

SAFETY AND WELLNESS TRAINING CALENDAR 2014-2015

Don't forget there are over 100 on-line Safety Trainings available through the [Summit Training Web](#).

FEBRUARY 2015

Harassment, Diversity and Discrimination Training

February 5; 10-11:00 at Water/Waste Water Interpretive Center (Conference Room)

Presented by: MMIA; John Cummings

Required training for ALL City Employees every two years. What is harassment, how to prevent it in the workplace and how to effectively deal with it when it occurs. This course also provides an overview of the ADA, ADAAA, EECO, FMLA and the interactive process required in determining reasonable accommodations in the workplace.

Harassment, Diversity and Discrimination Training

February 18; 2-3:00 in Room 326 of the City-County Building

Presented by: MMIA; John Cummings

Required training for ALL City Employees every two years. What is harassment, how to prevent it in the workplace and how to effectively deal with it when it occurs. This course also provides an overview of the ADA, ADAAA, EECO, FMLA and the interactive process required in determining reasonable accommodations in the workplace.

Customer Service or Lip Service

February 18; 11-12:00 in Room 326 of the City-County Building

Participants will learn: definitions, challenges, what is needed to keep a positive edge, pitfalls, customer service retention techniques, and telephone customer service.

Presented by: RBH our Employee Assistance Program; Carroll Jenkins

Supervisory Training

February 26; 10-12:00 at Water/Waste Water Interpretive Center (Conference Room)

This is a two hour course that focuses on the fundamentals of being a good supervisor and the pitfalls of poor supervision.

Roth vs. Traditional IRA

February 26; 12-1:00 in Room 426 of the City-County Building (LUNCH IS PROVIDED!)

Presented by Deb McLarnon; Edward Jones

MARCH 2015

Time Management

March 11; 11-12:00 in Room 326 of the City-County Building

Decide how you spend your time, manage time your way, ask what and how much must be done and how fast you must do it, track how you really spend your time and list specific ways you'll spend your time differently, make a decision-act on it and move on!

Presented by: RBH our Employee Assistance Program; Carroll Jenkins

Liability 101

March 23; 1:30-3:30 in Room 326 of the City-County Building

What are the elements of Liability. Dealing with the principal issues of tort liability. Admittance of fault (what to do and not to do). Other general elements of liability.

APRIL 2015

How To Deal With Disruptive People

April 29; 10:30-12:00 in the Commission Chamber

Presented by: Judge Michael Swingley

Qualifies as one of two mandatory safety trainings per year.

MAY 2015

May 15-June 15

Open Enrollment Period

MMIA/State Clinic

UNUM/AFLAC

VEBA

RBH

State of Montana Deferred Compensation 457

Legal Shield

CareHere-Montana Health Center

Conflict Resolution

May 20- 11-12:00 in Room 326 of the City-County Building

Sources of conflict, common modes of handling conflict, what works, what doesn't, effective communication and problem solving techniques.

Presented by: RBH our Employee Assistance Program; Carroll Jenkins

Defensive Driving

May qualify for a discount on your car insurance!

May 27; 8-12:00 at the W/WW Treatment/Conference Building

Presented by: Thom Danenhower; MMIA

Qualifies as one of two mandatory safety trainings per year.

JUNE 2015

TBA