



Quarterly Training Calendar: October - January, 2013
Enrollment begins October 5, 2012.

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 Wellsp@stlouis-mo.gov. Unless otherwise noted, all courses are held at the Carnahan Courthouse, 1114 Market Street, St. Louis, MO 63101.

	October	November	December	January
MANDATORY COURSES				
New Employee Orientation	Wed., 31 8:30 – 4:30 p.m. Rm. 730	Wed., 28 8:30 – 4:30 p.m. Rm. 730	Wed., 19 8:30 – 4:30 p.m. Rm. 730	
Admin. Reg. 117	Wed., 24 9:00 a.m.- Noon Rm. 929	Wed., 7 9:00 a.m.-Noon Rm. 929		
Defensive Driving	Thurs., 18 8:30 -12:30 p.m. Rm. 929	Wed., 21 8:30 – 12:30 p.m. Rm. 919	Thurs., 13 8:30 – 12:30 p.m. Rm. 929	
Ethics	Thurs. 11 1:30 – 4:30 p.m. Rm. 929	Wed., 21 1:30 – 4:30 p.m. Rm. 929		
City Policies and Procedures		Tues., 20, 27 1:30 – 4:30 p.m. Rm. 929		
Harassment	Wed., 17 1:30 - 4:30 p.m. Rm. 919	Thurs., 15 9:00 a.m. –Noon Rm. 929		
Effective Supervisory Practices (8 sessions)		Wed., 14, 21, 28 9:00 a.m. – Noon Rm. 929	Wed., 5, 12, 19 9:00 a.m. – Noon Rm. 929	Wed., 2, 9 9:00 a.m. – Noon Rm. 929
Drug and Alcohol Testing			Wed., 12 9:00 a.m. - Noon Rm. 730	
HIPAA			Tues., 4 9:00 – 11:00 a.m. Rm. 730	
Service Rating Manual	Wed., 10 2:00 -4:00 p.m. Rm. 929		Tues., 11 9:00 – 11:00 a.m. Rm. 929	
Workplace Violence	Wed., 24 9:00 -11:00 a.m. Rm. 919	Wed., 28 2:00 -4:00 p.m. Rm. 929	Thurs., 13 9:00 . – 11:00 a.m. Rm. 919	
Effective Supervisory Practices (8 sessions)		Thurs., 1, 8, 15, 29 1:30 – 4:30 p.m. Rm. 929	Thurs., 6, 13, 20, 27 1:30 – 4:30 p.m. Rm. 929	
OPEN ENROLLMENT COURSES				
Succession Planning				Thurs., 3, 10 1:30 – 4:30 p.m. Rm. 929

Gaining Power and Influence				Thurs., 3, 10 1:30 -4:30 p.m. Rm. 919
Safety Awareness	Wed., 31 9:00 a.m. – Noon Rm. 929	Thurs., 29 9:00 a.m.-Noon Rm. 929	Fri., 7 1:30 – 4:30 p.m. Rm. 929	
Living An Assertive Life				Wed., 16, 23, 30 1:30 – 4:30 p.m. Rm. 929
Attitude Virus	Wed., 17 1:30 – 4:30 p.m. Rm. 929		Tues, 18 1:30 – 4:30 p.m. Rm. 929	
Customer Service	Wed., 3 1:30 – 4:30 p.m. Rm. 929			
Managing Assertively	Thurs., 4 9:00 a.m. – Noon Rm. 929			
Essentials of Management	Tues., 2, 9, 16 1:30 – 4:30 p.m. Rm. 929			
Force Field Problem Solving	Wed., 3 & 10 9:00 a.m. - Noon Rm. 929			
 LEADERSHIP ACADEMY COURSES 				
Leadership Academy Orientation	Tues., 30 9:00 a.m. – Noon Rm. 919			
Onboarding		Wed., 7, 14 1:30 – 4:30 p.m. Rm. 929		
Emotionally Intelligent Leadership	Tues., 23, 30 1:30 – 4:30 p.m. Rm. 919	Tues., 6, 13 1:00-4:00 p.m. Rm. 919		
Effective Meetings			Thurs., 6 1:30 – 4:30 p.m. Rm. 919	
Leading High Performance Teams			Wed., 5, 12 1:30 – 4:30 p.m. Rm. 929	
The Leader’s Role in Creating A Service Culture			Thurs., 6 9:00 a.m. – Noon Rm. 919	
Possessing a Strategic Business Orientation		Wed., 7 9:00 – 1:00 p.m. Rm. 919		
Performance Management and Discipline				Wed., 9 & 16 1:30 – 4:30 Rm. 919