

TRAINING CALENDAR 2013-2014

AUGUST 2013

- ~~August 21~~ ~~Rocky Mountain Credit Union~~
~~3rd in Series of "Financial Wellness" seminars~~
Lunch will be provided; City & County Employees welcome.
12:00-1:00 Room 426; City-County Building
- ~~August 22~~ ~~Hunter/Fall Safety Seminar~~ **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**
Presented by Ed Biehl; President Capital Sports and Western
Hiking Safety Tips, What to Pack, Proper Footwear, Hydration and more!!!
12:00-1:00 Room 426; Pack your lunch.
- ~~August 26~~ ~~Diversity/Sexual Harassment Training~~
~~Presented by MMIA John Cummings~~
2:00-3:00 Commission Chamber; City-County Building
- ~~August 28~~ ~~VEBA Orientation~~ (A State program which allows the 25% sick leave balance of terminating employees to be divided between taxed cash and tax free contribution to the employee's VEBA account. In addition, annual leave is available as an additional source of contribution at a rate of 100%.)
~~Presented by State of Montana VEBA Program~~
~~11:00-12:00 Room 326; City County Building~~

SEPTEMBER 2013

- ~~September 5~~ ~~Diversity/Sexual Harassment Training~~
~~Presented by MMIA-John Cummings~~
2:00-3:00 Commission Chamber; City-County Building, or
3:15-4:15 Commission Chamber; City-County Building
- ~~September 12~~ ~~First Aid Training~~ **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**
1:00-5:00 St. Peter's Hospital-ABC Rooms (10 person limit)

CLASS IS FULL

- ~~September 24~~ ~~CPR Training~~ **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**
~~8:00-12:00 St. Peter's Hospital ABC Rooms (10 person limit)~~
- ~~September~~ ~~State of Montana Deferred Compensation-457(b)~~ Information and Enrollment
(The Deferred Compensation Plan is a great way to supplement your retirement. You can choose to contribute a portion of your paycheck and your contributions will be deducted automatically, tax deferred. This means, you will not pay taxes until you withdraw money from your account.)
9/4 - 1:00 pm-W/WW Treatment Conference Room
9/9 - 6:00, 7:30, 14:00, 22:00 Police - ADO
9/10 - 9:00 am - Transfer Station-Administration Office
9/12 - 3:00 pm - Dispatch Conference Room at Dispatch office

9/16 - 6:00, 7:30, 14:00, 22:00 Police – ADO & 15:00 – LEC
9/17, 9/18, 9/19 – 13:15 – Fire Station 1 Training Room
9/24 – 1:00 pm – Commissioners Chamber-City-County Building
9/25 – 10:00 am - Commissioners Chamber-City-County Building

OCTOBER 2013

October 8

Conflict Resolution (Discussion on the sources of conflict, common modes of handling conflict, what works-what doesn't, effective communication and problem-solving techniques.)

Presented by RBH; Kim Goodman – Our EAP Program
10:00-11:00 –Room 426; City-County Building

NOVEMBER 2013

November 20

Rocky Mountain Credit Union
4th in Series of "Financial Wellness" seminars

Lunch will be provided. City&County employees welcome.
12:00-1:00 Room 426; City-County Building

DECEMBER 2013

December 10

Women's Health (Find out the most up to date research on women's health. During this workshop learn how to increase longevity and improve gender specific issues like thyroid problems. Demonstration of natural ways to avoid hip fractures and osteoporosis and all natural anti-aging remedies to use in your daily routine. Help you to look and feel younger!!!)

Presented by Cornerstone Wellness
12:00-1:00 Room 426; City-County Building

JANUARY 2014

January 7

Communication in the Work Place (A basic skills course in the art of listening and effective communication (Verbal, Non-Verbal and Written).

Presented by RBH; Tanya Baertsch – Our EAP Program
10:00-11:00 Room 426; City-County Building

FEBRUARY 2014

February 11

Emotional Intelligence (What is Emotional Intelligence (EQ)?, What EQ can allow you to do, How EQ Skills can also be used, What EQ isn't, Developing Emotional Intelligence, Emotion vs. Logic, Rewrite Your Emotional Scripts, ABC's of Emotion).

Presented by RBH; Kim Goodman – Our EAP Program
10:00-11:00 Room 426; City-County Building

February 25

Defensive Driving(**Qualifies for 1 of your Mandatory Safety Trainings for the Year!! May also qualify for a discount on your personal car insurance**)

Presented by MMIA-Thom Danenhower
1:00-5:00 Water Treatment Conference Room

MARCH 2014

March 6

First Aid Training **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**

8:00-12:00 St. Peter's Hospital-ABC Rooms (10 person limit)

March 13

CPR Training **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**

1:00-5:00 St. Peter's Hospital-ABC Rooms (10 person limit)

March 18

Men's Health (Find out the most up to date research on men's health. During this workshop learn: how to increase your longevity; how long distance running is bad for you; how memory loss is linked with certain medications; heart health and lifestyle factors that affect daily activities. Our gift to you at this informative talk will be techniques to help you live a longer, happier and healthier life.)

Presented by Cornerstone Wellness

12:00-1:00 Room 426; City-County Building

APRIL 2014

April 8

How to Say it at Work (Communication Skills) (Learn the Types of Communication, Key Components of Communication, Communications and Technology, What Makes Someone a Good Communicator, Tips for Navigating a Difficult Situation).

Presented by RBH –Kim Goodman; Our EAP Program

10:00-11:00 Room 426; City-County Building

April 25

Fire Extinguisher Usage; Fire Prevention and Workplace Hazard Identification **(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**

Presented by our very own Fire Dept!

1:00- TBD Fire Station 1; Civic Center (20 person limit)

MAY 2014

May 15-June 15

Open Enrollment Period

MMIA/State Clinic

UNUM/AFLAC

VEBA

RBH/OPTUM

State of Montana Deferred Compensation 457

TBA

JUNE 2014

June TBA