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Quarterly Training Calendar: January - March, 2013
Enrollment begins January 2, 2013.

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.

| | January | February | March | |
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| MANDATORY COURSES | | | | |
| New Employee Orientation | Wed., 30 8:30 – 4:30 p.m. Rm. 730 | Wed., 27 8:30 – 4:30 p.m. Rm. 730 | Wed., 27 8:30 – 4:30 p.m. Rm. 730 | |
| Admin. Reg. 117 | Thurs., 24 9:00 a.m.- Noon Rm. 929 | | Wed., 13 9:00 a.m. – Noon Rm. 929 | |
| Defensive Driving | Thurs., 17 8:30 -12:30 p.m. Rm. 929 | Thurs., 7 12:30-4:30 p.m. Rm. 919 | Thurs., 7 8:30 – 12:30 p.m. Rm. 919 | |
| Ethics | Tues., 22 9:00 – Noon Rm. 929 | | | |
| City Policies and Procedures | | | Tues., 19, 26 1:30 – 4:30 p.m. Rm. 929 | |
| Harassment | | Fri., 8 1:30 – 4:30 p.m. Rm. 929 | | |
| Effective Supervisory Practices (8 sessions) | | Thurs., 7, 14, 21, 28 9:00 a.m. – Noon Rm. 929 | Thurs., 7, 14, 21, 28 9:00 a.m. – Noon Rm. 929 | |
| Drug and Alcohol Testing | | Wed., 13 9:00 a.m. - Noon Rm. 730 | | |
| HIPAA | | | Tues., 5 9:00 – 11:00 a.m. Rm. 730 | |
| Service Rating Manual | Tues., 29 2:00 – 4:00 p.m. Rm. 929 | | | |
| Workplace Violence | Wed., 23 9:00 – 11:00 a.m. Rm. 929 | Wed., 20 1:30 – 3:30 p.m. Rm. 929 | Thurs., 21 9:00 – 11:00 a.m. Rm. 919 | |
| OPEN ENROLLMENT COURSES | | | | |
| Gaining Power and Influence | Thurs., 3, 10 1:30 – 4:30 p.m. Rm. 919 | | | |

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| Safety Awareness | Wed., 16 9:00 a.m. – Noon Rm. 929 | Thurs., 14 9:00 a.m.-Noon Rm. 919 | Thurs., 14 9:00 a.m. - Noon Rm. 919 | |
| Living An Assertive Life | Wed., 16, 23 1:30 – 4:30 p.m. Rm. 929 | | | |
| Attitude Virus | | Tues., 19 1:30 – 4:30 p.m. Rm. 929 | | |
| Effective Interviewing | | Thurs., 21 & 28 1:30 – 4:30 p.m. Rm. 919 | | |
| CPR | | Fri., 8 9:00 a.m.-Noon Rm. 919 | | |
| First Aid | | Fri., 8 1:00 -4:00 p.m. Rm. 919 | | |
| Emotional Intelligence | | | Thurs., 28 1:30-4:30 p.m. Rm. 919 | |



**LEADERSHIP
ACADEMY
COURSES**

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| Time Management for Leaders | | Wed., 6, 13 9:00 a.m. – Noon Rm. 929 | | |
| Onboarding | | | Fri., 8, 15 9:00 - Noon Rm. 929 | |
| Presentation Skills | | | Tues., 5, 12 1:30 – 4:30 p.m. Rm. 929 | |
| Leading High Performance Teams | | Fri., 15, 22 9:00 – Noon Rm. 929 | | |
| Performance Management and Discipline | Wed., 9 & 16 1:30 – 4:30 p.m. Rm. 919 | | | |
| Conflict Management for Leaders | | Wed., 20, 27 9:00 – Noon Rm. 929 | | |
| Calming the Storm | | Tues., 26 9:00 – Noon Rm. 919 | | |
| Business Etiquette | | Tues., 5 9:00 a.m. – Noon Rm. 919 | | |
| Managerial Ethics | | | Wed., 20 9:00 a.m. – Noon Rm. 919 | |
| The Leader’s Role in Creating a Service Culture | | | Wed., 6 9:00 a.m. – Noon Rm. 919 | |