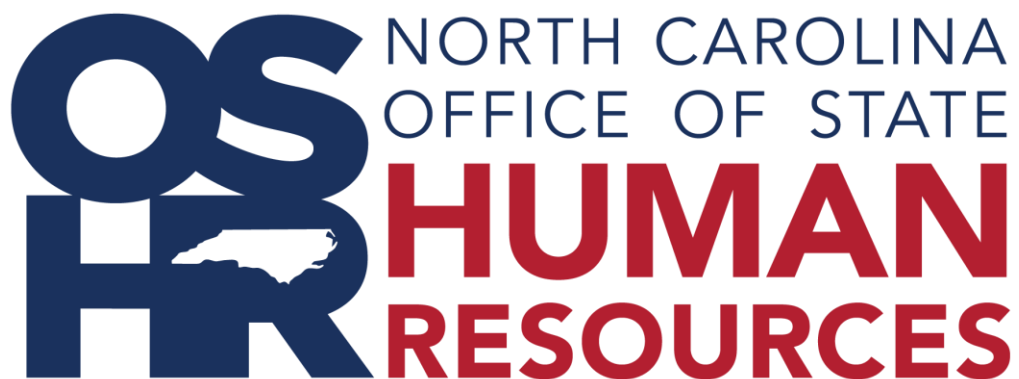


LOCAL GOVERNMENT TRAINING SCHEDULE

FOR LOCAL COUNTY DEPARTMENTS OF
SOCIAL SERVICES, PUBLIC HEALTH AND
LME-MCO'S

JULY – DEC
2026



JULY 2026

7/23/26 – Candidate Qualifications – covering DSS job titles

This class is designed to provide the participant with a thorough foundation of the candidate qualification process (aka screening employment applications) for a variety of DSS classifications. This session will cover an overview of the application screening process, discussion of specific occupational classes, review techniques and strategies, forms and resources and other helpful tips. This class is required to be approved for delegated authority.

Space is limited; therefore, priority will be given to:

Employees whose duties are directly related to the training subject

New employees and those who have not received training in this subject

Those agencies that have not yet been approved for delegated authority in candidate qualifications

Training ID: LG0201

Microsoft Teams

9:00 am – 12:00 p.m.

Instructor: Dominick D’Erasmus

\$50 per person

AUGUST 2026

8/19/26 – 8/20/26 - Employee Relations

This class is designed to provide the participant with a thorough understanding of the progressive disciplinary action policy and process for those staff subject to the State Human Resources Act. This session includes an overview of employee relations for local government; who is covered and why; terms and definitions; disciplinary actions, procedures, and requirements; documentation and appeals; as well as proactive and preventative best practices.

Training ID: LG0202

Microsoft Teams

2 days, 9:30 a.m. – 12:00 p.m. each day

Instructor: James Harris

\$70 per person for the 2-day session

09/01/26 – Awareness, Inclusive Management and Workplace Sensitivity

This training uses actionable guidance to focus on the pivotal role managers and employees have in strengthening EEO initiatives. It provides practical instruction on creating greater awareness (sensitivity) of the experiences and needs of others, the significance of emotional intelligence (EQ), and what is required to become truly inclusive as team members and leaders. Relatable scenarios and exercises are implemented in this module.

Training ID: LG0203

Microsoft Teams

9:00 am – 11:30 a.m.

Instructor: Regina Streaty

\$40 per person

09/16/26 – Candidate Qualifications— covering PH job titles

This class is designed to provide the participant with a thorough foundation of the candidate qualification process (aka screening employment applications) for a variety of PH classifications. This session will cover an overview of the application screening process, discussion of specific occupational classes, review techniques and strategies, forms and resources and other helpful tips. This class is required to be approved for delegated authority.

Space is limited; therefore, priority will be given to:

- Employees whose duties are directly related to the training subject
- New employees and those who have not received training in this subject
- Those agencies that have not yet been approved for delegated authority in candidate qualifications

Training ID: LG0204

Microsoft Teams

9:00 am – 12:00 p.m.

Instructor: Dominick D’Erasmio

\$50 per person

09/24/26 – Ethical Decision Making - Leading at all Levels (In-Person)



This Leading at all Levels course explores the key dynamics of this core competency to include firmly adhering to codes of conduct and ethical principles, consistently interacting in ways that build others confidence in the intentions of the individual and the organization.

By the conclusion of this course, participants should be able to:

- Define the key concepts of ethics, ethical behavior and ethical dilemmas
- Identify ethical and unethical workplace behaviors
- Apply a framework for making ethical decisions
- Make a personal commitment to perform in an ethical manner

Training ID: LG0205

In Person Location: OSHR- Asheville
Regional Office Located in Swannanoa
8:30 a.m. – 12:00 p.m.

Instructor: Stefanie Hoover
\$60 per person

09/24/26 – Dealing with Change - Leading at all Levels (In-Person)



This Leading at all Levels course is designed for any employee currently not in a formal supervisory or managerial role. This course is designed to guide participants through understanding the impact of change and to discover new ways that people approach change. By the conclusion of this course, participants should be able to develop productive strategies to deal with change.

Training ID: LG0206

In Person Location: OSHR- Asheville
Regional Office Located in Swannanoa
1:00 p.m. – 4:30 p.m.

Instructor: Stefanie Hoover
\$60 per person

OCTOBER 2026

10/05/26 – Effective and Inclusive Communication: Skills for the Workplace

This course examines workplace behavior and interpersonal relations with a focus on inclusive communication skills and respect. Attendees will gain an understanding of how the workplace experience is impacted by personal behavior, culture, and collaboration, and address the importance of ethics and accountability. The session will also include a summary of ways to recognize and mitigate communication and behavior challenges to help foster a more welcoming, respectful, inclusive, and engaged work environment.

Training ID: LG0207

Microsoft Teams

9:00 am – 11:30 a.m.

Instructor: Regina Sreaty

\$40 per person

10/14/26 – Coaching for Supervisors - Leading at all Levels (In-Person)



Coaching for supervisors is for those individuals who currently have formal supervisory responsibilities for frontline employees or will have such supervisory responsibilities in the near future.

By the conclusion of this course, participants should be able to:

- Guide staff in the performance of tasks, holding them accountable for meeting s.m.a.r.t. goals
- Reinforce talk and the ear/s model skills through multiple guided practice sessions
- Discover the motivations of each team member
- Perform effective navigation regarding delegating work
- Regularly and proactively provide specific, positive and developmental feedback
- Address employee performance issues, holding everyone to the highest ethical standards
- Foster a customer-focused and continuous improvement learning environment

In-person class. space is limited to 24; all are welcome to register.

- Priority will be given to: county agencies subject to the state human resources act

Training ID: LG0208

In Person Location: Craven County DSS

8:30 a.m. – 4:30 p.m.

Instructor: David Bethea

\$95 per person

10/22/26 – Coaching for Supervisors - Leading at all Levels (In-Person)



Coaching for supervisors is for those individuals who currently have formal supervisory responsibilities for frontline employees or will have such supervisory responsibilities in the near future.

By the conclusion of this course, participants should be able to:

- Guide staff in the performance of tasks, holding them accountable for meeting s.m.a.r.t. goals
- Reinforce talk and the ear/s model skills through multiple guided practice sessions
- Discover the motivations of each team member
- Perform effective navigation regarding delegating work
- Regularly and proactively provide specific, positive and developmental feedback
- Address employee performance issues, holding everyone to the highest ethical standards
- Foster a customer-focused and continuous improvement learning environment

In-person class. space is limited to 24; all are welcome to register.

- Priority will be given to county agencies subject to the state human resources act

Training ID: LG0211

In Person Location: OSHR- Asheville Regional

Office Located in Swannanoa

8:30 a.m. – 4:30 p.m.

Instructor: Stefanie Hoover

\$95 per person

NOVEMBER 2026

11/05/26 – Worker's Compensation

The course will present a brief outline of the life cycle of workers' compensation claims from injury to return to work or other resolution as well as best practices for investigation, reporting, treatment, and communication.

Space is limited; therefore, priority will be given to:

- Employees whose duties are directly related to the training subject.
- New employees and those who have not received training in this subject.
- Counties subject to the State Human Resources Act

Training ID: LG0209

Microsoft Teams

1:00 p.m. – 3:00 p.m.

Instructor: Tammi Krogman

\$40 per person

11/18/26 - 11/19/26 - Employee Relations

This class is designed to provide the participant with a thorough understanding of the progressive disciplinary action policy and process for those staff subject to the State Human Resources Act. This session includes an overview of employee relations for local government; who is covered and why; terms and definitions; disciplinary actions, procedures, and requirements; documentation and appeals; as well as proactive and preventative best practices.

Training ID: LG0210

Web Ex

2 days, 9:30 a.m. – 12:00 p.m. each day

Instructor: James Harris

\$70 per person for the 2-day session

REGISTRATION PROCESS

The following recommendations are made to assist you in determining who and how to register your employees for these training events.

1. Managers should review the training content and target audience to determine the best candidates from their office to register for each session. Make sure that each candidate meets one or more of the target audience priorities.
2. Talk with the individuals you've identified for the training. Share your expectations for their participation in this training event. Determine their availability to **fully*** attend and participate in the session. (****Participants are strongly discouraged from leaving early, coming in late or otherwise limiting their training involvement due to other commitments, work related or otherwise.***)
3. Have the applicant complete the **electronic Training Registration Form** located in the training section at <https://oshr.nc.gov/state-employee-resources/local-government-support> in a timely manner well before the event is scheduled to take place. **Pay close attention as each class has a unique training ID code that must be entered on the form referenced above.** Please use the above LG Training Schedule to obtain the correct training ID code.
4. Once the applicant completes the training registration form, you will receive a notification from Smart Sheet. View the request and approve the registration form.

James Harris via Smartsheet <automati...>
To: Harris, James

If there are problems with how this message is displayed, Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Unsubscribe

Your employee [REDACTED] has requested to attend a duration of 4 hours. Please review and approve questions about this training please contact OSHF

View Request

Row 8

Employee Name	[REDACTED]
Training Title	Employee Relations
Cost	\$30.00
Training Date	11/17/20

Training Description
This class is designed to provide the participant with a thorough understanding of the progressive disciplinary action policy and process for those staff subject to the State Human Resources Act. This session includes an overview of employee relations for local government; who is covered and why; terms and definitions; disciplinary actions, procedures and requirements; documentation and appeals; as well as proactive and preventative best practices.

Comments
Add a comment

Deny **Approve**

REGISTRATION PROCESS

Please notify the fiscal officer or person handling the invoice and payment that they will receive an e-mail after your approval. Alert them that they will approve in the same manner you did. Please reference the screen shots above for the approval process. The invoice will be directed to the person approving as the fiscal officer. They should be prepared to process this payment. Your agency will be invoiced immediately following the training and payment is expected within 30 days of invoice.

All registrations will be reviewed and prioritized based on the target audience priorities. Approximately two weeks prior to the training event, all applicants will be notified of their status by email, as well as their manager and the fiscal officer. The accepted applicants will be given additional training details at that time.

Any unpaid balances from previous training sessions must be paid prior to new registrations.

Cancellations: As soon as an accepted participant becomes aware that they cannot fully participate in the training they are scheduled to attend; they should contact their manager and Tammie Dame at tammie.dame@nc.gov or (984-236-0871) at OSHR to cancel. Failure to cancel in a timely manner may result in the agency's responsibility for payment.

At the discretion of the instructor and local government program manager any class may be postponed or cancelled if enrollment numbers are low.