



METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

TRAINING CATALOG (Jan – Jun 2020)

Created by: Metro Central HR Training Division



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Registration for Courses:

Courses will be offered via online and instructor-led. Register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**. Please note that there are some courses that require certain criteria be met prior to registration and you should contact your Department Human Resources (HR)/Training Coordinator for inquiry.

Training Website:

Additional information can be located at <https://www.nashville.gov/Human-Resources/Training.aspx>

Course Capacity:

Most instructor-led courses are limited to 35 employees.

15-Minute Rule:

To be considerate of everyone's schedules, please understand that we work hard to start all courses on time. As a result, we do not allow anyone to join the course 15 minutes late and you will need to reschedule your course.

Inclement Weather Policy:

Check for Metro Nashville Public School (MNPS) closings on local television channels. If MNPS is closed due to inclement due to inclement weather, then Metro Government courses are cancelled. However, if MNPS delays opening due to inclement weather, then Metro Government training classes will not delay and begin at the scheduled time.

Training Locations:

Metro Southeast (Genesco Park) is located at 1417 Murfreesboro Pike Nashville, TN 37217. Enter the main driveway and pass the four-story building nearest Murfreesboro Pike. Enter the building through the south entrance under the brown awning that is marked "Main Entrance".

Lentz Public Health Center is located at 2500 Charlotte Avenue Nashville, TN 37209.



All entrances are handicap accessible. For other accommodations, contact Metro Central HR Training Division at 615-862-6640.

MEET THE INSTRUCTORS

Metro Central HR Training Division at (615) 862-6640:

Wanda Hadley, Manager of Talent Acquisition and Training

Dirk Essary

Monti McClellan

Ila McDermott

Michael A. Wilson

Metro Central HR Employee Relations Division at (615) 862-6640:

Stephen Cain, Manager of Employee Relations/Injury on Duty (IOD)

Monica Anderson

Wyntress Patterson

Aaron Shelton

Seth Waltenbaugh

Office of Family Safety at (615) 862-1100:

LaToya Townsend, Director of Training, Outreach & Development

Amy Dunning

Metro Central HR Finance, Payroll, & System Support Division at (615) 862-6640:

William (Eric) Carroll

Metro Central HR Pension Services Division at (615) 862-6640:

Ron Denton

Metro Clerk's Office at (615) 862-6770:

Reed Williams

VOYA:

Seth Crosby

(615) 627-5938

Whit Gorham

(615) 627-5935

Metro Public Health Department – Behavioral Health and Wellness Division at (615) 340-8603:

Nichelle Foster

MANDATORY COURSE DESCRIPTIONS

Cybersecurity Awareness

Duration: 1 Hour

Course Type: Online

Audience: All employees

The Cybersecurity Awareness online course will provide learners with principles of data and technology that frame and define cybersecurity. Learners will gain insight into the importance of cybersecurity and the integral role each of us play. The interactive, self-guided format will provide a dynamic learning experience where users can explore foundational cybersecurity principles, risk management, attacks, and incidents. Topics covered in this course are: data protection, general phishing, malicious links, malware, mobile devices, password security, physical security, security outside of the office, and social engineering. Learners will become aware of how to apply these principles and practices in helping to keep Metro a safe and secure organization.

Cybersecurity Fundamentals

Duration: 1 Hour

Course Type: Online

Audience: All employees

Effective information security at the enterprise level requires participation, planning, and practice from all employees at all levels. It is an ongoing effort that requires management and staff to work together from the same script. Fortunately, the information security community has developed a variety of resources, methods, and best practices to help modern enterprises address the challenge. Employing these tools demands a high degree of commitment, understanding, and skill—attributes that must be sustained through constant awareness and training. Topics covered in this course are: spear phishing, advanced spear phishing, business email compromise scams, cloud computing, insider threats, ransomware, social networking, and surfing the web. Learners will become aware of how to apply these principles and practices in helping to keep Metro a safe and secure organization.

Diversity and Inclusion

Duration: 1 Hour

Course Type: Online

Audience: All employees

This course is designed to inform employees how to create an inclusive workplace environment. This course provides opportunities for you to explore the various aspects of diversity within a complex and dynamic workplace. You will learn: legal requirements such as Title VII and protected classes, Civil Service Rules, and influences of unconscious bias and inclusivity. You will also explore how to communicate within a diverse workforce. You will have the opportunity to examine interpersonal behavior in the workplace, discover its impact, and enhance skills necessary to be a positive example and foster a respectful environment that maximizes employee productivity.

Sexual Harassment Prevention

Duration: 1 Hour

Course Type: Online

Audience: All employees

This course defines sexual harassment, builds on the legal foundation of harassment, and precedent-setting Supreme Court decisions. It discusses the two forms of sexual harassment, unwelcome behaviors, and third-party liability. It concludes with a brief review of relevant Civil Service Rules regarding reporting, and how to create and maintain a respectful workplace.

Drug-Free Workplace Policy

Duration: 1 Hour

Course Type: Online

Audience: All employees

This course explores drug abuse trends in the American workplace with a focus on Metro's Drug-Free Workplace Policy. You will learn the practices and procedures on testing, including pre-appointment, random, reasonable suspicion, critical incident, and return-to-work. You will learn about some of the more commonly-abused drugs in the Southeast region of the U.S. and focus on the potential effects in the workplace. This course concludes with how drug abuse impacts absenteeism, accidents, errors, and employee morale in the workplace.

Domestic Violence in the Workplace Policy

Duration: 1.50 Hours

Course Type: Instructor-Led

Audience: All employees

This course focuses on domestic violence and how it affects the workplace. During this training, we will discuss what domestic violence is, how Metro Government responds, and identify services available to support Metro employees who may be experiencing domestic violence. You will learn how to create and promote a safe and supportive workplace environment in which employees feel comfortable discussing domestic violence issues and seeking assistance for domestic violence situations. The course concludes with information on how to provide victims of domestic violence with referrals to Metro and community resources, to enhance safety and support for victims and coworkers.

MANDATORY COURSE DESCRIPTIONS

Sexual Harassment Prevention for Supervisors

Duration: 1.50 Hours

Course Type: Instructor-Led

Audience: Supervisors

This course defines sexual harassment, builds on the legal foundation of harassment, and precedent-setting Supreme Court decisions. It discusses the two forms of sexual harassment, unwelcome behaviors, and third-party liability. It concludes with a brief review of relevant Civil Service Rules regarding reporting, and how to create and maintain a respectful workplace. Lastly, this course covers additional information and guidance on necessary actions for claims, rules for investigation and a supervisor's responsibilities.

Drug-Free Workplace Policy for Supervisors

Duration: 2.50 Hours

Course Type: Instructor-Led

Audience: Supervisors

This course explores drug abuse trends in the American workplace with a focus on Metro's Drug-Free Workplace Policy. You will learn the practices and procedures on testing, including pre-appointment, random, reasonable suspicion, critical incident, and return-to-work. You will learn about some of the more commonly-abused drugs in the Southeast region of the U.S. and focus on the potential effects in the workplace. This course concludes with how drug abuse impacts absenteeism, accidents, errors, and employee morale in the workplace, with a final discussion on reporting issues and responsibilities.

Domestic Violence in the Workplace Policy for Supervisors

Duration: 2.50 Hours

Course Type: Instructor-Led

Audience: Supervisors

This course focuses on domestic violence and how it affects the workplace. During this training, we will discuss what domestic violence is, how Metro Government responds, and identify services available to support Metro employees who may be experiencing domestic violence. You will learn how to create and promote a safe and supportive workplace environment in which employees feel comfortable discussing domestic violence issues and seeking assistance for domestic violence situations. We will also discuss how to empower supervisors and appointing authorities to develop responsive procedures, including referrals and reasonable workplace safety plans, for employees who are affected by domestic violence either personally or involving a person with whom they have a close personal relationship (e.g. family member, coworker, friend). The course concludes with recommended referrals and/or disciplinary action for employees who are perpetrators of abuse in accordance with applicable Civil Service Rules.

SPECIAL INTEREST COURSE DESCRIPTIONS

Ordinance 12.08.120 mandates the Defensive Driving Course and applies to all Metro employees who meet those standards and identified by their respective departments. The ordinance states that ... “no person shall operate a vehicle owned by the Metropolitan Government, or a vehicle the operation of which is reimbursable...unless and until such person has completed the defensive driving course of the National Safety Council”.

Defensive Driving Course (DDC-6)

Duration: 7.50 Hours Course Type: Instructor-Led Audience: All employees as mandated by Ordinance

This comprehensive course provides practical knowledge and techniques to avoid collisions and traffic violations. This highly interactive course helps drivers to choose safe, responsible and lawful driving behaviors through a self- assessment risk survey, a series of learning activities and discussions, and videos with real-life driver simulations and hazard recognition scenarios.

Defensive Driving Course (DDC-4)

Duration: 4 Hours Course Type: Instructor-Led/Online Audience: All employees as mandated by Ordinance

This refresher course reinforces good driving skills and habits. It offers practical strategies to reduce collision- related injuries, fatalities and costs associated with motor vehicle crashes.

Ethics in the Workplace

Duration: 0.50 Hour Course Type: Online Audience: All employees

In this course, employees will learn about workplace ethics and how it pertains to Metro Nashville Government. We will cover topics such as Mayoral Executive Orders, Metro Workplace Conduct Policy, Standards of Conduct, and other practical information that funnels into ethical decision-making. You will also be given an opportunity to put what you learn into practical application through the use of case scenarios.

Metro Nashville Government Civil Service Rules

Duration: 0.50 Hour Course Type: Online Audience: All Employees

This course will provide an overview of Civil Service Rules, including scope and effect, differences between civil service and non-civil service, the history of the rules, and high-level content within each chapter.

Metro Nashville ITS

Duration: 0.50 Hour Course Type: Online Audience: All employees

In this video from Information Technology Services (ITS), you will learn the information technology uses that are permissible and which are prohibited. You will also be made aware of your responsibility as a Metro employee to the security of your hardware, software, and passwords, including virus, malware, and spyware protection. Lastly, you will learn about permissible use of information that is deemed confidential, limits and boundaries within social media and social networking, and how to store information. Compliance with this policy drives the Metropolitan Government’s ability to protect government services, government employees, and the citizens of Nashville and Davidson County.

Social Media Responsibility

Duration: 0.50 Hour Course Type: Online Audience: All employees

This course will define social media, provide worldwide and national statistics around social media use, how to use social media in the workplace, expected responsible behaviors while on social media, and how social media use is linked to your job with Metro Nashville Government.

Welcome to Metro Nashville Government

Duration: 0.50 Hour Course Type: Online Audience: All employees

This course provides a high-level overview of the history of Metro Nashville Government, the organizational structure, and resources available to you as an employee, including Civil Service Rules and Policies.

SPECIAL INTEREST COURSE DESCRIPTIONS

Records Management

Duration: 2.50 Hours

Course Type: Instructor-Led

Audience: All employees

The Division of Records Management offers this course on the fundamental concepts of records management in Government. It includes the purpose of management, records series and schedules, the role of Records Officers, the Public Records Commission, Metro Records Center and the Metro Archives. Participants learn how to identify and handle public records in context of Metro Government and how to utilize schedules and proper records destruction.

Retirement: 5 Years and Out

Duration: 2 Hours

Course Type: Instructor-Led

Audience: All employees

Preparing for retirement is unknown territory for most Metro employees. Professional financial planners tell us that we should be exploring all the options and gathering information when we are about five years from our expected retirement date. This class is open to Metro employees who want to begin to prepare for retirement. Topics covered include factors that go into our Metro pension calculation for General Government and Police & Fire pension plans, DROP plan elections, insurance benefits for retirees, the application process and information about other considerations during this critical decision-making time. There will be time devoted to answering your questions and materials for potential retirees including a helpful booklet from our Pension Benefits area entitled "*Retirement Guide-Division B.*"

VOYA is the deferred compensation vendor of Metro Nashville Government. This company offers a variety of courses on a rotating basis.

VOYA: Social Security

Duration: 1.50 Hours

Course Type: Instructor-Led

Audience: All employees

Three steps to a Social Security strategy - Making an informed decision about how and when to take Social Security is key to a solid retirement income plan. But many workers do not realize the complexities involved with claiming Social Security benefits and that the cost of making the wrong choice can be quite high. This in-depth educational seminar will present key considerations to help you optimize your Social Security benefit and the role a financial advisor can play in your decision-making process.

VOYA: Drop

Duration: 1.50 Hours

Course Type: Instructor-Led

Audience: All employees

This is an in depth look at the Metro DROP. It will cover possible benefits and also risk in taking a DROP from your Pension plan when you retire.

VOYA: Estate Planning

Duration: 1.50 Hours

Course Type: Instructor-Led

Audience: All employees

This seminar helps educate individuals about the basic aspects of an estate plan, considerations for getting started, and the value that an advisor brings to planning for all facets of life, including legacy.

VOYA: Investment Concepts Simplified

Duration: 1.50 Hours

Course Type: Instructor-Led

Audience: All employees

You don't need to be an expert or a stock market whiz to put an investment strategy into place. This engaging seminar will explain investing concepts in plain English and provide simple, practical ways to help you invest with confidence.

VOYA: Personal Finance

Duration: 1.50 Hours

Course Type: Instructor-Led

Audience: All employees

This introductory seminar discusses the basics of personal finance, including how to set up a budget, where to keep your money, how to handle debt, when investing makes sense and what tools and resources can be of help.

VOYA: Plan For Your Someday

Duration: 1.50 Hours

Course Type: Instructor-Led

Audience: All employees

This seminar (Retirement planning for people under 40) will help individuals at the early- to mid- retirement planning stages to picture their dreams for their "some day," with tips on creating a solid plan to help achieve them, including how an Advisor may assist.

SPECIAL INTEREST COURSE DESCRIPTIONS

QPR: Suicide Prevention Awareness

Duration: 1.25 Hours

Course Type: Instructor-Led

Audience: All employees

This course is offered by the Behavioral Health and Wellness Division of the Metro Public Health Department. This presentation equips participants with statistical information, and a three-step process to assist someone in crisis and resources. Most individuals, who attempt or die by suicide, demonstrate warning signs. Many people do not know how to recognize the signs or what to do if they do encounter someone in emotional distress. This course focuses on how to recognize warning signs and how to talk to someone who is exhibiting warning signs and refer the person for help. You will receive materials for easy access to help others.

SUPERVISOR DEVELOPMENT INSTITUTE (SDI) COURSE DESCRIPTIONS

Duration: 16 HOURS / 4 Courses @ 4 Hours each
Course Type: Instructor-Led
Audience: Supervisors

Supervisor Development Institute (SDI) is an interactive, sixteen-hour series for first-time/new-to-Metro supervisors. This series provides the tools necessary to successfully transition from an individual contributor role into a supervisory role, including supervising former peers. In each course, participants work through a series of activities where they will demonstrate understanding the basics required of a skilled supervisor. Topics include: how to role model leadership, how to communicate effectively in the workplace, including active listening, how to hold effective meetings, handle difficult conversations, and effectively coach direct reports. The last course in the series will take a deeper dive into coaching and how it factors into performance management, along with the Metro progressive discipline model and the required documentation.

For SDI enrollment, employee must meet eligibility criteria for all of the items listed: (1) currently working in a lead or supervisory position within Metro; (2) currently supervising a minimum of one employee; and (3) committed to completing all sessions/courses offered within 12 months or will be required to repeat the entire series.

SDI courses will be offered via instructor-led and you may register by contacting your Department Human Resources (HR)/Training Coordinator for inquiry. Additional information can be located at <https://www.nashville.gov/Human-Resources/Training.aspx>.

COURSE 1: PRINCIPLES OF LEADERSHIP

This introductory course is designed to empower first-time leaders to bring out the best in themselves and others by exploring the most critical success factors of effective leadership. Topics include: essential roles of leadership, making the transition from peer to supervisor, what employees want from a leader, how to model effective leadership, and critical leadership success factors. These elements will help leaders bring their team together, motivate, energize and inspire them to their full potential to achieve extraordinary things.

COURSE 2: EFFECTIVE LEADERSHIP COMMUNICATION

This course examines the elements and application of professional communication principles, including the three elements of effective leadership communication and why they are important in the workplace, the advantages of effective communication versus the disadvantages of ineffective communication, and the basic methods of communication. Through exploring active listening skills, you will learn how to talk less, listen more, and be more effective in your questioning techniques. Interactive activities are included to reinforce the inherent skills of communicating.

COURSE 3: LEADERSHIP ESSENTIALS

This course explores fundamental elements of leadership, starting with a discussion on motivation and practical examples of how to motivate your team. Effective meetings are explored including how to develop agendas, techniques for effectively leading the meeting, and meeting documentation. This course reviews how to prepare for and manage difficult conversations. Chapters 3 and 4 of the Civil Service Rules will be discussed with relevance to the topics covered. Lastly, a brief overview of coaching and the opportunity for building professional relationships and productive feedback will wrap up the course.

COURSE 4: PERFORMANCE MANAGEMENT FOR LEADERS

This performance management course continues the discussion on employee engagement, motivation, and coaching. Metro's performance management system and the required documentation is covered. This course makes the tie between coaching and performance management and how to coach effectively for greater performance outcomes. A review of the advantages and pitfalls of performance management is provided along with the benefits and goals of Metro's performance management system including: performance evaluations, critical documentation, progressive discipline, and applicable Civil Service Rules.

METRO MANAGEMENT INSTITUTE (MMI) COURSE DESCRIPTIONS

Duration: 36 HOURS / 9 Courses @ 4 Hours each
Course Type: Instructor-Led
Audience: Supervisors

Metro Management Institute (MMI) features an in-depth curriculum designed for supervisors and managers. The series is made up of nine courses, four hours each, for a total of thirty-six (36) hours of sequential instruction. MMI is interactive: expect to take notes, participate in exercises, and learn new leadership techniques. We include instruction on Civil Service Rules, strategic thinking, leadership communication, Metro's performance management system, coaching, resolving conflict and emotional intelligence. MMI provides learners with a rewarding experience.

You will have pre-work before each course and be expected to bring the completed work with you. There will not be additional copies of pre-work available in the class.

Middle Tennessee State University (MTSU) has accredited the MMI series as a course worthy of 3.0 hours of college credit (equal to a course in a typical semester) or 32 hours of CPEs or 3.2 CEUs.

For MMI enrollment, employee must meet eligibility criteria for all of the items listed: (1) currently working in a for at least one year OR currently working for at least six months in supervisory position within Metro and completed Supervisor Development Institute; (2) currently supervising a minimum of two employees as defined by Fair Labor Standards Act; and (3) committed to completing all sessions/courses offered within 12 months or will be required to repeat the entire series.

MMI courses will be offered via instructor-led and you may register by contacting your Department Human Resources (HR)/Training Coordinator for inquiry. Additional information can be located at <https://www.nashville.gov/Human-Resources/Training.aspx>.

COURSE 1: GEARING UP FOR SUCCESS!

The best training is the training that you can personally get something out of so... *Get Ready to Gear Up For Success!* You will go down a path of self-discovery through self-assessments and discussion to contribute to your growth as a leader. This course will explore the top reasons why it is so challenging for leaders to change, the characteristics of a great leader, and shifting the paradigm of independence to interdependence (individual contributor vs. leader). We will also explore the skills needed for effective delegation, along with helping you to discover your personal communication style.

COURSE 2: FUNDAMENTALS OF LEADERSHIP

The goal of this course is to guide participants to an understanding of core leadership fundamentals that are essential for success. From setting clear objectives to monitoring performance, you will discover ways to motivate your team through situational leadership. This course helps participants learn key leadership concepts in a fun and highly- interactive manner, with a myriad of opportunities to practice applying these principles in a safe environment.

COURSE 3: HOW EFFECTIVE LEADERS COMMUNICATE

This course highlights the building blocks of communication, reviews basic communication skills and levels of listening, explores communication styles, and reviews models of communication with a focus on the listening dilemma. This course also includes interactive listening tips and identifies habits that are not desirable for effective leaders. You will also be introduced to topics such as: seven levels of listening, the power of the silent message, the Laws of Remembering, the meaning of "always" and "never," and how attention spans affect our listening skills. This course concludes by exploring communication styles and gives you a chance to practice your skills through real-life scenarios.

COURSE 4: HOW LEADERS MOTIVATE AND COACH

This course reviews motivation, defines coaching and the qualities of a great coach, explores how to manage coaching sessions and foster employee success. Through your role as a coach, you will discover how leadership can build or destroy team motivation; you will have opportunities to practice through real-life scenarios. This course utilizes a step-by-step technique to facilitate coaching conversations. The fundamental considerations for productive coaching are explored: overcoming obstacles, formal vs. informal coaching, and knowing the development level of the employee. Lastly, practical coaching scenarios apply the six coachable moments and provide an opportunity to build your coaching skills.

COURSE 5: BUILDING HIGH-PERFORMING TEAMS

This course focuses on the key characteristics of high-performing teams. The purpose of this course is to help leaders equip members of their team with the essential skills and mindset to be an effective team member. You will learn how to teach your team members to be productive, proactive, and reliable. You will explore the characteristics of a high-performing team and leader, how that translates into effective performance management, and the skills and knowledge you need to effectively manage your team's performance. We will cover the relevant Civil Service Rules, including progressive discipline and documentation.

COURSE 6: MANAGING CONFLICT – WHAT'S A LEADER TO DO?

This course identifies the types and sources of conflict, barriers to dynamic listening, and gives you an opportunity to practice how to manage difficult topics and build negotiating skills for win-win situations. You will also learn to apply the Root Cause technique to sources of conflict as well as identify how you may be contributing to the problem and not even realize it! The concepts presented will help you along the communication journey you began as a leader and help you develop in your next course, emotional intelligence.

COURSE 7: EMOTIONAL INTELLIGENCE – YOUR SECRET WEAPON

This course introduces the concept of emotional intelligence (EI) in the workplace. It begins by offering a self- assessment that reveals your Emotional Quotient (EQ). It explores the five competencies of EI: self-awareness, self- management, motivation, empathy, and relationship management. This course guides you to apply these relevant skills to improve your EQ and become a more effective leader. This course is highly interactive and affords several opportunities to apply what is being learned through case scenarios that are relevant in the workplace today.

Course 8: PERFORMANCE MANAGEMENT FOR LEADERS

Managers often view performance management as being primarily the end-of-year performance evaluation. In truth, performance management is an ongoing, year-round function. The annual evaluation is merely the culmination of the performance conversations that have taken place throughout the year. In this course, leaders will learn how to provide coaching and feedback throughout the year, review performance results, complete evaluations, and manage less-than-par performance and/or behaviors, including corresponding Civil Service Rules and Policies.

COURSE 9: CAPSTONE – PRACTICE YOUR CRAFT

This capstone experience provides a summary of the series, reinforcing key concepts. Through small groups, you will apply the knowledge you have gained by exploring four workplace scenarios and developing successful outcomes. Those outcomes will result from discussion and consensus of the group. This course is highly interactive and gives you an opportunity to learn from your peers' experiences and discover best practices.

MANDATORY COURSE OFFERINGS

Cybersecurity Awareness

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Cybersecurity Fundamentals

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Diversity and Inclusion

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Sexual Harassment Prevention

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Drug-Free Workplace Policy

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Domestic Violence in the Workplace Policy

Courses will be offered via instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

01/08/2020	Wednesday	01:30P – 03:00P	Metro Southeast	Dunning
03/11/2020	Wednesday	01:30P – 03:00P	Metro Southeast	Dunning
05/13/2020	Wednesday	01:30P – 03:00P	Metro Southeast	Dunning

MANDATORY COURSE OFFERINGS

Sexual Harassment Prevention for Supervisors

Courses will be offered via instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

02/12/2020	Wednesday	08:00A - 09:30A	Metro Southeast	Shelton
04/08/2020	Wednesday	08:00A - 09:30A	Metro Southeast	Patterson
06/10/2020	Wednesday	08:00A - 09:30A	Metro Southeast	Anderson

Drug-Free Workplace Policy for Supervisors

Courses will be offered via instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

02/12/2020	Wednesday	09:30A - 12:00P	Metro Southeast	Cain
04/08/2020	Wednesday	09:30A - 12:00P	Metro Southeast	Waltenbaugh
06/10/2020	Wednesday	09:30A - 12:00P	Metro Southeast	Cain

Domestic Violence in the Workplace Policy for Supervisors

Courses will be offered via instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

02/12/2020	Wednesday	01:00P - 03:30P	Metro Southeast	Dunning
04/08/2020	Wednesday	01:00P - 03:30P	Metro Southeast	Dunning
06/10/2020	Wednesday	01:00P - 03:30P	Metro Southeast	Dunning

SPECIAL INTEREST COURSE OFFERINGS

Defensive Driving Course (DDC-6)

Courses will be offered via instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

01/31/2020	Friday	08:30A - 04:00P	Metro Southeast	Essary
02/28/2020	Friday	08:30A - 04:00P	Metro Southeast	Wilson
03/27/2020	Friday	08:30A - 04:00P	Metro Southeast	Carroll
04/24/2020	Friday	08:30A - 04:00P	Metro Southeast	Essary
05/29/2020	Friday	08:30A - 04:00P	Metro Southeast	Wilson
06/26/2020	Friday	08:30A - 04:00P	Metro Southeast	Essary

Defensive Driving Course (DDC-4)

Courses will be offered via online and instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

02/05/2020	Wednesday	08:30A - 12:30P	Metro Southeast	Essary
05/13/2020	Wednesday	08:30A - 12:30P	Metro Southeast	Wilson

Ethics in the Workplace

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Metro Nashville Government Civil Service Rules

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Metro Nashville ITS

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Social Media Responsibility

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

Welcome to Metro Nashville Government

Courses will be offered via online and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

SPECIAL INTEREST COURSE OFFERINGS

Records Management

Courses will be offered via instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

04/24/2020	Friday	08:30A - 11:30A	Metro Southeast	Williams
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Retirement 5 Years and Out

Courses will be offered via instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

01/09/2020	Thursday	09:00A - 11:00A	Metro Southeast	Denton
02/13/2020	Thursday	09:00A - 11:00A	Metro Southeast	Denton
03/12/2020	Thursday	09:00A - 11:00A	Metro Southeast	Denton
04/09/2020	Thursday	09:00A - 11:00A	Metro Southeast	Denton
05/14/2020	Thursday	09:00A - 11:00A	Metro Southeast	Denton
06/11/2020	Thursday	09:00A - 11:00A	Metro Southeast	Denton

VOYA

Courses will be offered via instructor-led and you may register for courses by clicking on your desktop icon  or logging in directly at Learn.Nashville.gov via **Chrome or Edge**.

VOYA: Social Security

01/07/2020	Tuesday	09:00A - 10:30A	Metro Southeast	Gorham/Crosby
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VOYA: Drop

02/11/2020	Tuesday	09:00A - 10:30A	Metro Southeast	Gorham/Crosby
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VOYA: Estate Planning

03/10/2020	Tuesday	09:00A - 10:30A	Metro Southeast	Gorham/Crosby
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VOYA: Investment Concepts Simplified

04/07/2020	Tuesday	09:00A - 10:30A	Metro Southeast	Gorham/Crosby
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VOYA: Personal Finance

05/12/2020	Tuesday	09:00A - 10:30A	Metro Southeast	Gorham/Crosby
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VOYA: Plan For Your Someday

06/09/2020	Tuesday	09:00A - 10:30A	Metro Southeast	Gorham/Crosby
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QPR: Suicide Prevention Awareness

Courses will be offered via instructor-led and you may register by contacting Nichelle Foster, Metro Public Health Department - Behavioral Health and Wellness Division at (615) 340-8603 or Nichelle.Foster@nashville.gov.

SUPERVISOR DEVELOPMENT INSTITUTE (SDI) OFFERINGS – Returning FALL 2020

METRO MANAGEMENT INSTITUTE (MMI) OFFERINGS

MMI courses will be offered via instructor-led and you may register by contacting your Department Human Resources (HR)/Training Coordinator for inquiry. Additional information can be located at <https://www.nashville.gov/Human-Resources/Training.aspx>.

MMI-1: Gearing Up For Success!

03/23/2020	Monday	08:30A - 12:30P	Lentz	McDermott
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MMI-2: Fundamentals of Leadership

03/30/2020	Monday	08:30A - 12:30P	Lentz	Wilson
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MMI-3: How Effective Leaders Communicate

04/06/2020	Monday	08:30A - 12:30P	Lentz	McClellan
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MMI-4: How Leaders Motivate and Coach

04/13/2020	Monday	08:30A - 12:30P	Lentz	Essary
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MMI-5: Building High-Performing Teams

04/20/2020	Monday	08:30A - 12:30P	Lentz	Wilson
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MMI-6: Managing Conflict – What’s a Leader to Do?

04/27/2020	Monday	08:30A - 12:30P	Lentz	McClellan
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MMI-7: Emotional Intelligence – Your Secret Weapon

05/04/2020	Monday	08:30A - 12:30P	Lentz	Essary
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MMI-8: Performance Management For Leaders

05/11/2020	Monday	08:30A - 12:30P	Lentz	Hadley
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MMI-9: Capstone – Practice Your Craft

05/18/2020	Monday	08:30A - 12:30P	Lentz	Essary
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