



Office of State
Human Resources

Local Government
Training Schedule
Fall 2019

For DSS, Public Health and
LME-MCO's

Course Descriptions

Candidate Qualifications Training

This class is designed to provide the participant with a thorough foundation of the candidate qualification process for a variety of subject positions, as well as the process necessary to be approved for delegated authority in this area. This session includes an overview of the employment application screening process, discussion of specific classes, review techniques and strategies, as well as forms and resources.

Target Audience:

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

1. Employees whose duties are directly related to the training subject
2. New employees and those who have not received training in this subject
3. Those agencies that have not yet been approved for delegated authority in candidate qualifications
4. Counties subject to the State Human Resources Act

Timeframe: 4 hours,

Instructor: Dominick D'Erasmio

Price: \$30 per person

Employee Relations Training

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.

Target Audience:

Space is limited; therefore priority will be given to:

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

Timeframe: 4 hours,

Instructor: Pamela Taylor Shaw & James Harris

Price: \$30 per person

Course Descriptions Continued...

Leadership Foundations Training

This **2-day** class is designed to prepare the frontline supervisor with essential leadership knowledge, skills and practices.

The Leadership Challenge Workshop teaches 5 Principles:

1. Model the Way
2. Inspire a Shared Vision
3. Challenge the Process
4. Enable others to Act
5. Encourage the Heart

Target Audience:

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

1. Those that are currently fulfilling the role and duties of a frontline supervisor
2. New supervisors and those who have not received training in this subject
3. Those in counties subject to the State Human Resources Act

Participants should be prepared to engage in application-based activities such as role plays, and to be present for the duration of the two-day training session.

Timeframe: 2 days, 9:00 a.m. – 4:00 p.m. each day

Instructor: James Harris

Price: \$60 per person for the 2-day session



Americans with Disabilities Act (ADA) Training

The Americans with Disabilities Act (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. This training explains the part of the ADA that prohibits job discrimination by focusing on the core concepts of the ADA such as defining disability, identifying essential functions, and exploring the reasonable accommodation process. ADA training is essential for human resources staff, managers and supervisors, or any other employees that need additional information about the ADA in the workplace.

Target Audience:

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

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

Timeframe: 4 hours, Instructor: Nancy Astrike, Price: \$30 per person



Respect in the Workplace (EEO) Training

This training is designed to explore the continuum of behaviors in the workplace that can be defined as illegal, inappropriate, or respectful. It will discuss the role that leadership, supervisors, and employees have in developing and maintaining a workplace environment that supports healthy and respectful behaviors and lays the foundation for the legal framework that support **equal employment opportunity**.

Target Audience:

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

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

Timeframe: 4 hours, Instructor: Nancy Astrike, Price: \$30 per person

Training Schedule

September

9/18/19 – Employee Relations – PH, DSS & LME-MCO

OSHR Personnel Development Center

Raleigh, NC

9:00 a.m. – 1:00 p.m.

October

10/3/19 – Qualifications – DSS & LME-MCO

OSHR Personnel Development Center

Raleigh, NC

9:00 a.m. – 1:00 p.m.

10/10/19 – Qualifications – PH

OSHR Personnel Development Center

Raleigh, NC

9:00 a.m. – 1:00 p.m.

10/16/19 -10/17/19 – Leadership Foundations – PH & DSS & LME-MCO

Buncombe County

Asheville, NC

9:00 a.m. – 4:00 p.m. *\$5 parking charge for public parking (each day)*

10/22/19 – Employee Relations – PH, DSS & LME-MCO

Davie County Library

Mocksville, NC

9:00 a.m. – 1:00 p.m.

10/29/19 – Respect in the Workplace EEO – PH, DSS & LME-MCO

OSHR Personnel Development Center

Raleigh, NC

1:00 p.m. – 4:00 p.m.



Training Schedule con't

November

11/05/19 – ADA – PH, DSS & LME-MCO

OSHR Personnel Development Center

Raleigh, NC

1:00 p.m. – 4:00 p.m.



11/7/19 – Employee Relations – PH, DSS & LME-MCO

Craven County Department of Social Services

New Bern, NC

9:00 a.m. – 1:00 p.m.

11/20/19 -11/21/19 – Leadership Foundations – PH, DSS & LME-MCO

Duplin County Department of Social Services

Kenansville, NC

9:00 a.m. – 4:00 p.m.

December

12/12/19 – Qualifications – DSS & LME-MCO

Craven County Department of Social Services

New Bern, NC

9:00 a.m. – 1:00 p.m.

Registration Process

The following recommendations are made to assist you in determining who and how to register your employees for this 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. Think about what you want to see as a result of each candidates' participation in this training.
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 registration form in a timely manner well before the event is scheduled to take place. **Registration deadline will be one week (7 calendar days) prior to the training date.**
4. Sign the registration form and ensure that the person handling the invoice and payment for the course fee signs as well. The invoice will be directed to the person signing as the fiscal officer and 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.
5. Scan and email to LocalGov@nc.gov or fax the form(s) to Monique Cowan at (919)733-0653.

All applications will be reviewed and prioritized based on the target audience priorities. Approximately three 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 location information and 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 Monique Cowan (919-807-4865) at OSHR to cancel. Failure to cancel in a timely manner will result in the agency's responsibility for payment.

LOCAL GOVERNMENT

Training Registration Form

Name / Position (please print): _____

Agency: _____

Email: _____

Work Address: _____

Work Phone: _____ Alternate Phone: _____

Training Program Requested _____

Training Date / Location Requested _____

Reason for Request _____

Send this completed form to: LocalGov@nc.gov or FAX (919) 733-0653. For more information, you can contact Monique Cowan at 919-807-4865.

Course Fee & Payment: The cost for the training series is \$30 per person for a one-day class or \$60 per person for two-days. Agency approval signature below is a commitment to pay the fee indicated. Your agency will be invoiced immediately following the training and payment is expected within 30 days of invoice.

Cancellation Policy: If cancellation isn't received within a timely manner prior to the class date, the agency will be responsible for payment.

Immediate Supervisor:		
Name (Please Print)	Signature	Date
Email	Phone#	
Chief Fiscal Officer or Designee for Receipt / Payment of Invoice:		
Name (Please Print)	Signature	Date
Email	Phone#	
OSHR Approval:		