



Department of Personnel, City of St. Louis
 Training and Organizational Development Division -T.O.D.D
 Sylvia M. Donaldson, Manager

Quarterly Training Calendar: October - December, 2011
Enrollment begins September 30, 2011.

For more information about this calendar or any of the available courses or to enroll, please contact the Training and Organizational Development Division (T.O.D.D.) at 314.622.5763 or Wells@stlouiscity.com. Unless otherwise noted, all courses are held at the Carnahan Courthouse, 1114 Market Street, St. Louis, MO 63101.

	October	November	December
<i>MANDATORY COURSES</i>			
New Employee Orientation	Wed., 26 8:30 a.m. – 4:30 p.m. Rm. 730	Wed., 30 8:30 a.m. – 4:30 p.m. Rm. 730	Wed., 28 8:30 a.m. – 4:30 p.m. Rm. 730
Admin. Reg. 117	Tues., 18 1:30 p.m. – 3:30 p.m. Rm. 929	Wed., 9 9:00 a.m. – 11:00 a.m. Rm. 929	
Defensive Driving	Thurs., 20 8:30 a.m. -12:30 p.m. Rm. 929	Wed., 16 8:30 a.m. – 12:30 p.m. Rm. 929	Tues., 20 8:30 a.m. – 12:30 p.m. Rm. 929
Ethics	Mon., 17 9:00 a.m. – Noon Rm. 929	Wed., 16 1:30 p.m. – 4:30 p.m. Rm. 929	
City Policies and Procedures	Mon., 24 & 31 9:00 a.m. - Noon Rm. 929		
Harassment	Thurs., 13 9:00 a.m. – Noon Rm. 929	Thurs., 10 1:30 p.m. – 4:30 p.m. Rm. 929	
Addressing Workplace Violence	Tues., 25 9:00 a.m. – 11:00 a.m. Rm. 929	Wed., 23 9:00 a.m. – 11:00 a.m. Rm. 929	Wed., 28 1:30 p.m. – 3:30 p.m. Rm. 929

<i>OPEN ENROLLMENT COURSES</i>			
Force Field Problem Solving		Tues., 29 9:00 a.m. – Noon Rm. 929	
Managing Assertively	Wed., 19, 26, & Nov. 2 9:00 a.m. – Noon Rm. 929		
Safety Awareness	Fri., 21 9:00 a.m. – Noon Rm. 929	Tues., 15 1:30 p.m. – 4:30 p.m. Rm. 929	Wed., 14 9:00 a.m. – Noon Rm. 929
CPR/AED			Fri., 2 9:00 a.m. – Noon Rm. 929
Attitude Virus		Tues., 8 1:30 p.m. – 4:30 p.m. Rm. 929	
Dealing with Conflict		Tues., 1 9:00 a.m. – Noon Rm. 929	
Team Building		Thurs., 17 9:00 a.m. – Noon Rm. 929	
Generations: Respect in the Workplace		Tues., 22 1:30 p.m. – 4:30 p.m. Rm. 929	
First Aid			Fri., 2 1:30 p.m. – 4:30 p.m. Rm. 929
BJC EAP Orientation: A Tool for Managers/Supervisors			Wed. 7 9:00 a.m. – Noon Rm. 730
<i>LEADERSHIP ACADEMY COURSES</i>			
Team Building for Leaders		Wed., 23 & 30 1:30 p.m. – 4:30 p.m. Rm. 929	
Celebrating Diversity		Tues., 8, 15 & 22 9:00 a.m. – Noon Rm. 929	

<i>LEADERSHIP ACADEMY COURSES, Cont.</i>			
Presentation Skills			Tues., 13 & 20 1:30 p.m. – 4:30 p.m. Rm. 929
Calming the Storm			Wed., 21 1:30 p.m. – 4:30 p.m. Rm. 929
Business Etiquette			Tues., 6 1:30 p.m. – 4:30 p.m. Rm. 929