

2018 Career Development Training Series Courses

Most of these career related courses are 2 hours long and available to all city employees. These classes are designed to offer the participant a wide variety of topics, covering a various objectives.

Balance



This course reviews ways for individuals to create a sense of balance in their life and reduce stress. Discussion reviews the danger of imbalance, the importance of defining priorities, the power of choice, and the benefit of protecting boundaries. Participants will be given an opportunity to assess the level of control they feel in their own life and identify specific strategies they can employ to increase their sense of satisfaction.

Budget Your Pay



Personal financial matters can be stressful and may impact employee's job performance. This course is designed to help employees to better manage their personal finances and adapt to change in our economy. Discussion addresses common mistakes that people make in budgeting. It will also allow employees to identify effective strategies in their financial management. Participants will review specific planning and action steps to achieve their personal financial goals.



Competing Demands

This course reviews ways for individuals to effectively address situation in which they feel overwhelmed by multiple demands and pressures. Discussion addresses the importance of clarifying expectations, defining priorities, and setting realistic boundaries. Participants will be given an opportunity to identify their common problem areas and will consider specific strategies they can employ to increase their level of effectiveness and productivity.

Generation Diversity



This course focuses on the generational diversity of the workforce. The discussion explores challenges and opportunities that may stem from different values and beliefs. Each age group may present different contribution to the organization. Participants will be able to see these differences in a diverse working environment and develop strategies to enhance their interpersonal skills and collaborate with their team members.

Building and Developing Your Career



You are doing a great job, but still having difficulties in identifying a long-term direction for what you do. Or, you feel that it is time to craft your own career course. What should you do and where should you start? This course will cover information that may be helpful in charting your journey. We will cover various career development/enhancement options including education and training, which will motivate employees to be career-minded working professionals who can deliver outstanding results in their job performance.

Managing Job Stress



This course is designed to help individuals productively manage the many stressors faced in life. Discussion identifies common sources of stress, the physical, mental, and emotional manifestations of stress, and the danger of burnout. Participants will learn a three-step strategy to respond to stress in healthy ways and to reduce the occurrence and severity of future stressors.

Performance Management



This two-hour course will help employees understand the performance management and evaluation process and how to prepare themselves for the performance evaluation. The class discussion will include how employees can take a proactive role in their performance.

Perception and Assumption



Assumptions are made based on your beliefs and perceptions stem from your influences, such as the people you associate with. These two things affect individual values and principles. It can also affect your relationship with people on a daily basis. This training will assist participants to minimize any misunderstanding or barriers that may occur due to these issues and further assist them to enhance their interpersonal relationships.

Resilience



This two-hour course explores the concept of resilience and its benefits to our personal and professional effectiveness. Discussion explores the key characteristics that individuals can develop to enable them to more easily handle life's challenges, including a healthy self-concept and sense of purpose, an optimistic and grateful outlook, and an ability to turn misfortune around. Participants will learn how to motivate themselves in the midst of challenging circumstances and how to use hardships as opportunities for growth.



Self-Engagement

This course explores the responsibility for and power of self-engagement. The class discussion will help employees assess their own level of engagement and its effectiveness. Participants will learn ways to engage themselves in their work so that it enhances their performance, professional identity, and sense of satisfaction.



Team Building

This two-hour course emphasizes the team building concept and how effective communication and winning attitude contributes to team success. Participants will learn to create synergy with their teammates by working together effectively in a diverse working environment to support the organizational mission objectives.

Time Management



Do you ever wish that you have more time to get more done? This two-hour session, we will cover working strategies that can motivate employees to use their time more effectively at work. This session reviews common mistake and explains how to develop better time management habits.

Trust



This course explores what trust means as a member of a work team. Discussion examines personal perceptions of trust and what happens to the team dynamic when trust is lacking. Participants will learn strategies for increasing their trustworthiness, fostering trust in their work relationships, and maintaining their trust in the organization during times of change and challenge.



Unconscious bias, is often defined as a prejudice or unsupported judgment that may favor or discriminate. In this training session, participants will learn how preconception can unintentionally lead a person to make unfair decisions that may unintentionally damage trust and interpersonal relationship with employees and customers.



Valuing Diversity

In this two-hour training, participants will identify personal stereotypes, be introduced to the primary and secondary dimensions of diversity, and become familiar with the four cornerstones of diversity: knowledge, acceptance, understanding, and behavior.



Interview Tips: Tips to Improve Your Interview Performance (Part 1)

Improve your interviewing skills with this two-hour course designed to help you prepare successfully for any job interview. Suggested techniques may help participants to market and further increase their career opportunities with our organization. The discussion will focus on preparing for an interview, delivering confident introduction and suggested techniques to overcome difficult questions during the interview.

Interview Training (Part 2)

Practice the interview and go through an actual interview staged for you to apply the information you learned in the Interview Tips training. It is strongly recommended to attend part 1 of this training prior to attending this session. This session will include feedback on your interview to include best practices, pitfalls to avoid, and to improve your skills to assist you with your next career opportunity.

