/2012	8:30A – 10A	Metro Southeast	Jason Lusk
Sexual Harassment Prevention Non-Supervisors					
Sexual Harassment Prevention Non-supervisors	Thursday	1/12/2012	8:30A-10A	Metro Southeast	Mary Emigh
Sexual Harassment Prevention Non-supervisors	Thursday	2/9/2012	8:30A-10A	Metro Southeast	Les Bowron
Sexual Harassment Prevention Non-supervisors	Thursday	2/23/2012	8:30A-10A	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Thursday	3/15/2012	8:30A-10A	Metro Southeast	Mary Emigh
Sexual Harassment Prevention Non-supervisors	Thursday	4/12/2012	8:30A-10A	Metro Southeast	Les Bowron
Sexual Harassment Prevention Non-supervisors	Thursday	4/26/2012	8:30A-10A	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Thursday	5/10/2012	8:30A-10A	Metro Southeast	Mary Emigh
Sexual Harassment Prevention Non-supervisors	Thursday	6/7/2012	8:30A-10A	Metro Southeast	Les Bowron
Sexual Harassment Prevention Non-supervisors	Thursday	6/21/2012	8:30A-10A	Metro Southeast	Pennington
Sexual Harassment Prevention for Supervisors					
Sexual Harassment Prevention SUPERVISORS	Wednesday	1/11/2012	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Wednesday	2/8/2012	8:30A-10:30A	Metro Southeast	M. Taylor
Sexual Harassment Prevention SUPERVISORS	Wednesday	3/14/2012	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Wednesday	4/11/2012	8:30A-10:30A	Metro Southeast	M. Taylor
Sexual Harassment Prevention SUPERVISORS	Wednesday	5/09/2012	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Wednesday	6/06/2012	8:30A-10:30A	Metro Southeast	Pennington



Training Schedule for January - June 2012

Substance Abuse Prevention – Non Supervisors					
Substance Abuse training Non-supervisors	Thursday	1/12/2012	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-supervisors	Thursday	2/9/2012	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-supervisors	Thursday	2/23/2012	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-supervisors	Thursday	3/15/2012	10:30A-12P	Metro Southeast	S. Waltenbaugh
Substance Abuse training Non-supervisors	Thursday	4/12/2012	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-Supervisors	Thursday	4/26/2012	10:30A-12P	Metro Southeast	S. Waltenbaugh
Substance Abuse training Non-supervisors	Thursday	5/10/2012	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-supervisors	Thursday	6/7/2012	10:30A-12P	Metro Southeast	S. Waltenbaugh
Substance Abuse training Non-supervisors	Thursday	6/21/2012	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse Prevention - Supervisors					
Substance Abuse Training SUPERVISORS	Wednesday	1/18/2012	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Training SUPERVISORS	Wednesday	2/15/2012	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Training SUPERVISORS	Wednesday	3/21/2012	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Training SUPERVISORS	Wednesday	4/18/2012	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Training SUPERVISORS	Wednesday	5/16/2012	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Training SUPERVISORS	Wednesday	6/13/2012	8:30A-11:30A	Metro Southeast	S. 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 or 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.

DDC - 6					
DDC6 – Defensive Driving	Tuesday	1/24/2012	8:15A-3:30P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Tuesday	2/21/2012	8:15A-3:30P	Metro Southeast	Pennington/ Sorrow
DDC6 – Defensive Driving	Tuesday	3/27/2012	8:15A-3:30P	Metro Southeast	Pennington/ Sorrow
DDC6 – Defensive Driving	Tuesday	4/24/2012	8:15A-3:30P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Tuesday	5/8/2012	8:15A-3:30P	Metro Southeast	Sorrow
DDC6 – Defensive Driving	Tuesday	5/29/2012	8:15A-3:30P	Metro Southeast	Pennington/ Watkins
DDC6 – Defensive Driving	Tuesday	6/5/2012	8:15A-3:30P	Metro Southeast	Pennington/ Watkins
DDC6 – Defensive Driving	Tuesday	6/19/2012	8:15A-3:30P	Metro Southeast	Watkins
DDC-4					
DDC4 – Defensive Driving <b>Refresher</b>	Friday	1/13/2012	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	2/10/2012	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	2/24/2012	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	3/9/2012	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	3/23/2012	8:15A-12:30P	Metro Southeast	Gilbert
DDC4 – Defensive Driving <b>Refresher</b>	Friday	4/13/2012	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	4/27/2012	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	5/11/2012	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	5/18/2012	8:15A-12:30P	Metro Southeast	Gilbert
DDC4 – Defensive Driving <b>Refresher</b>	Friday	6/15/2012	8:15A-12:30P	ONLINE	ONLINE



Training Schedule for January - June 2012

MEPD – Financial Planning					
Cracking the Nest Egg	Thursday	2/2	8:30A-10:30A	Metro Southeast	ING Rep
Destination Retirement	Thursday	4/5	8:30A-10:30A	Metro Southeast	ING Rep
Sandwich Generation	Thursday	6/14	8:30A-10:30A	Metro Southeast	ING Rep
MEPD – General Interest – facilitated by EAP Vendor					
Dealing with Difficult People	Thursday	2/16	8:30A-10:30A	Metro Southeast	EAP Rep
Stress – Manage it!	Thursday	3/22	8:30A-10:30A	Metro Southeast	EAP Rep
Dealing with Difficult People	Thursday	4/19	8:30A-10:30A	Metro Southeast	EAP Rep
Stress – Manage it!	Thursday	5/17	8:30A-10:30A	Metro Southeast	EAP Rep
MEPD – General Interest – facilitated by Metro HR					
Bullying - Stop it!	Friday	3/30	8:30A-10:30A	Metro Southeast	Pennington
Bullying - Stop it!	Friday	5/25	8:30A-10:30A	Metro Southeast	Pennington
Career Growth and Enhancement	Thursday	4/19	12:30-4:30P	Metro Southeast	J. Madden
MEPD – Records Management					
Essentials of Records Management	Wednesday	2/22	8:30A-11:30A	Metro Southeast	M. Potts
Records Storage and Destruction	Wednesday	3/21	8:30A-11:30A	Metro Southeast	M. Potts
Records Retention Scheduling	Wednesday	4/25	8:30A-10:30A	Metro Southeast	M. Potts
MEPD – Retirement Planning <span style="float: right;">***Class size limited to 20 participants***</span>					
Retirement - 5 Years Out	Friday	1/20/2012	8:30A-11A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	2/23/2012	8:30A-11A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	3/29/2012	8:30A-11A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	4/26/2012	8:30A-11A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	5/24/2012	8:30A-11A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	6/28/2012	8:30A-11A	Metro Southeast	Bowles/Denton



Training Schedule for January - June 2012

Strategic Training for Supervisors and Managers		**Department must use a Strategic Business Plan			
Overview of Strategic Mgt. Principles	Tuesday	5/8	8:30A-11:30A	H.O.B.	R. Stephens
Strategic Planning	Thursday	5/10	8:30A-11:30A	H.O.B.	R. Stephens
Operations and Action Planning	Tuesday	5/15	8:30A-11:30A	H.O.B.	R. Stephens
Using Performance Information to Manage	Thursday	5/17	8:30A-11:30A	H.O.B.	R. Stephens
Employee Perf Management - I	Tuesday	5/22	8:30A-11:30A	H.O.B.	R. Stephens
Employee Perf Management - II	Thursday	5/24	8:30A-11:30A	H.O.B.	R. Stephens



Training Schedule for January - June 2012

Metro Management Institute – Series Course Schedule					
Class 1: Employment Law /Labor Relations	Tuesday	2/7/2012	8:30A-12:30P	Metro Southeast	S. Cain
Class 1: Employment Law /Labor Relations	Tuesday	4/24/2012	8:30A-12:30P	Metro Southeast	S. Cain
Class 2: Preventing Workplace Harassment	Tuesday	2/14/2012	8:30A-12:30P	Metro Southeast	T. Pennington
Class 2: Preventing Workplace Harassment	Tuesday	5/1/2012	8:30A-12:30P	Metro Southeast	T. Pennington
Class 3: Promoting Workplace Diversity	Tuesday	2/21/2012	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 3: Promoting Workplace Diversity	Tuesday	5/8/2012	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 4A: Management from a Different Perspective	Tuesday	2/28/2012	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 4A: Management from a Different Perspective	Tuesday	5/15/2012	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 5: Leadership Communication	Tuesday	3/6/2012	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 5: Leadership Communication	Tuesday	5/22/2012	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 6: Performance Management & Coaching	Tuesday	3/13/2012	8:30A-12:30P	Metro Southeast	M. Taylor
Class 6: Performance Management & Coaching	Tuesday	5/29/2012	8:30A-12:30P	Metro Southeast	M. Taylor
Class 7: Conflict Management	Tuesday	3/20/2012	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 7: Conflict Management	Tuesday	6/5/2012	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 8: Customer Service in Government	Tuesday	3/27/2012	8:30A-12:30P	Metro Southeast	J. Madden
Class 8: Customer Service in Government	Tuesday	6/12/2012	8:30A-12:30P	Metro Southeast	J. Madden
Class 9B: Substance Abuse Policy and Practice	Tuesday	4/3/2012	8:30A-12:30P	Metro Southeast	S. Cain
Class 9B: Substance Abuse Policy and Practice	Tuesday	6/19/2012	8:30A-12:30P	Metro Southeast	S. Cain
Class 10B: Workplace Safety / Violence & Practicum	Tuesday	4/10/2012	8:30A-12:30P	Metro Southeast	Cain / Gilbert
Class 10B: Workplace Safety / Violence & Practicum	Tuesday	6/26/2012	8:30A-12:30P	Metro Southeast	Cain / Gilbert



## Training Schedule for January - June 2012

### Training Division Information and Practices

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#### DDC Classes:

Defensive Driving classes (DDC-6 and DDC-4) begin promptly at schedule time. Those who are tardy will not be allowed entrance and will need to reschedule their session. Employees must bring their valid driver's license with them for admittance to DDC training. 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".

DDC-4 Online classes require students to create a log-in ID. Instructions for sign-on are provided by the department training coordinator within 2 days of assigned class time.

Classes begin promptly as scheduled:

Classes begin at assigned time and those who are tardy will not be allowed entrance.

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 for entry follow these limits.

Inclement Weather Policy:

Classes are automatically cancelled when Nashville/Davidson County Schools are closed for snow or inclement weather. Check for school closings on WSMV – Channel 4 (Snowbird) or other local channels. The training staff will reschedule any class missed due to weather and notify employees of new session. It is the responsibility of the employee to confirm 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 after you have received your supervisor's approval. For those departments without training coordinators, your supervisor should send in the request to the HR Training Requests mailbox ([hrtrainingrequests@nashville.gov](mailto: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



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driveway. Enter the building through the south entrance under the awning that is marked "**Main Entrance**".

The security guard in the lobby will direct you to your classroom.

Other training locations include:

Farmer's Market – 900 8<sup>th</sup> Avenue North, 2<sup>nd</sup> floor

Metro Archives – 3801 Green Hills Village Drive

**Mandatory Training** includes Sexual Harassment Prevention, Substance Abuse, Diversity Awareness training and Basic Security Awareness (BSAT). 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 the Training Division at 862-4344.